



## MINUTES for Regular Board of Directors Meeting 3 & 4 February 2020

Meeting Logistics:

02/03/2019 8:00a Eastern Time; 02/04/2020 8:00a Eastern Time

Location:

Raleigh Convention Center – Glass Office  
500 S. Salisbury Street Raleigh, NC 27601

### ANTI-TRUST STATEMENT

It is the policy of the Association for Challenge Course Technology, and it is the responsibility of every Association member company, to comply in all respects with federal and state antitrust laws. No activity or discussion at any Association meeting or other function may be engaged in for the purpose of bringing about any understanding or agreement among members to:

- (a) raise, lower, or stabilize prices;
- (b) regulate production;
- (c) allocate markets;
- (d) encourage boycotts;
- (e) foster unfair trade practices;
- (f) assist monopolization, or
- (g) in any way violate federal or State antitrust laws.

Any questions regarding the meaning or applicability of this policy, as well as any concerns regarding activities or discussions at Association meetings, should be promptly brought to the attention of the Association Executive Director or the Chair of the Board of Directors.

### ATTENDEES

Presiding Officer:

Bahman Azarm – **Vice Chair**

Board Member Attendees:

Mandy Stewart – **Secretary**

Paul Cummings – **Member**

Shawn Tierney – **Executive Director**

Carson Rivers – **Treasurer**

Victor Gallo – **Member**

Cameron Annas – **Member**

Rohan Shahani – **Member**

Recused and Therefore Not Present:

Ben Kopp – **Chair**

**Quorum ? YES**

Additional Attendees Monday

Keith Jacobs  
Brian Lisson  
Tim Prairie  
John Voegtlin  
Scott Andrews  
Wayne Berger  
Todd Domeck

Additional Attendees Tuesday

Ken Jacqout  
Colin Caines  
Micah Henderson  
Mike Smith  
Erik Marter



**Monday, 03 February 2020**

Meeting called to order at 8:01 AM Eastern Time by Bahman Azarm.

Rohan reads the Anti-trust Statement.

**Approval of Agenda**

**Motion:** Review and approve the meeting agenda

**Made by:** Rohan

**Seconded by:** Paul

**Discussion:** None.

**Vote:** In Favor – All

Opposed – 0

Abstaining – 0

**Motion Carries:** Yes

**Approval of Minutes**

**Motion:** Approve previous minutes for meeting held 29 January 2020.

**Made by:** Mandy

**Seconded by:** Rohan

**Discussion:** Minutes reviewed. Cameron's departure time noted.

**Vote:** In Favor – All

Opposed – 0

Abstaining – 0

**Motion Carries:** Yes



**Monday, 03 February 2020**

**Welcome.**

**Discussion on COIs & Disclosure by Board Member(s)** (Mandy)

- Rohan requests courtesy of disclosure of COIs from the BoD
- COI Policy and Form for 2020 need to align, level of disclosure required needs clarification, confidentiality of form to be clarified, process of how the information is dissemination.

**Motion:** Review and revise the Conflict of Interest Policy

**Made by:** Mandy

**Seconded by:** Rohan

**Discussion:** None.

**Vote:** In Favor – All

Opposed – 0

Abstaining – 0

**Motion Carries:** Yes

**Motion:** Approve ACCT Conflict of Interest Policy (v4.0) as revised without further consideration.

**Made by:** Carson

**Seconded by:** Cameron

**Discussion:** The Policy and the form need to be two independent documents. Legal counsel has been sought leading into this version.

**Vote:** In Favor – Bahman, Carson, Cameron, Paul, Victor

Opposed – Rohan

Abstaining – Mandy

**Motion Carries:** Yes

- Mandy discloses development of The Alliance Collaborative as a new non-profit that is not competitive with ACCT, discussion of details with BoD Invitation to ask questions and speak with Mandy on an ongoing basis if there are any questions or concerns. Mandy has been cleared by Ethics, and will need to continue to be mindful of any arising COIs.
- Rohan, Carson, Cameron, Victor, Bahman, and Paul disclose potential conflicts to the BoD.



## Closed Session Items (Bahman)

**Motion:** Approve ACCT Conflict of Interest Policy (v4.0) as revised without further consideration.

**Made by:** Carson

**Seconded by:** Paul

**Discussion:** General identification of closed session work.

**Vote:** In Favor – All

Opposed – 0

Abstaining – 0

**Motion Carries:** Yes

## Board enters into closed session at 10:13AM.

Break for lunch 12 -12:30

## Board exits close session at 1:14PM

### Board Elections - (Shawn)

- **Accredited Vendor Mergers & Acquisitions**
- **Voting**
- **Developing New Procedures**
  - o A BoD task force needs to be assembled to address the above three issues well before the 2021 election.

*Scott Andrews and John Voegtlin, join meeting at 1:15pm.*

*Scott Andrews leaves meeting at 1:25pm.*

### ACCT Staff Reports

- **Executive Director**
  - o **Report in BoD Meeting Folder: [2020-01-27 REPORT ED to BoD]**
  - o Attrition should be at \$40k or less, as currently tracking (budgeted as \$30k)
  - o Conference registration should be at about 1300 for this year, as currently tracking
  - o \$70k net income as currently tracking, budgeted for \$50k

### COI Policy and Form

- John has found typos in policy as written
- John will develop tracking system to ensure forms are completed, and ACCT is aware of whom they need to notify as being in noncompliance.



<b>Motion:</b>	Approve ACCT Conflict of Interest Policy (v4.1) as edited by ACCT Staff to correct grammatical errors.
<b>Made by:</b>	Mandy
<b>Seconded by:</b>	Bahman
<b>Discussion:</b>	None.
<b>Vote:</b>	In Favor – Rohan, Paul, Victor, Cameron, Carson, Bahman, Mandy Opposed – 0 Abstaining – Paul
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**Staff Reports, cont'd:**

- **Executive Director cont'd**
  - Association health insurance landing page needs edits
  - Re: rollout at conference, announce health insurance to be available, that landing page will be ready shortly, 90 min session on Friday for more info
- **Events Director**
  - **Report in BoD Meeting Folder: [2020-01-17 REPORT Events Director to BoD]**
  - Discussion of changing conference environment/needs.
- **Policy Director**
  - **Report in BoD Meeting Folder: [2020-01-13 REPORT Policy Director to BoD]**
  - Spanish translation of new standards is not yet ready. Digital may be completed this week.
  - No current schedule in place for updates to the regulatory map.
- **Program Manager**
  - **Report in BoD Meeting Folder: [2020-01-13 REPORT Program Manager to BoD]**
  - Vetting of insurance language for the PA ICE event was completed by Shawn, Micah as ACC Chair, and Reb Gregg.
  - Further scrutiny is needed regarding international coverages.
- **Office Manager**
  - **Report in BoD Meeting Folder: [2020-01-17 Office Manager to BoD]**
  - Higher Logic marketing platform is currently not used. Needs to be implemented.
  - Supervision strategies for staff discussed

**Committee Reports:**

- **Ethics (Paul)**
  - Multiple issues are in progress.
  - Need to develop better reporting and greater window into what is happening in Ethics (without sharing all details).
- **Finance (Carson)**
  - Meeting at least monthly.
  - Current plan to conduct audit is still in progress.
  - No progress to date on policy and procedures manual due to other work.



- **Insurance & Risk Management** (Cameron)
  - o Several members are inactive.
  - o 2020 conference sessions re: 6 years of data to be presented by Cameron and Robert Monaghan.
  - o Current Chair's term expires soon.
- **International** (Victor)
  - o Focus has been on Asia 2020 event.
  - o There have been significant communication issues with this committee that need to be resolved.
  - o IC activities need to be aligned with a strategic plan.
  - o Joining in with another event or a smaller ICE-type event may be a good short-term option.
- **Leadership & Nominations** (Bahman)
  - o Bahman is unaware of any current members other than the Chair.
  - o Further development of this committee is much needed.
- **Standards Development** (Rohan)
  - o Grammatical errors in the Operations Standard will be looked into.

#### **INTECO MOU** (Shawn)

**Motion:** Send the INTECO MOU as it exists now to INTECO

**Made by:** Paul

**Seconded by:** Victor

**Discussion:** None.

**Vote:** In Favor – All

Opposed – 0

Abstaining – Mandy (absent at ACC/VAP meeting)

**Motion Carries:** Yes

#### **Strategic Planning Process** (Paul)

- Paul is working on ToR for a group responsible to the BoD that will ensure that any strategic plan developed will be adhered to.
- Proposed that members include a representative from each of the three electoral cycles (for continuity).



**Motion:** Suspend the minutes and move up Filling vacant seat on BOD

**Made by:** Rohan

**Seconded by:** Carson

**Discussion:** None.

**Vote:** In Favor – All

Opposed – 0

Abstaining – Mandy (absent while attending ACC/VAP meeting)

**Motion Carries:** Yes

#### Filling Vacant Seat on Board (Rohan)

**Motion:** Add a PVM candidate slot to the upcoming election and to announce it to the public today

**Made by:** Rohan

**Seconded by:** Mandy

**Discussion:** Discussion on approach of filling the seat. Filling a PVM seat should be with a PVM candidate. Vacancies section of the Bylaws is reviewed.  
**MOTION WITHDRAWN**

**Motion Carries:** No

**Motion:** Fill the vacant PVM BOD seat in the upcoming election and to announce it to the public today. The seat in question will go to the candidate who receives the third most votes.

