



## MINUTES for Annual General Meeting 7 February 2020

Meeting Logistics:

02/07/2019 12:00pm Eastern Time

Location:

Raleigh Convention Center  
Raleigh, NC, USA

### 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:

Carson Rivers – **Treasurer**  
Mandy Stewart – **Secretary**  
Paul Cummings – **Member**

Cameron Annas – **Member**  
Victor Gallo – **Member**  
Rohan Shahani – **Member**

Shawn Tierney – **Executive Director**

Meeting called to order at 12:03 PM Eastern Time by Bahman Azarm.

Quorum?

- Yes  
 No



## Approval of Agenda

<b>Motion:</b>	Review and approve the meeting agenda
<b>Made by:</b>	Victor
<b>Seconded by:</b>	Paul
<b>Discussion:</b>	None.
<b>Vote:</b>	In Favor – N/A Opposed - 0 Abstaining - 0
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## Approval of Minutes

<b>Motion:</b>	Approve previous minutes for 08 Feb 2019, Annual General Meeting in Denver, CO, USA
<b>Made by:</b>	Victor
<b>Seconded by:</b>	Paul
<b>Discussion:</b>	None.
<b>Vote:</b>	In Favor – N/A Opposed - 0 Abstaining – 0
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## Regular Business and Reports

1. Report from the Board of Directors
  - Board meeting schedule discussed
  - Highlights of Association for 2019
    - Launching Association sponsored health insurance
    - ACCT Academy
    - Improved financial position
    - Development of an Operation Accreditation program
    - Development of an Operation Reviewer approval process
2. Report from the Executive Director
  - Shawn reads the Anti-Trust Statement
  - Staff present are introduced:
    - Heather Brooks, Program Manager
    - Melissa Webb, Events Director
    - Scott Andrews, Policy Director
    - Joh Voegtlin, Office Manger
    - Charles Petersen, Administrative Reviewer
  - Association facilitated health insurance will launch within the month.



### 3. Elections

- 3 seats to be filled via the PVM election
  - Two (2) full 3-year terms
  - One (1) 1-year term remaining from an open seat
- Voting rules presented
- Ballots distributed and collected for tally

### 4. Treasurer's Report

- \$500,000 savings goal will be met this year
- Annual budget moving forward will be able to be "flat" if the Board and ED so choose

### 5. Committee Reports

- a. Nominations & Leadership
  - i. Not present
- b. Insurance (Randy Smith)
  - i. Newsletter articles have been written across the year
  - ii. Review of program needs and association insurance coverage
- c. Finance (Jen Ottinger)
  - i. Increased interaction with other committees' work to evaluate
- d. Ethics (Charlie Williams)
  - i. At least 1 grievance in progress
  - ii. Revision of the Conflict of Interest Form
  - iii. Evaluation of the Code of Ethics
- e. Accreditation and Certification (Micah Henderson)
  - i. Current groups/programs
    - 1. Vendor Accreditation
    - 2. Operation Accreditation (to be rolled out in 2020)
    - 3. Operation Reviewer
    - 4. Inspector Certification
    - 5. Trainer credentialing (in exploration)
  - ii. Appeals Panel currently under development
  - iii. Will be proposing to the Board that a program summit be held with all groups simultaneously to do work together
- f. Standards Development (Rich Klajnscek)
  - i. New 03-2019 standard was released (collaboration with CG)
  - ii. White paper released (with CG)
  - iii. DPI will be the next major revision (in the next 2 years)
  - iv. John Winter will be stepping down from leadership on Operation Standard – thank you for 12 years of service

### 6. Consensus Group Report (John Lazarus)

- Published a revised standard for 2019
- Published a white paper (with SDC)
- Developing revised procedures for 2020
- Developing policies and procedures for writing
- CG currently has an open position – application on website



- Meeting on 9 February 2020
- 7. International Committee (Ken Jacquot)
  - Working toward an international professional development event
- 8. New Business
  - a. Question regarding financial report: deletion of previous line item
    - i. Restructuring of chart of accounts and how
  - b. New ballot design for 2020 – concern that it might cause problems with the counting and election results.
  - c. What is the Board discussing regarding the potential voting rights of Accredited Operations?
    - i. Nominations and elections and the topic of voting is
  - d. Why are individual
- 9. Election Results
  - **NOTE: Carson Rivers has recused himself from all election-related discussions.**
  - On clear winner, two people tied
  - Discussion on what procedure is required for a re-vote
    - o Discussion indicated that ballots were not kept confidential

Bahman adjourns for reorganization of election @ 12:54pm

Rohan exits at 1:00pm to present session.

Reconvene and Bahman calls the meeting to order @ 1:04pm

Anonymous ballots were distributed to membership for a re-vote.

<b>Motion:</b>	Nullify the results of the first election.
<b>Made by:</b>	Brian Lisson
<b>Seconded by:</b>	Randy Smith
<b>Discussion:</b>	Suggestion to ballot the partial term as its own item. In addition to breaking the tie, some members want a second vote due to confidentiality concerns.
<b>Vote:</b>	In Favor – 27 Opposed - 1 Abstaining – 0
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Mandy informs Bahman that she needs to step out for a personal break while waiting for the vote to be returned. Mandy exits the meeting at about 1:25 PM. Cameron Annas is requested and agrees to take meeting minutes.



Paul announces the new election results. Carson and Keith tied, and Billy has been elected to the one-year term. Final election results as follows:

- General Membership: Bahman Azarm
- PVM #1 - Carson
- PVM #2 - Keith Jacobs
- PVM #3 (1-year remaining term) – Billy Simpson

Next AGM meeting: Spokane, WA, Date TBD, 2021.

<b>Motion:</b>	Motion to adjourn the meeting.
<b>Made by:</b>	Randy Smith
<b>Seconded by:</b>	Niels Damman
<b>Discussion:</b>	Absolutely none.
<b>Vote:</b>	In Favor – N/A Opposed – 0 Abstaining – 0
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Meeting adjourned at 1:32 PM Eastern Time.