**Made by:** Rohan

**Seconded by:** Cameron

**Discussion:** None.

**Vote:** In Favor – Bahman, Shawn, Paul, Cameron, Victor, Mandy, Rohan

Opposed – 0

Abstaining – Carson (recused from discussion as current candidate)

**Motion Carries:** Yes



### Operation Accreditation Rollout (Shawn)

- **Legal Review**

- Excellent and in-depth feedback has been received from counsel.
- Ryan Winter (counsel) joins by phone at 4:04PM Eastern.
  - Ryan is not practiced in international law and advises further research and possible additional consult to advise on international insurance and jurisdiction.
  - Strategy on limiting international exposure is discussed and needs further development.
  - Benefits and detractions of Certificate Holder vs Additional Insured is discussed.
  - Risk shifting and clear relationships via written agreements are a strategy to be developed.
  - Mandatory agreement/waiver language might be one strategy but would be difficult to enforce 100%
  - Ryan is willing to draft agreements and make revisions as outlined in his report.
- Ryan Winter leaves at 4:44PM
  - Discussion with AEE and NOLS re: international issues may be pursued.

**Motion:** Adjourn for the Day

**Made by:** Cameron

**Seconded by:** Paul

**Discussion:** None.

**Vote:** In Favor – All

Opposed – 0

Abstaining – 0

**Motion Carries:** Yes

Adjourn for day at 5:03PM Eastern

**Tuesday, 04 February 2020**

### ACC Board Report & VAP Update (Mandy)

- Updates on ACC members, two new members being sought.
- ACC BoD report reviewed, with updates explained for each sub-group. Progress is being made across all groups.
- Meeting with VAP/ACC yesterday was successful. OA program docs reviewed and seen as helpful to the VAP in further development of program revamp.

**Motion:** Charge the ACC with transitioning the work done to date on the Operation Reviewer effort into an official credentialing program of the ACCT.





<b>Made by:</b>	Carson
<b>Seconded by:</b>	Rohan
<b>Discussion:</b>	The BoD would like to have documents to review by their Fall 2020 face to face meeting. The program shall be created for any qualified individual. The Board requests that the Task Force be comprised of individuals that have a background across the wide spectrum of the industry.
<b>Vote:</b>	In Favor – All Opposed – 0 Abstaining – 0
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**BoD as Secretariat (Mandy)**

<b>Motion:</b>	The Secretariat will have meetings at least quarterly to address Consensus Group and ANSI-related needs
<b>Made by:</b>	Mandy
<b>Seconded by:</b>	Rohan
<b>Discussion:</b>	The Board needs further education regarding their responsibilities in their role as Secretariat. Dedicated time must be given to this role, outside of the ACCT Board of Director meetings.
<b>Vote:</b>	In Favor – All Opposed – 0 Abstaining – 0
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**Face to Face Meeting Request Form & Process (Mandy)**

- A standardized form is needed in order for all ACCT groups to make budget requests for face to face meetings, as well as other items needed to do their work.
- Shawn to develop revised form based on working form previously put into use.
- BoD to circulate form once final for groups to complete and return by deadline, TBD.

**Annual Board Member Orientation (Rohan)**

- Documents to be used as resources are currently in the BoD folder on Drive. Intention is not to review all in-depth during the meeting, but to ensure there is general overview of high points and an awareness of what is currently available.

**Conference Order of Events – Planning (Shawn)**

- **PVM Symposium**
  - o Bahman and Shawn to speak as per schedule
- **Opening Ceremony**
  - o BoD to be present for introductions
- **Socials**
  - o Attendance by various BoD members as schedules allow, all socials to be attended with some level of representation



- **Dialogue w/ACCT Leadership**
  - Carson, Mandy, Rohan, and Cameron commit to attendance, others as schedule allow
- **AGM Agenda & Logistics**
  - Rohan to assist in "out of room" duties for election as Bahman will be engaged as presiding officer.
- **Awards & Closing Ceremony**
  - BoD to attend and participate onstage as requested.

Working Lunch **International Committee – Asia Event** (Victor)  
(Ken Jacquot & Colin Caines join)

- Explanation on benefits of an international event
  - Meeting needs of members on an international level
  - Expansion and greater acceptance of ACCT programs
  - Expansion and greater acceptance of ACCT standards
  - Increased focus on safety in jurisdictions who historically need the most support
- BoD has concerns regarding current level of information available on Asia 2020 event
- Poor communication has resulted in not all information being presented to BoD
- Plan to improve communication and ensure inclusion of BoD Liaison discussed
- Meeting scheduled Thursday for International Committee members and interested BoD members

**Updating Ethics Committee Terms of Reference & Procedures** (Paul)

- Ethics may benefit from additional members to handle anticipated increased needs with new program rollout.
- Board Liaison role to be examined and defined.
- Two Drives may be created for ethics – one confidential to committee members and one public to BoD and committee with general and non-sensitive info.

**Board Governance Models** (Rohan)

- Resources placed in BoD Drive for review

**Consensus Group Overview** (John Lazarus & Keith Jacobs)

- History of Consensus Group and ANSI Accreditation
- Current issues and needs discussed, to be addressed more in-depth at a later date.
- Quarterly meeting between Secretariat and Consensus Group has been approved and will be calendared.

**Operation Accreditation Rollout** (Shawn)

- **Memo from Finance Committee**
  - Draft budget reviewed
  - Additional items and detail requested for inclusion
- **Insurance and Risk Management Feedback and Suggestions**
  - International Insurance language and current strategy discussed
- **Discussion of potential voting privileges for Accredited Operators**
  - Micah Henderson and Mike Smith join to discuss history and presence of proposed benefits on website



**Motion:** Motion to adjourn the meeting.

**Made by:** Cameron

**Seconded by:** Paul

**Discussion:** None.

**Vote:** In Favor – All

Opposed – 0

Abstaining – 0

**Motion Carries:** Yes

Meeting adjourned at 5:00 PM Mountain Time.

APPROVED

# FALL-WINTEER 2019-2020

## Policy Director Board Report

Submitted by Scott Andrews January 14, 2020

### Consensus Group:

Since the last report, I have supported the Consensus Group in the following ways: recording minutes of meetings, preparing ballots for new members and preparing updated procedures for balloting. The updated procedures have gone to ballot and passed. I will forward those to ANSI for ANSI approval in February after the results are shared with the CG at their Face to Face meeting February 9<sup>th</sup>. I have also helped prepare the new white paper and its ballot for both voting and publication. That document will be available at the conference.

### Standards:

The new standard 03-2019 was published and both print and digital editions were made available in September. The Spanish and Chinese translations are nearly done. The goal is for the Spanish edition to be available at the conference.

### International Relations:

I am continuing to communicate with INTECO who has provisionally accepted a proposal to use the ACCT Standard as the core of the INTECO Standard for Costa Rica. The MOU with INTECO has passed legal review.

The In-House ICE Course in Costa Rica held Oct 23 to 28, 2019 was an over the top success. Twenty-seven people took the class. Twenty-four sat for the exam. The class and exam were made possible by the extensive and valuable support of 4 local business and local volunteers. One company provided instructor lodging at no cost and reduced cost meals for students during the classroom sessions. Three companies provided access to their zip tours for students and teachers for hands on learning. The level of local support was made possible because members of the local community were so supportive of the program and its goals. This level of local support was essential because of the significant number of cultural and business nuances these people understood and made me aware of.

The most significant learning for me in this training is that local support for programs outside of the US is ESSENTIAL. There is simply too little we know about the local culture and business practices. This support is important because locals are the best marketers for these events. Grass Roots support, direction, and buy-in makes these remote programs possible.

At the end of the trip to Costa Rica I was able to meet with the staff of INTECO. The face to face interaction with these talented and dedicated people was important in developing a better understanding of how their systems work, how international standards adoptions work and for fostering a better relationship with INTECO. It is clear to me that they can be and want to be a solid partner in assuring our industry has the standards and information needed.

Also on this trip, I was able to meet with the staff of the local Petzl Distributor. In a wide-ranging conversation, they stated that ACCT can be part of the upcoming Outdoor Adventure Activities Conference in San Jose. They are very interested in helping ACCT form meaningful relations in the country and the expansion of the use of our standards.

## Legislative Action:

There are a number of states in the United States as well as one province in Canada which are considering regulation of amusement devices which would affect zip lines and adventure parks. Some would also affect Challenge Courses.

### TENNESSEE:

The Tennessee Department of Labor and Workforce Development – Amusement Device Unit has adopted new clearer language and policies used in determining who can give and inspection in the state. This was published in the fall and promoted to ACCT members and on the REGULATION Map in December. In addition, the office has sent new rules to the Secretary of States office about what standards are used in Tennessee. When this language was forwarded to the Secretary of State, it stated that ACCT was the standard for Challenge and Zip and Aerial Adventure. This new rule has not been released by the Secretary of States office but is expected in Q1 of 2020.

### VIRGINIA:

Virginia is nearing the end of its 5-year cycle of rules adoption and adjustment. I prepared and Randy Smith has presented a new set of rules to the State Amusement Device Technical Safety Committee which would create three significant changes in the state: 1) include ACCT as a standard in the state, 2) add Aerial Adventure Courses to the list of permitted activities, and 3) create a special inspector designation allowing ACCT L2 Professional Inspectors to provide state mandated inspections. The state boards and committees working on this should finish their work and reach a decision by mid-April.

### MARYLAND:

Maryland continues its path to full adoption of ACCT as the Standard for ALL Aerial Adventure, Zip Line, Challenge Course and Climbing Walls in the state. The state has held stakeholder meetings and is sending 9 people to the conference for training. I have worked with the head of the safety division to assure they have the information they need.

### WISCONSIN:

The state of Wisconsin is beginning the process of updating the existing requirements for licensing camps that may include specific requirements for challenge courses. I am in contact with the staff at the state who are managing this process and have answered their questions on the ACCT Standards. I will continue to monitor this situation. I will also be creating a response for the public comment period ending February 17, 2020.

### BRITISH COLUMBIA

Technical Safety BC has wrapped up their work on their regulatory proposal. The proposal has been forwarded to the provincial government. The government will inform TSBC what, if any, new rules should be put in place. After making 5 trips to BC in the Fall including a course visit to show TSBC how an educational course differs from a commercial one and how an ACCT inspection works, I have

maintained communication with BC Camp Association and our very limited member base in the province. I now await the Provincial Governments response to the proposal.

## Other Matters

- 1) New Reg Map. Up and running. All states will be updated before the conference. I will begin working on the Canada map in March. I am expanding the scope of regulation addressed in the map by including ways that camps are regulated that is separate from Amusement Regulation. The original data in the map was all based on Amusements Device rules. Because so many members are not Amusement based, I think it is important to consider and include rules effecting those members as well.
- 2) Member Communication. Each time I am working on an issue in an area, I am providing members with an update about the work I am doing, what they need to know and how this could affect their operation.

## Board Report

Since my last Board Report, I have been working with our panels and task forces to either help get to a completion point, to help get through starting points, and to assist through updates and changes.

### Inspector Certification:

ICE Renewals: 4 Year Renewal emails as well as 2 Year Renewals went out in January. I am trying to figure out the process that was used by my predecessors to track these renewals as there are multiple lists. I am hoping as I find more people, I can keep adding to the Inspector Listserve.

### ICE Testing Events:

Training and Testing event in Costa Rica sounds like it was a success. There were 27 people in attendance. 27 went through the training, 25 tested and of those 25 people, 16 passed and 9 failed. 2 of those 9 are being re-reviewed. Documentation is still being gathered before Certificates can be released. If this becomes a future reoccurring event, it is my recommendation that the process will be set up differently to ensure a more streamline communication process and to involve more if the Inspector Certification Panel.

We had our Fall testing event in Harrisburg, PA. This event originally had eight applicants, however, two changed their applications to test in Raleigh. With this event, questions about Insurance and Insurance waivers were brought up as one individual requested an insurance waiver due to lack of insurance in his area. While in my absence, Micah and Reb figured out a way that should a waiver be granted due to lack of insurance that that individual would have it not only on their certificate, but also would have to include that information on their marketing as well as contracts with companies they are inspecting. The following was sent to this applicant.

*"The absence of insurance for your company creates concern for the ACCT if you perform professional inspections outside of Mexico in a jurisdiction that does have insurance available (such as the United States or any US territories). The ACCT is choosing to require that your certification is only valid in Mexico and that you inform your clients that you do not carry insurance prior to being hired for inspections. The ACCT would also request that you include information on your website stating that you do not carry this insurance."*

This conversation is still on-going.

On January 22nd and 23rd, Micah and I will be traveling to Skyline Ziplines in Maui, Hawai'i to provide a Prep Course and Testing event for In-House Inspectors. We currently have six applications and are awaiting the last five from Kapalua Ziplines who will be joining. An updated and improved prep course will be used at this event.

Raleigh: We are still receiving applications for Raleigh testing. There was confusion among applicants signing up for the Practitioner Exam being held on Sunday instead of the ICE exam, so we have been working together (Melissa, Katie Dickerson, and myself) to help people sort out which exam they need to be in. Because of this I currently do not have a solid application number to offer.

We will be offering 2 Spanish exams (Level 1 In-House and Professional) All tests have also been revised and approved by the Panel.

ICP:

The Panel has Don Nagy as its chair. Micah has been working with him and Andrea Vogt (ACC Liaison) to make the transition into their new roles smooth. The Panel members are now very active with ideas and seem to have a strong drive into pushing ICE in a better direction. They are currently looking over eligibility and suggesting changes to make it a more reasonable request.

ICE Goals:

I would still like to add a location to our testing locations. It has been communicated to possibly adding something around the PVM Fall/Winter Symposium. Like I have stated in my last report, the conference should still be our main testing event, however, by hosting a smaller event, we could generate more awareness as well revenue.

I still think this Program needs to be more internationally welcoming. It is extremely US centric. If we want to reach out the bigger populations, we need to start looking into how we can make ICE approachable for those who are in Asia and surrounding countries. I having translated the Level 1 In-House and Level 1 Professional exams into Spanish as there is an immediate need for those tests at the 2020 Conference testing, and will work on translating the Level 2 In-House and Professional exams in the coming months.

ICP Goals:

My goal for the Panel is to help them become more self-sufficient. With a change in leadership and with guidance on how to perform the different roles associated within the Panel, I feel this group can make a large shift in a positive direction. (This is already happening and showing major improvements as new leadership has been introduced)

I would like to see this Panel reach out to AHJs with help from me and the PD to see how our program can help fill the needs of regulators. There has been communication in regards to making inspections more consistent between inspectors. This is not a goal that will happen in one year, but a long-term. (In Progress)

Vendor Accreditation:

New Applicants/ Inquiries: We have been receiving questions via email to the office, however, we have not received anything further than questions on the process. We (John and I) have



directed individuals to the web-page with information.

<https://www.acctinfo.org/page/PVMApplication>

VAP:

There has been some confusion and miscommunication with this Panel. However, they are currently collecting the Annual Reports from PVMs that will be reviewing those after January 15th. As of Jan 15<sup>th</sup>, we received all but 2 Annual Reports on time. We received 1 of the 2 missing Annual Reports Jan 16<sup>th</sup>.

VA-Revamp:

This Task Force is filled almost completely from members of the VAP. They presented their new program to the PVM community at the PVM Symposium. Their updated program has not been approved and is still being worked out with now assistance from the ACC. This task force has not met since the symposium.

PVM Audits:

All PVMs were granted a one-year continuance for their accreditation and will hopefully start the new process for audits this fall dependent on approvals.

VA Goals:

One of my goals for the year was to put together a list for each PVM with their Membership information, Sub-Account member information, a link to their Annual Dues, Annual Report information, and a link to conference registration. This would also include important due dates. **As of 9/13/19, these lists have been generated for each PVM.** It is my hope that these can be updated annually and sent to PVMs to help make things smoother. **(Completed and sent out October 10th and will be updated in October 2020)**

Operation Accreditation:

Operation Reviewers: This Task Force is still meeting regularly almost every Thursday not on Zoom. They are working out the final logistics for the one-day training event that will happen twice at the Conference. As of 1/13/20 there are 14 applicants. I am expecting a few more applicants as we approach the January 17<sup>th</sup> due date.

Korey Hampton will be the lead trainer for this training and Erik Marter will be the assistant trainer. These one-day trainings will end with the applicants being approved ACCT reviewers, **not** certified reviewers.

It is a suggestion that this program becomes a credentialing program and then having two levels of reviewer, one for Operation Accreditation and the second to potentially assist Staff with future PVM reviews.

Trainer Credentialing:

This Task Force has worked on a curriculum for Trainer Certification. They put together a survey that was sent out, and as of 9/13/19, there were 165 responses. They are currently putting together a Guide similar to the Guide created for the Operation Reviewer.

#### Program Goals:

I have been working on a Universal Portfolio that will encompass Practitioners, Inspectors, Reviewers, Trainers, and Management. My goal is to have that finished by the conference to roll out before the next fiscal year. I plan on also putting together a webinar or tutorial on how you could put together your portfolio and what is looked at when you submit it.

**This is still in progress. The ACC is working on putting together a TOR Task Force that will align terms used and this will assist in the finalization for the Universal Portfolio.**

Translations! We are currently translating a good portion of the Inspector Program into Spanish. I would like to also branch out to Operation Accreditation being translated next. As stated above, it is my hope to see other languages offered, but know that is a long-term goal.

To: ACCT Board

From: John Voegtlin, Office Manager

Date: 01/17/2020

### **Staff Board Report**

1. Office Manager: General duties have gone well, especially answering member questions via phone and email. The occasional *"You've really answered every question I have quite well"* certainly makes me feel good. I have been working closely with Melissa & Laura at HPN to get all the Conference Registration questions answered and have been auditing registrations on a weekly basis to be sure no one is getting a discount that they are not entitled to get. I covered some ICE duties for Heather during her parental leave which included editing, preparing, printing, and sending ICE tests, with guidance from Micah, for the Harrisburg event. I've also continued to help the Workshop Coordinators fully understand the responsibilities and tasks that I have taken the lead on for the previous 5 years.

2. Work which coincides Board Priorities

a. Increase Membership and Value:

- YM database 'cleaning' has been started in an effort to provide a more accurate account of our actual membership numbers. Current memberships still listed as older, non-existent member types are now 75-80% transitioned (Organizational transitioned to B2C or B2B for example). 90% of detached sub-accounts are now listed as expired Individual Members, instead of non-expiring employees with no employer. There's still more to be done, and decisions to be made about how to handle long-expired memberships and "non-member" accounts.
- I've continued to maintain the ~bi-monthly email Newsletter and Member Update emails. We investigated, compared, and chose Informz by Higher Logic as an email marketing platform that integrates very closely with YM. This should facilitate the transition of that newsletter from members-only, to publicly subscribable. It also has a fantastic "render preview" function that shows what the email will look like in a large library of email clients, both stand-alone applications and web-based clients. Informz has the ability to customize content for members vs non-members, which should make it a more effective membership recruitment tool. The Informz system also has campaign features to help target content to certain existing groups and/or people within those groups that respond/don't respond (click-tracking, landing pages, conversion tracking) that should prove useful to Melissa in conference promotion, as well as new campaigns from the Membership Workgroup, PR & Marketing, or a collaboration between them. We're currently in the learning phases of this tool, guided by Higher Logic support.
- I've maintained our current facebook Where Are You Wednesday content and will also post the pertinent newsletter article content/links in the weeks following each

newsletter. I've also revived the use of our LinkedIn, Instagram, and Twitter accounts and am currently in the process of deciding the best times and content for each platform.

- ACCT Academy has launched. We've transitioned all the existing white papers and product notices to appropriately named sections of ACCT Academy. We released an on-demand webinar about the differences between the 03-2019 standards and 03-2016 in October, recorded by Scott Andrews. That webinar is still available only to members but may become publicly available, at a later date. Each piece of content added to ACCT Academy will likely be evaluated as member-only info, public info, or member-only info that will transition to public info on a schedule. Paid content such as on-demand or live webinars are a possibility, but their availability would largely depend on agreements with whoever is providing that content.
- ACCT Regulation Map has launched. The nature of the plugin we inherited/acquired made it easier to work with on a stand-alone WordPress installation. ACCTRegMap.org was acquired and launched in December. Scott Andrews plans to use keep this map up to date and use the site's blog-style features to post regulation updates.
- Started developing a landing page for the ACCT sponsored health plans. Still awaiting details on exactly which plans we'll be offering and where the "sign-up" link should go and who the "contact for more info" form should contact.
- Academy & Regmap launches required some refresh and reorganization of website content. We worked within our existing visual menu structure. We also started adding pertinent info/stories to the "slider" on the front page, before the existing set of testimonials/images. This is a prime visual area of the site and was an easy improvement to make. We would like to move the four links at the very top of our website down, perhaps as a graphical menu above our main menu, and let the logo, and social media links live at the top of the page instead. They are often missed by website users, and they lead to some of the best content we provide. We would also like to re-assign those four links. My proposed idea was to combine Operation Accreditation and Certifications menu items and give the Regulation site one, but it's also possible that the transition down the page might allow for/necessitate a more condensed set of graphical links, where four is not the limit. Any changes above the main menu & content require YM support, so we'll have to experiment in a test environment, and contact them when we're ready to make the change.

b. Transparency

- Chairs slack channel was used to communicate details about Basecamp Archive, New F2F Policy, and phone and videoconference resource tracking ideas, as well as new telephone lines/passcodes from our phone conference provider. Information requests were also made about 2020 Conference Event and Session details.
- I still plan to introduce sections/pages on the website for each volunteer group to post updates and/or minutes from meetings. Hoping to give a designated member of each group the ability to update their section automatically, or with minimal input/help from me.

### 3. Membership Workgroup:

- Membership inherited the Volunteer recruitment session for the 2020 conference. Most of their time has been focused on preparing their Membership info presentation and gathering the relevant info for the Volunteer session. It will be one combined Membership and Volunteer Information session.
- Shawn refreshed the member benefit lists on our join page, as well as the dues reminder emails, to be more accurate and up to date. I provided the workgroup with these lists while they in the process of being updated, and again once they were complete. They were invited to provide feedback, but felt that Shawn did a fine job, and have taken the updated info for use in their presentation, and to update the welcome packets.
- Informz will give us the ability to set up a welcome campaign, that includes the welcome packets that this group worked on. I envision using their input to craft the campaign.
- Heather had started a list of companies for outreach to prospective members and I will be re-introducing that data to the group for future tasks after the conference (another potential Informz campaign).

### 4. PR & Marketing Workgroup:

- Shawn and I have been asking this group for the best ways to use some of the budgeted marketing dollars and are still awaiting responses.
- The group was asked for input on email marketing platforms, to make up for YM's lack of ability to perform this task on its own. They provided a small list of suggestions which we compared against our own research. We also shared the proposal provided to us by our first choice (Higher Logic - Informz) and they gave us their opinions and feedback, mostly to negotiate the price/contract length, which we agreed with and Shawn executed.

### 5. IT Workgroup

- Archived Basecamp to appropriate G Suite Shared drives, closed Basecamp account.
- Evaluated DocuSign, determined that we exist somewhere between a high-end individual-level and an enterprise-level account, making neither cost-effective. Shawn secured a low-level individual account for occasional individual contracts.
- Worked to transition our most common forms to Jotform
  - Reimbursement Form is complete, just needs a bit more testing and approval.
  - COI form is in process, working on encryption of data, and a workflow process for Ethics Committee and Shawn to be able to receive notification and review when appropriate, without exposing submissions to anyone else with Jotform access.
- Outstanding/ongoing goals
  - Develop Technology Use Policy for all volunteers
  - Evaluate other tech services to be sure we're using them to their potential

## Staff Board Report

**Name:** Melissa Webb

**Date:** 1/20/20

**Please provide a brief narrative of the projects, initiatives, and tasks that you have completed (or are ongoing and in process) since the last F2F BOD meeting:**

- **Conference Theme:**
  - 2020 Vision: Reflecting on the Past...Looking to the Future
- **Exhibitor Policies:**
  - This was put in place for the 2020 conference in Raleigh. Has been added to the Expo registration site where it requires someone to “accept” in order to proceed with registration. It has also been included in the prospectus which is on our conference website. Additionally, it has been added to various communications that went out to exhibitors directly from CVENT as well as added as a hyperlink into the Exhibitor Services Kit (ESK) from Alliance our show decorator. Lastly, it will be included in a direct e-mail from the Exhibitor Liaisons to all exhibitors.
- **Exhibitor Registration:**
  - We are currently sitting at 104 / 126 booths sold and \$220,750.00 in Advertising, Exhibitor, Sponsorship revenue.
- **Attendee Registration:**
  - We are currently at \$391,399.37 in revenue for 902 registered attendees and are on pace to have record breaking attendance.
- **Registration Changes:**
  - Unfortunately, we couldn’t consolidate our registration portals (attendee & exhibitor / sponsor) this year as we’d hoped. However, the CVENT platform is shifting to something that’s been in the beta testing phase for a bit and all registration setups will be changing effective June 2020. We are hopeful that with this new setup we will be able to make that switch.
  - In the past we’ve had a requirement for Members to input their member ID along with the corresponding e-mail listed in YM for their membership to receive the ACCT Member conference pricing. This ensures that we are only providing that rate to those entitled to it. Unfortunately, over the years we’ve had a lot of folks abuse the system registering for categories they aren’t entitled to or using discount codes that weren’t intended for them. This was an effort to tighten up that system.

- Because of discrepancies with Member information in our YM database this became an administrative nightmare to manage. We ultimately had to turn this feature off and John and I had to audit the registration lists weekly.
  - This is still a concern as we do not have one clean database with all our contacts. We currently have the conference registration information in CVENT and the Membership data in YM. It would be nice to have one complete database that we are able to rely on for communication.
- **Certifications / Trainings:**
  - We have 11 Certification / Training Sessions between Monday – Thursday pre-conference in addition to ICE Prep & Operation Reviewer Training (PVM’s only). Overall registration for these a la carte options is pretty strong, and we usually have several on-site registrations for these as well.
    - We did end up cancelling a few sessions in early January because of low registration #'s. All registrants were offered the option to switch to a different pre-con or receive a refund.
  - We are pleased to be offering Level I and II practitioner certification training at NCSU on Sunday post-conference in addition to ICE Testing and Operation Reviewer Training (PVM’s only). Currently there are 16ppl registered.
- **Workshops:**
  - Excited to be offering roughly 120 ninety-minute sessions being presented by 148 presenters.
  - We’ve added a Workshop Presenter Gathering / Orientation on Thursday evening just after the opening ceremonies.
    - This is an opportunity for them to mingle with other presenters but also allow the Workshop Crew a chance to answer some general questions to the group all at once.
      - Would love to budget a small amount for F&B for this in the future as a kind gesture for all of them giving of their time and sharing their knowledge.
  - 2021 Call for presenters is LIVE!
- **Tech Talks:**
  - Matt Marcus (Emcee) and I have met with each tech talk speaker 1:1 throughout the year as well as a large group discussion mid-January. It has been a pleasure working with all of them and we feel that we’ve got a nice variety of speakers.
  - The call for speakers for this will be open prior to Raleigh.
- **Socials:**
  - ACCT Welcome Reception Wednesday is being hosted by NCAAA at Gigi’s Pizza & Taproom.

- ACCT Leadership Social is being held at an offsite venue – Watts & Ward
- ACCT Service Crew Social will be at the Raleigh Convention Center as we had trouble finding an off-site venue that would allow for minors after a certain hour based upon state liquor laws.
- The Saturday Evening Networking Reception is off-site at a SOLAS.
- We have noticed an increase in vendors hosting after hours events which is exciting for our attendees but ultimately means less in sponsorships for ACCT. I understand that it is likely more affordable for vendors to source these things on their own. However, we need to find a way to ensure that these receptions do not start prior to any official ACCT function as it draws attendees away from the expo prior to the close of the hall.
- **ACCT Pays it Forward:**
  - The ACCT Conference Work Group would like attendees to join us in collecting items to donate to the Wake County Women’s Center (WCWC). We’ll have large donation boxes at the registration desk for people to donate. There will also be a link in the conference app for folks to make a monetary donation directly to WCWC if they feel so inclined.
- **ACCT Awards:**
  - We (staff) are in the process of revamping the ACCT Awards and plan to share what this will look like during the awards ceremony in Raleigh.
- **2020 Digital Conference Program:**
  - Is in the process of being finalized and loaded onto the conference website as well as plugged via social media, e-blast, etc.
  - Alexis Webb-Bechtold has been assisting with conference publications for the last few years to aid us in cutting costs on this by sourcing someone from outside. She is also the most knowledgeable person on the Workshop Crew having brought on 2 new members to this area this year. That said, it may be time to explore another option for these publications as I don’t want her to become totally burnt out.
    - Will explore this more post-conference but it may be an area we need to pad our budget a bit more for 2021.
- **Conference App:**
  - Set to launch this week and will be the best resource for up to date info while at the conference.
- **2020 PVM Symposiums:**
  - Winter Symposium: we currently have 36 people registered.
  - Fall Symposium: If there is potential for this to be an annual thing, I’d like to suggest there be funds budgeted for the meeting and a formal plan for where / when they will meet. This has been a bit of a scramble the last 2 years and nothing formally budgeted for it.



- **Hotel Room Blocks:**

- **Marriott:** Currently at 1066 room nights. We experienced nice pick-up the last day folks could book within our block. We needed to hit 1060 to avoid attrition and the cutoff date has passed. We will likely see a little bit of wash with no-shows but are currently sitting right at 80% pick-up.
  - I will be providing a list of names of registered attendees for the hotel to ensure anyone on that list staying at the Marriott gets applied towards our total pick-up number. From time to time attendees book reservations outside of our group block. This ensures we get credit for all attendees staying in the hotel.
- **Sheraton:** Currently at 542 room nights. Reservations are still coming in slowly here. They've extended the cutoff to 1/22/20 to assist us in hitting 70% and avoiding attrition. We'd have to hit 530 room nights to avoid attrition here.
  - I will be providing a list of names of registered attendees for the hotel to ensure anyone on that list staying at the Sheraton gets applied towards our total pick-up number. From time to time attendees book reservations outside of our group block. This ensures we get credit for all attendees staying in the hotel.

- **Future Conference Locations:**

- We are currently in a holding pattern on sourcing locations for 2024 until we have a better plan for tackling the room block issues, we've experienced over the last few years.
  - **There needs to be an extensive conversation about this post Raleigh to stay on track with future contracting.**

- **ACCT International:**

- I do not have any updates on this currently. I believe this is presently being voted on by all of you.

- **Face to Face Committee Meetings**

- **Longmont:** I've taken lead on making all hotel reservations for the face to face meetings held at the Longmont office.
- **Conference F2F meetings:** The process for ACCT Committees / Workgroups / Task Forces / Panels / Affinity Groups etc. that want to meet face to face, host sessions, and or offer certifications at a conference needs to be refined. We have groups submitting requests in too many ways. It got very murky to sort all of this out for Raleigh!
  - There is a huge up-tick in these requests which is great as it is an indication of work getting done. However, the timeliness of these requests and the format to which they are being submitted needs to be refined and more clearly communicated. Groups need to realize we are somewhat limited to the space to which we have contracted, and other revenue generating events may take

precedence. We as staff discussed this several months ago and this needs to be revisited.

- **Stand Alone F2F Meetings:** If this is going to be more of a common practice we need to share specifics with Chairs as to who is responsible for making arrangements for meetings outside of our home office / annual conference and what is / is not considered reimbursable outside of what's listed on the volunteer reimbursement form.
  - i.e. hotel vs. Airbnb, supplies, etc.
- **Professional Development:**
  - I have participated in some event related webinars and plan to attend another hospitality related conference in 2020.

**Please provide a brief narrative of the upcoming projects, initiatives, and tasks that you will be working on between now and the next F2F meeting of the BOD:**

**Committee/Panel/Work Group Projects:** Identify projects or initiatives that are currently being pursued within the committee(s) / panel(s) /or staff work groups that you oversee and write a brief description of the status of each project identified.

**Conference Workgroup Update** – The Conference Work Group meets monthly as a full group to provide updates on each of their respective areas (Digital, Exhibits, Registration, Service Crew, Special Projects, and Workshops) as well as several times monthly for smaller brainstorming sessions. The group has worked hard on all details for the 2020 conference and we hope you enjoy the fruits of their labor in Raleigh!

We do have quite a few (5) new members to this team so it was a year of transitions and learning for this group. Likewise, we've had a handful of members of the CWG that have shifted to new jobs (some outside of the industry) this year. As a result, there is a possibility that we may experience some further changes to this team over the next year. For all of us as staff volunteer management is one of our greatest responsibilities to keeping on task. That said, after going through this transition I'm beginning to sense that the workload on the Workshop Coordinators in particular might be too much. Perhaps its time to explore the option of having some contract hours available to ensure we are meeting deadlines and key tasks are covered. Would love to explore this more during the 2021 budgeting process.

**Resources Needed** –

- We need some better-quality radios for the CWG to use for on-site logistics. Moving into Convention Centers the reception of the current radios does not quite do the trick. We've explored using cell phones etc. instead and it is much easier to handle a situation quickly if the

radio is in your ear. I don't believe we budgeted for these for 2020 conference, but it is something we will need to plan for in 2020 – 2021 budget.

- See additional notes above regarding 2021 budgeting.
  - Contract hours for Workshop Coordination
  - F&B for small presenter gathering / orientation

## Board Report Form

**Jan. 26 2020**

**Chair – Gary Nesbit**

**Members** –Gary Nesbit Young Life; Walt Jarkins Walltopia; Robert Monaghan Hibbs Hallmark; Steve Barksdale Bancorp; Thomas Thornton Carr Allison; Ryan Johnson Hall Evans; Mike Russo Powdr, George Powell The Swamp Park; J Archer Assured; Dan Free; Randy Smith Vestal Gap Ventures.

Resignations: Dan Free and Mike Russo. G. Nesbit’s term as the chair will expire in Feb. 2020.

**Board Liaison – Cameron Annas**

Identify projects or initiatives that are currently being pursued within the committee, identify the volunteer group responsible for reporting progress and write a brief description of the status of each project identified. (Should be based on your terms of reference)

Project Name	Task Description	Description of Status
<p>1. Provide Health Plan options for ACCT Members as a value added benefit of being a member of ACCT</p>	<p>Research and evaluate health plan options.</p>	<p>C. Annas and G. Nesbit has identified 2 options: Medova and SALA.</p> <p>Next step: extensive work was done with both Medova and SALA.</p> <p>Medova has been very proactive in their communications and follow up. Medova has agreed to be in attendance at the Feb. 2020 ACCT Conference.</p> <p>Medova will be able to offer Dental and Vision coverage in 2020.</p> <p>However starting in Dec. 2019 Mr. Kennedy from SALA stated that he would not be able to provide assistance until Jan. I followed up with Mr. Kennedy in mid-January he has not committed to by which he will provide roll out materials/assistance and still has not provided any commitment to attend the Feb.</p>

		<p>Conference. His attendance at the Feb. conference was discussed with Mr. Kennedy starting in the late summer of 2019. Unless these is a firm commitment from Mr. Kennedy this week, I am recommending that we drop SALA as an option for 2020.</p> <p>Goal: ACCT BOD to finalize the options and coordinate a rollout of ACCT Sponsored Health Plan for the Feb. 2020 Conference</p>
2. Provide insurance & risk management articles for the ACCT Newsletter		2 articles have been provided and published since Sept. 2019
3. 2020 Conference	Submitted 3 sessions for the 2020 Conference	<p>2020 Conference sessions are being set up. The committee worked on three approved sessions for the 2020 ACCT Conference in Raleigh: Insurance 101 Robert Monaghan; Loss Trends – Cameron Annas; and a full day Legal Principles Workshop.</p> <p>The full day Legal Workshop was cancelled due to lack of attendees.</p>
4. ACCT Insurance Renewals	Review and advise on ACCT's Insurance renewals	<p>Robert Monaghan leads this effort. Ongoing review as needed by the ACCT Ins. &amp; Risk Mgmt. Committee.</p> <p>Robert f/u with AON Association Services regarding the coverage for the Feb. Conference under the GL policy. Robert f/u with Shawn regarding if an actual special events policy was needed. Dec. 2019</p>

		<p>Oct. 24, 2019 Robert provided an updated schedule of insurance coverages. See attached. ACCT now has \$2M in worldwide E&amp;O limits through AXIS and Landmark American.</p> <p>The International Coverage for 3<sup>rd</sup> party bodily injury and coverage for employees &amp; volunteers – Robert provided Shawn with the application in Sept./Oct. 2019. I not sure of the status.</p>
5. Develop national legal defense counsel for ACCT’s PVMs and Operators	Identify 2 legal defense firms who are willing to develop legal expertise for servicing ACCT PVMs & Operators and provide national defense expertise	Due to lack of interest this initiative was closed in the 4 <sup>th</sup> quarter of 2019.
6. ACCT Operator Accreditation	Ins. & Risk Mgmt. Committee to review	<p>G. Nesbit participated in several conference calls with the Finance Committee on the Operator Accreditation program along with various email exchanges.</p> <p>Copies of the materials related to the Operator Accreditation program will be sent out to the members of the Ins. &amp; Risk Management Committee for review and discussion at our committee meeting on Feb. 6<sup>th</sup> 2020.</p>
7. Feb. 6 <sup>th</sup> 2020		2020 ACCT Insurance & Risk Management Committee meeting

**Upcoming Meeting Schedule:**

1. The Insurance & Risk Management Committee will meet at the ACCT Conference on Feb. 6<sup>th</sup>. The agenda will be sent out in advance to the members.

**Requests for Support**– Identify types of support, approvals or direction requested from the ACCT Board of Directors or the ACCT Staff. Please include timelines and financial impacts that these requests may include.

1. Review the upcoming changes to insurance coverages – formal proposal to be submitted in Oct. 2019.
2. Rollout of the Medova Medical Plan.

## Board Report – Accreditation and Certification Committee (ACC)

Submitted: January 26th, 2020

Committee Member	Email Address
Micah Henderson (2018) - Chair	<a href="mailto:micahmmh@gmail.com">micahmmh@gmail.com</a>
Kennerly DeForest (2017) - Vice Chair/VAP Liaison	<a href="mailto:ken@challengeworks.com">ken@challengeworks.com</a>
Brian Lisson (2017)- Secretary	<a href="mailto:brian@adventureworks.org">brian@adventureworks.org</a>
Rich Petteruti (2017) - TrainerCred Liaison	<a href="mailto:rich@theadventureguild.com">rich@theadventureguild.com</a>
Niels Damman (2017) - OReviewer Liaison	<a href="mailto:niels@damman.us">niels@damman.us</a>
Mike Smith (2019)	<a href="mailto:adventuresmith@gmail.com">adventuresmith@gmail.com</a>
Andrea Vogt (2019) - ICP Liaison	<a href="mailto:andrea@experientialsystems.com">andrea@experientialsystems.com</a>

**Board Liaison – Mandy Stewart**

### **Purpose (Re-approved February 5,2019)**

The purpose of the Accreditation and Certification Committee is to ensure that our accreditation and certification programs are coordinated, complementary, relevant and meet high standards of quality.

### **Terms of Reference (Re-approved February 5,2019)**

1. Ensure that ACCT accreditation and certification programs meet the emerging needs of the industry.
2. Ensure harmonization between accreditation and certification programs.
3. Approve policies for eligibility, assessment, documentation, and awarding of all ACCT accreditation and certification programs.
4. Ensure that ACCT accreditation and certification programs meet current ACCT policies for accreditation and certification, as well as overarching Association policies.
5. Ensure that ACCT accreditation and certification programs meet the ACCT mission and build the ACCT brand.
6. Create, manage, and eliminate accreditation and certification panels and task forces as needed.
7. Create, maintain and update Terms of Reference for all accreditation and certification panels and task forces and appoint chairs to those groups.
8. Ensure ongoing communication is effective between ACCT staff, committee, panels, and task forces.
9. Oversee ongoing review and audit of all accreditation and certification programs on a regular basis to ensure quality, and relevance.
10. Support the ACCT staff in administering and delivering accreditation and certification programs.



11. Create and maintain an appeals process for all accreditation and certification programs.
12. Submit an annual meeting schedule to the Board of Directors for approval, including at minimum one face to face meeting per year.
13. Submit annual budget requests, including sub-group requests, to the Board of Directors for approval no later than March 15th of each year.

**ACC Committee Projects:** Identify projects or initiatives that are currently being pursued within the committee and write a brief description of the status of each project identified.

Project Name	Task Description	Description of Status
1. Terms of Reference	Review TORs for the ACC committee and all sub-groups. Work with groups to finalize and submit to the BOD for consideration	ACC - Complete VAP - Draft to be reviewed at F2F ICP - Complete OAP - Complete TrainerCredTF - Complete ORviewerTF - Complete/Disbanded ORtrainingTF - Complete
2. Vendor Accreditation plan	Revamp next steps in 2019. Formalizing updated process in 2020.	2019 PVM site reviews postponed. All other PVMs extended by 1 year. Annual Reports sent to PVMs. Survey sent to PVMs. 2020 next steps to be determined at Raleigh F2F.
3. Operator Accreditation Panel future direction	Identify panel roles and update terms of reference	Complete - New TOR approved and panel members are being asked to join. Hoping for a full panel after the conference.
4. Inspector Certification Program improvement	Panel, tests, prep course, documentation and website improvements.	Revising policy documents pending updated eligibility requirements. Transitioned panel leadership and processes. Updated all tests and restructured prep course material. New registration forms and info.
5. F2F meeting requests	Sub-groups to submit requests for any upcoming F2F meetings	2019 F2F meetings held by: ICP, ORTF (2), TCTF, VAP (revamp).  2020 F2F requests will be solicited after the Raleigh conference.

6. Appeals Process	Develop an appeals process for programs managed by the ACC.	Process document complete and voted on by the ACC. Appeals panel members will need to be recruited and called upon on an as-needed basis. (In Progress)
6. Add 2-3 Members to ACC	Add 2-3 new members	Complete - Panel added 2 new members and are advertising for up to 2 additional members at the Raleigh conference.

**Upcoming ACC Meeting Schedule:**

1. February 4th, 2020 8am-5pm EST (F2F meeting at the conference)
2. February 20th, 2020 10am MST
3. March 19th, 2020 10am MST
4. April 16th, 2020 10am MST
5. May 21st, 2020 10am MST
6. June 18th, 2020 10am MST
7. July 16th, 2020 10am MST
8. August 20, 2020 10am MST
9. September 17th, 2020 10am MST
10. October 15th, 2020 10am MST
11. November 19th, 2020 10am MST

**Requests for Support**– Identify types of support, approvals or direction requested from the ACCT Board of Directors or the ACCT Staff. Please include timelines and financial impacts that these requests may include.

1. Provide direction for how you want the ACC to process F2F meeting requests moving forward. It would be helpful for volunteer groups to have a standard form to fill out. It would also be helpful to know if the ACC should approve requests or just pass them along to the BOD or Staff for approval.
2. Determine strategic business goals for existing programs. (Ex. increased revenue, increased participation, etc.)

**Volunteer groups managed by ACC**

**1. Vendor Accreditation Panel (VAP):**

Panel Member	Email Address
Wayne Berger - Chair	<a href="mailto:wayne.berger5@gmail.com">wayne.berger5@gmail.com</a>
Billy Simpson - Vice Chair	<a href="mailto:billysimpson2129@gmail.com">billysimpson2129@gmail.com</a>
Andrew Hubert	<a href="mailto:andrew@challengesunlimited.com">andrew@challengesunlimited.com</a>
Brenda Reed	<a href="mailto:brenda@ropeworksinc.com">brenda@ropeworksinc.com</a>
Chris Ortiz - Secretary	<a href="mailto:adventureortiz@gmail.com">adventureortiz@gmail.com</a>
Alicia Bourke	<a href="mailto:aliciabourke86@gmail.com">aliciabourke86@gmail.com</a>
Lye Yen-Kai	<a href="mailto:lyeyenkai@gmail.com">lyeyenkai@gmail.com</a>
Rob Krug	<a href="mailto:RobbKrug@gmail.com">RobbKrug@gmail.com</a>

**Committee Liaison – Kennerly DeForest**

Identify projects or initiatives that are currently being pursued within the work group, panel or task force. Identify and write a brief description of the status of each project identified.

Project Name	Task Description	Description of Status
1. Vendor Accreditation Revamp sub-group	Created a VAP sub group to include Dan P, Chris O, Brenda R, Ryan Olsen, Wayne, Dick Hammond	Sub-group disbanded after delivery of work product. Conference call with BOD. Delivery of workshop at PVM Symposium (Spokane) Delivery of work product to VAP
2. Vendor Revamp	Review and finalize re-vamp work product	Complete – 2 documents delivered to ACC:  1. List of submissions for Vendor Accreditation.

		2. Annual Compliance Report.
3. 2019 Planning	PVM Site Visits –	The BOD made decision to extend all PVM accreditations by 12 months to allow for continued work on re-vamp
2019 Annual Reports	Review annual reports	All reports submitted and loaded on Google Drive (staff) Review Teams assigned and working As per past years process – these will be finalized at conference F2F

**Upcoming Meeting Schedule:**

1. February 3-4, 2020 – F2F at ACCT Conference

**Requests for Support**– Identify types of support, approvals or direction requested from the ACC Committee, the ACCT Board of Directors or the ACCT Staff. Please include timelines and financial impacts that these requests may include.

1. ACC to support VAP to take and collate ‘demographic’ information from 2019 annual reports

**2. Operator Accreditation Panel (OAP) -**

Task Force Member	Email Address
Tim Prairie - Chair	<a href="mailto:tprairie@humelake.org">tprairie@humelake.org</a>
Walter Larkins - Vice Chair (nomination)	<a href="mailto:walter@onropeconsulting.com">walter@onropeconsulting.com</a>
Kyle Hansen – Secretary (nomination)	<a href="mailto:khansen2@unl.edu">khansen2@unl.edu</a>
Andy Brash	<a href="mailto:acbrash@gmail.com">acbrash@gmail.com</a>
Erik Marter	<a href="mailto:erik@teamsynergo.com">erik@teamsynergo.com</a>

**Committee Liaison - Niels Damman**

Identify projects or initiatives that are currently being pursued within the work group, panel or task force. Identify and write a brief description of the status of each project identified.

Project Name	Task Description	Description of Status
1. Re-form Panel	Invite members and schedule 1 <sup>st</sup> meeting; Discuss and accept ToR	In progress
2. Clarifications	Clarify QCP ‘manager hours’ and ‘Go/No-go criteria’	Not started

**Upcoming Meeting Schedule:**

**Tuesday, January 14, 4 pm EST**

**Requests for Support**– Identify types of support, approvals or direction requested from the ACCT Board of Directors or the ACCT Staff. Please include timelines and financial impacts that these requests may include.

1. None at this time

### 3. Inspector Certification Panel (ICP):

Panel Member	Email Address
Don Nagy - Chair	<a href="mailto:don@experientialsystems.com">don@experientialsystems.com</a>
Henry "Hank" Backofen - Vice Chair	<a href="mailto:hank@4thcliff.com">hank@4thcliff.com</a>
Bodhi Ogle - Secretary	<a href="mailto:ogle.ross@gmail.com">ogle.ross@gmail.com</a>
Corey Wall	<a href="mailto:corey@cdiinfo.com">corey@cdiinfo.com</a>
Mark Taber-Miller	<a href="mailto:spiritadventuresllc@gmail.com">spiritadventuresllc@gmail.com</a>
Keith Jacobs	<a href="mailto:keith@experientialsystems.com">keith@experientialsystems.com</a>
Toby Lukins	<a href="mailto:tobylukins@gmail.com">tobylukins@gmail.com</a>
Luis Acevedo	<a href="mailto:airelibrepr@gmail.com">airelibrepr@gmail.com</a>
John Turman	<a href="mailto:jturman@bonsai-design.com">jturman@bonsai-design.com</a>

#### Committee Liaison – Andrea Vogt

Identify projects or initiatives that are currently being pursued within the work group, panel or task force. Identify and write a brief description of the status of each project identified.

Project Name	Task Description	Description of Status
1. Document Updates	ICE policy document; Panel Terms of Reference	Terms of Reference - Complete ICE Policy - In Progress by ACC
2. Technology Update	Slack, Team Drive, Google Calendar and Basecamp Transition	Slack and Drive Complete Transition of files from Basecamp is in progress.
3. Budget Request	Identify budget requests for 19/20 fiscal year	Complete

4. CEU Form	Update CEU values and create a form that can be used remotely (to capture CEUs not obtained at the ACCT conference)	In progress
5. Prep-course	Update ICE prep course to include more hands-on activities.	In-Progress
6. Tests	Update and approve all written exams.	Complete
7. Level Requirements	Review eligibility requirements for each level.	In-Progress

**Upcoming Meeting Schedule:**

1. February 6th, 2020, 8am-12pm EST (F2F meeting at the conference)
2. March 12th, 2020, 9am MST
3. April 9, 2020, 9 am MST
4. May 14, 2020, 9am MST
5. June 11, 2020, 9am MST
6. July 9, 2020, 9am MST
7. August, 2020 F2F Dates to be determined
8. September, 10, 2020, 9am MST
9. October, 8, 2020, 9am MST
10. November, 12, 2020, 9am MST
11. December, 10, 2020, 9am MST

**Requests for Support**– Identify types of support, approvals or direction requested from the ACCT Board of Directors or the ACCT Staff. Please include timelines and financial impacts that these requests may include.

1. Revised policy from ACC
2. Revised administrative guidelines from staff
3. Request actuals/data/findings from 2019 (examples include certification #s, actual program finances, satisfaction levels related to program, an overview of any program issues, F2F ICP expenses breakdown from 2019)

**4. Trainer Credentialing Task Force (TCTF):**

Task Force Member	Email Address
Lori Stover - Chair	<a href="mailto:lmstover18@gmail.com">lmstover18@gmail.com</a>
Sandra Hurt Browand - Vice Chair	<a href="mailto:sandy@whistlingsky.com">sandy@whistlingsky.com</a>
Andrew Morris	<a href="mailto:andrew@cdiinfo.com">andrew@cdiinfo.com</a>
John Coombs	<a href="mailto:jcoombs@frostvalley.org">jcoombs@frostvalley.org</a>
Marissa Angellatta	<a href="mailto:mangellatta@bonsai-design.com">mangellatta@bonsai-design.com</a>
Bruce Brown	<a href="mailto:coachrgz2014@gmail.com">coachrgz2014@gmail.com</a>

**Committee Liaison – Rich Petteruti**

Identify projects or initiatives that are currently being pursued within the work group, panel or task force. Identify and write a brief description of the status of each project identified.

Project Name	Task Description	Description of Status
1. Survey	Develop and deliver trainer survey to industry community for information to help develop curriculum for trainers	Complete
2. F2F Meeting	Fill out the F2F request form and deliver to the ACC.	Complete
3. Exploring current curriculum for trainers.	Looking internal and external and filtering information	Complete
4. Draft curriculum	Work on developing curriculum for trainers and determine what fits best for the challenge course industry	In progress



4. Work Group	Work on creating a work group of industry professional for feedback	In Progress
---------------	---	-------------

**Upcoming Meeting Schedule:**

1. January 9, 2020 5:30pm MST
2. January 23, 2020 3:30pm MST
3. Face to Face February 5, 2020 9:00am EST

**Requests for Support**– Identify types of support, approvals or direction requested from the ACCT Board of Directors or the ACCT Staff. Please include timelines and financial impacts that these requests may include.

1. None at this time

**5. Operation Accreditation Reviewer Task Force (OARviewerTF): DISBANDED - WORK COMPLETE**

**6. Operation Reviewer Training Task Force/Panel (ORTTF):**

Task Force Member	Email Address
Korey Hampton - Chair	korey@frenchbroadadventures.com
Erik Marter	erik@teamsynergo.com
Tom Leahy	tom@leahy-inc.com
Tim Prairie	tprairie@humelake.org

**Committee Liaison - Niels Damman**

Identify projects or initiatives that are currently being pursued within the work group, panel or task force. Identify and write a brief description of the status of each project identified.

Project Name	Task Description	Description of Status
1. Training	Create a training for Operational Reviewers	In progress. Expected completion date: 2/3/2020

**Upcoming Meeting Schedule:**

**Requests for Support**– Identify types of support, approvals or direction requested from the ACCT Board of Directors or the ACCT Staff. Please include timelines and financial impacts that these requests may include.

**Request to add interactive survey to the training to make it anonymously engaging. Estimated cost: No more than \$100.00**



**To: ACCT Board**  
**From: Shawn Tierney, Executive Director**  
**Date: 1/27/20**

**RE: January Board Report #2 (see also 1/10/20 Report)**

### **Summary**

#### **December Financials**

The draft December financial statement is in the Finance Drive, along with the 3-year financial projection for Operation Accreditation. (Finance - FY20 Financial Planning – Monthly Statements and Financial Reports – December).

#### **Exhibitor / Sponsor / Conference Registration**

Less than 1.5 weeks out from Raleigh, our current projection is to hit our revenue number (\$672k), and our projection is to be closer on budgeted expenses with the room block attrition situation being much improved. I will provide more details at our upcoming F2F mtg.

#### **Raleigh Room Block Attrition**

The current forecast is to be within or just over the \$30k budgeted for this line item.

#### **Committee Reports for Raleigh**

A reminder that committee reports for the Raleigh F2F are due by 1/27. BOD committee reports include: Nominations & Leadership, Ethics, Finance, International, and Insurance/RM.

#### **2020 Conflict of Interest (COI) Forms**

The COI form has been revised, reviewed by legal, and the Chair of the Ethics Committee, and the Board, and is currently being set-up in Jotform with the expectation that it will be sent out to our entire Leadership and volunteer base the week of January 27th.

## January 2020 Board Report – Finance Committee

### Members:

Jen Ottinger, High 5 Adventure Learning Center - Chair  
 Brian Funtleyder, Boundless Adventures  
 Cheyenne Griswold, Go Ape  
 George Powell, Highlands Aerial Park & Sky High Hurdles

Paolo Cugnasca, Feronia Forests, Ramblewild has resigned from the committee and is celebrating his retirement. We'd like to thank him for his service, contributions and knowledge in helping this committee!

**Board Liaison** – Carson Rivers, Board Treasurer

Project / Task	Status/Discussion
Banking products and managing cash assets.	<p>In light of the discovery of accounts inappropriately opened by the ED, FC strongly recommends the following:</p> <ul style="list-style-type: none"> <li>● We need feedback on this recommendation: Immediate multiple signature thresholds be put in place for all open accounts before any funds are moved again.               <ul style="list-style-type: none"> <li>○ Two signatures for (\$5,000 or \$10,000) to \$50,000. (out of ED, Treasurer or Board President)</li> <li>○ Three signatures (or authorization documentation?) for \$50,000+. (ED, Treasurer, Board President)</li> <li>○ What are the quantity of transactions for the above amounts?</li> </ul> </li> <li>● Structure for reserve fund (CD ladder plus Money Markets) is attached. Research to identify 3 banks and make recommendations will be completed by 1/31.</li> </ul>
Audit	<p>Still to be done: Committee to explore and submit to BOD a plan for an audit to take place in 2020.</p> <ul style="list-style-type: none"> <li>● FC will request the ED contact our current CPA for quote.</li> <li>● FC will create RFP and collect 2-3 other bids (by January 30th)</li> <li>● Cost to be built into 2021 budget</li> <li>● Audit could begin July, 2020</li> </ul>
Liaison w/other committees:	<ul style="list-style-type: none"> <li>● OAP: Feedback to BoD from the FC is attached.</li> <li>● Vendor Accreditation: Committee would like FC's help to explore a revised fee structure to accompany proposed changes to the program. FC needs an update on priority of this project.</li> <li>● Conference: FC would like to explore other possible revenue models around room night guarantees (or not) and/or possible incentives or subsidies to drive attendees to the room block. Subcommittee still to be formed, but conversation has moved forward with 2 committee members, Shawn, Melissa and Carson.</li> <li>● International Committee: We provided a very quick review of a budget for a conference in Asia, attached.</li> </ul>

	<ul style="list-style-type: none"> <li>We continue to mutually share developments between FC and the Insurance Committee. No current shared projects.</li> </ul>
Financial Policies and Procedures Manual	Develop a comprehensive document of guidelines for financial activities within the org. still needs to be developed. No developments: Subcommittee and action plan will be shared with the BoD before their February meeting.

**Upcoming Meeting Schedule:February 12th.**

Regular meetings are the second Wednesday of the month, 10 am EST.

**Requests for Support/Recommendations**

- Given the growing responsibilities of the committee - we continue to search for more members.
  - Current interested parties: Todd Domeck and Kolby Oswald, Climbworks Design

###

## Board Report - Standards Development Committee (SDC)

**Committee Chair – Rich Klajnscek**

**Committee Members –Keith Jacobs, Sarah Oosterhuis, Josh Tod, Kathy Haras (as DPI chair), John Winter (as OPS chair), John Lazarus (as CG chair)**

**Board Liaison – Rohan Shahani**

### **Purpose (adopted 10/13/2015):**

The Standards development process is complex and requires coordination of the Consensus Group, standards committees and standards task forces. The Standards Development Committee will direct the writing and publication of standards for the association at the direction of the board.

### **Terms of Reference (adopted 10/13/2015):**

1. Ensure that the ACCT Standards meet the emerging needs of the industry by updating standards, identifying and initiating new areas of standards development.
2. Manage, coordinate and ensure harmonization of all ACCT Standards.
3. Oversee the standards development process.
4. Develop and maintain alliances with other Standards setting organizations
5. Create and Maintain Terms of References for Standards Task Forces and Standards Writing Groups.
6. Manage proposals and progress made in all Standards Task Forces and decide the best format for publication of their work (ie. ACCT Standard, ANSI Standard, bulletin, white paper, advisory etc.)
7. Adopt efficient and transparent management systems to make certain that Standards are developed in accordance with the ACCT ANSI procedures
8. Recommend to the Consensus Group the inclusion of new Standards for the ANSI process.
9. Coordinate tasks to be considered by the Consensus Group
10. Recommend procedural action required by the Secretariat

**SDC Committee Projects:** Identify projects or initiatives that are currently being pursued within the committee and write a brief description of the status of each project identified.

<b>Project Name</b>	<b>Task Description</b>	<b>Description of Status</b>
1.Operator at Height White Paper	Create a White Paper that addresses how to keep staff operators safe while at height.  Last February, the CG redirected our work from new standards to a rewrite of the White Paper for Operators at Height.	White Paper being released now.

2. Standards for writing standards	Create a guide/rulebook to write technical information and standards. Using existing guides to help.	Draft has been created and edited. We need to discuss whether this is a task for the SDC or the CG or a Task Force.
3.		

**Upcoming Meeting Schedule:**

1. Feb 9, 2020 – post conference, much of the day with the CG
2. Monthly phone meetings thereafter – 3<sup>rd</sup> Tuesday, 1:00-2:30 eastern

**Requests for Support**– Identify types of support, approvals or direction requested from the ACCT Board of Directors or the ACCT Staff. Please include timelines and financial impacts that these requests may include.

1. None
- 2.
- 3.

**Volunteer groups managed by SDC**

**Operations & Training Standards Writing Group (OPS):**

**John Winter (chair) Christine Baker, Josie Shafer, Rachel Robinson, Marc Drake**

Identify projects or initiatives that are currently being pursued within the work group, panel or task force. Identify and write a brief description of the status of each project identified.

Project Name	Task Description	Description of Status
1. None	We are in maintenance mode.	Rewrite complete and published.
2.		
3.		

**Upcoming Meeting Schedule:**

1. None, except John Winter’s regular meetings with SDC.

**Requests for Support**– Identify types of support, approvals or direction requested from the ACCT Board of Directors or the ACCT Staff. Please include timelines and financial impacts that these requests may include.

1. None

- 1. Design, Performance & Inspection Standards Writing Group (DPIS):** Kathy Haras (chair), Dave Humphrys (Vice), Michelle Hepler (Secretary), Dave Horan, Tony Draus, Danny Boren, Mark Glynn

Identify projects or initiatives that are currently being pursued within the work group, panel or task force. Identify and write a brief description of the status of each project identified.

Project Name	Task Description	Description of Status
1. DPI Revision	Prepare new DPI standard with general reorganization and revisions. Task Groups working on operating and PSS systems (called "lanyards"), zip line brakes, ground anchors, terminations	The Task Groups consist of committee members. Operating and PSS System standard is to be sent to the CG in February. Others will follow one at a time to be brought to the CG. Detailed task chart is attached.
2.		
3.		

**Upcoming Meeting Schedule:**

- 1. Kathy meets regularly with SDC. DPI meets monthly on Zoom.**

**Requests for Support**– Identify types of support, approvals or direction requested from the ACCT Board of Directors or the ACCT Staff. Please include timelines and financial impacts that these requests may include.

1. There will be a committee meeting this coming spring which will require money from the BOD. Amount unknown – will get budget numbers after Feb meeting.



DPI Task Chart...

\* indicates task group leaders. If the task group is missing a leader, please select one. Task groups may add more members as needed. Task group member need not be a member of the DPI committee.

Priority	Completed Tasks	Status
<p>Lanyards</p> <p>* Kathy Haras Dave Merrell Keith Jacobs</p> <p>Bahman Azarm</p>	<p>Operations chart</p> <ul style="list-style-type: none"> <li>• Supervision/type NER multiline rope with yellow tracer</li> </ul> <p>Potential for mis-clipping Splicing requirements? Manufactured eyes?</p> <ul style="list-style-type: none"> <li>• Sewn</li> <li>• Swaged</li> </ul> <p>Update equipment section</p> <ul style="list-style-type: none"> <li>• Types of connectors</li> <li>• Standards met</li> <li>• Guards where potential to mis-clip</li> </ul> <p>manufactured eyes (NFPA 1983 has a standard...)</p>	<p>Draft #3 being presented at the conference</p>
<p>Guy anchors -- menu for critical anchors</p> <p>Dave Horan</p> <p>Mark Glynn</p> <p>Dave Humphrys</p>	<p>Testing requirements</p> <ul style="list-style-type: none"> <li>• ASTM Standards exist, use those</li> </ul> <p>Use of certified installer for helical piles Increase safety factor as an alternative</p> <p>** acceptable angles for dual guy critical guy systems</p>	<p>First draft being presented at conference</p>
<p>Ferrules –</p>	<p>Intercompatibility issues during</p>	

<p>* Dave Horan Dave Humphrys Tony Draus Paul Hancock</p>	<p>install id</p> <p>Testing approach to be proposed</p>	<p>Pending anytime...</p>
<p>Zip line braking systems</p> <p>* Dave Merrell Tony Draus Kathy Haras</p>	<p>ASTM – id'd 4 categories (or not)</p> <p>Mindmap of braking systems</p> <p>TSSA – speed ranges</p> <p>Proposed chart</p>	<p>Next target for completion</p> <p>Rationale</p> <p>Scope</p> <p>Propose Framework (speed, reaction time, braking distance, etc.)</p> <ul style="list-style-type: none"> <li>• Speed data based on analogues (like bikes)</li> <li>• Adjust the speeds if/when data available</li> </ul>
<p>Commissioning</p> <p>Mark Glynn Kathy Haras Michelle Hepler</p>	<ul style="list-style-type: none"> <li>• following major modifications</li> <li>• when it was never done in the first place</li> </ul> <p>1. there shall be design documents for every element</p> <p>2. inspection shall be based on design documents</p>	<p><b>Regulators consider this urgent</b></p> <ul style="list-style-type: none"> <li>• populate a task group</li> <li>• find a task group chair</li> </ul>

Committee Name: Ethics Committee	
Committee Chair: Charlie Williams	Committee Liaison: Paul Comings
Committee Charge: To deal with all ethical issues raised by members of the Association, or in reference to one of the members of the Association, and to bring those issues necessary to the Board of Directors for their attention	
<b>Action Since Last Report</b>	
<p>The committee has been working on revising the code of ethics. The committee has one grievance it is working and this grievance has two of our members recusing themselves.</p> <p>The committee has also been working on COI's and with legal counsel looking into the confidentiality of them. The committee was working with ACCT staff to determine a better way of getting COI's completed by leadership of the association.</p> <p>The Ethics Committee has the following members  <b>Charlie Williams</b>  <b>Adam Bondeson</b>  <b>Michelle Hepler</b>  <b>Tim Prairie</b></p>	
<b>Action(s) Requested</b>	
<p style="text-align: center;"><b>Check One below</b></p> <input type="checkbox"/> Information Only <input type="checkbox"/> Motion (provide draft below) <input type="checkbox"/> Other (explain below)	<p style="text-align: center;"><b>Additional Materials (check one)</b></p> <input type="checkbox"/> Attached <input type="checkbox"/> Previously distributed <input type="checkbox"/> None
<b>Proposed Motion or Explanation of Other</b> <i>(Sample motion: Motion to approve Sally Jane as committee chair.)</i>	
None	

## ACCT International Committee

Date: 2-3-20  
From Ken Jacquot  
To: ACCT BOD  
Re: ACCT International Committee (AIC) Report

### Members:

- Colin Cains, Pavel Gaitan, Wayne Elis, Ken Jacquot, Mark da Costa, (Victor Gallo BOD liaison, Shawn Tierney Admin liaison)

### Update:

- Committee last met 1-10-2020
- Conference committee met 1-21-20
- Processed the state of affairs with the fall conference and are on hold until we hear back from the BOD on how they want to proceed. It is our recommendations that:
  - Admin needs a part time International conference person to help move things forward
  - BOD and Admin needs to approve the use of TOB and allow us to lock in dates ASAP so we can begin building out our plan, and marketing at the ACCT conference.
  - Will be meeting with BOD members Tuesday for lunch to discuss next steps