



MINUTES for Regular Board of Directors Meeting 04 March 2020

Meeting Logistics:
03/04/2020 7:30a Mountain Time

Location:
Zoom Meeting
<https://zoom.us/j/242433179>
Meeting ID: 242 433 179

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:

- Carson Rivers – **Chair**

Board Member Attendees:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Keith Jacobs – Vice Chair | <input checked="" type="checkbox"/> Bahman Azarm – Member | <input type="checkbox"/> Rohan Shahani – Member |
| <input checked="" type="checkbox"/> Mandy Stewart – Secretary | <input checked="" type="checkbox"/> Paul Cummings – Member | <input checked="" type="checkbox"/> Billy Simpson – Member |
| <input checked="" type="checkbox"/> Cameron Annas – Treasurer | <input checked="" type="checkbox"/> Victor Gallo – Member | <input checked="" type="checkbox"/> Shawn Tierney – Executive Director |

Additional Attendees:

Scott Andrews – **Policy Director**

Quorum?

- Yes
 No



PROCEEDINGS – STANDING ITEMS

Meeting called to order at 7:35AM Mountain Time by Carson Rivers.

Cameron reads the ACCT Mission Statement.

Cameron reads the ACCT Anti-Trust Statement.

Approval of Agenda

Motion:	Review and approve the meeting agenda
Made by:	Keith
Seconded by:	Mandy
Discussion:	Add ED report to agenda.
Vote:	In Favor – Keith, Paul, Cameron, Bahman, Mandy, Paul, Billy Opposed - 0 Abstaining - Carson
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Victor joins at 7:43 AM.

Approval of Previous Meeting Minutes

Motion:	Approve minutes from meetings held 3 & 4 February 2020 & 19 February 2020.
Made by:	Bahman
Seconded by:	Paul
Discussion:	None.
Vote:	In Favor – Paul, Bahman, Cameron, Mandy, Carson Opposed – 0 Abstaining – Billy, Victor, Keith
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Monthly Financial Statement (Cameron)

- Shawn has placed the draft JANUARY financials into the **Finance Committee folder** on Drive for review [2020-02-17 REPORT January Financials - DRAFT].

Board Emeritus Projects (Carson)

- Response to Randy's email
 - COI Forms and process is in a good state; do not need assistance at this time.
 - Request the Board Emeritus participate in the Ethics Committee structure, policies and procedures, and oversight.
 - Involve Ethics Committee and BoD to provide parameters for BE to work within when interacting.
 - Review old manual and existing policies before requesting any BoD assistance.
 - BoD to review existing policies and procedures and forms and assess prior to



- requesting any BE assistance.
- Remind BE also of the BoD request for them to develop a scholarship, award, program, etc. in memory of Tim Kempfe.

ACTION ITEM: Carson to draft reply email to BE for review by the BoD.

Development of OA & OR Completion Plans (Shawn)

- Legal update – document revisions
 - Draft docs due next week from Atty.
- Finance update – budgetary revisions
 - Revisions on budget due this Friday
- Administrative processes
 - Shawn to consult with Heather
- Accredited Operator package
 - Needs to be developed
- Approved Reviewer package
 - Needs to be developed
- Open enrollment training for ORs to be scheduled prior to rollout.

ACTION ITEM: Shawn to develop punch list for rollout; to be completed prior to next BoD meeting.

Storage of Sensitive Documents (Mandy)

- Some types of docs/files in question are:
 - Closed session minutes for BoD and other committees
 - Sensitive documents regarding staff
 - Sensitive documents regarding incidents, investigations, and legal matters
 - Board Chair folder
- BoD should seek legal counsel on this topic to identify applicable laws and issues

Victor exits meeting at 8:39AM.

Consensus Group Needs (Carson & Keith)

- Liaison from Secretariat to CG
 - BoD Chair to serve as Liaison to CG
- Secretary Role
 - CG meeting today; BoD will discuss further with CG on Secretariat call next week.
- CG-specific COI form
 - Form had been developed in the past

ACTION ITEM: Keith to post existing form to Slack for BoD review.

Association Counsel (Keith)

- The need for an attorney that specializes in non-profit associations had been identified by the BoD.

Scott joined at 8:51AM.

ACTION ITEM: Shawn to contact current counsel and identify whether their firm has the ability to



meet this need.

California Regulatory Update (Shawn & Scott)

- Senate bill 955 restructures camp licensing, and would move challenge course and high adventure activities directly under Dep't of Labor PAR (Permanent Amusement Rides).
- Estimated 700 challenge courses and 100 service providers in CA that would be affected.
- CA Coalition for Youth (who has requested technical support) is meeting with the sponsoring legislator tomorrow. Bill will go to CA Senate committee on March 12th.

ACTION ITEM: Scott to draft proposed strategy and provide to Shawn, then Shawn to provide to BoD for review.

International Committee Updates (Victor)

[Tabled for future discussion; Victor is no longer on call.]

ED Report (Shawn)

- Shawn has placed his March ED Report into the meeting folder on Drive for review [2020-03-03 REPORT ED to BoD].

Executive Director Annual Evaluation (Carson)

- To be held day after BoD April F2F meeting in Longmont, CO.
- BoD members to provide feedback to Shawn utilizing process and method TDB, methods expected to be identified by next BoD meeting.

Motion:	Adjourn the meeting.
Made by:	Cameron
Seconded by:	Billy
Discussion:	None.
Vote:	In Favor – Billy, Paul, Bahman, Cameron, Mandy, Keith Opposed – 0 Abstaining – Carson
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Meeting adjourned at 9:30 AM Mountain Time.

Management Report

Association for Challenge Course Technology
For the period ended January 31, 2020



DRAFT

Prepared by
Verity Solutions, LLC

Prepared on
February 17, 2020

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Association for Challenge Course Technology
Balance Sheet
As of January 31, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
Chase Operating	457,415.42
Chase Savings	482,049.86
Total Bank Accounts	\$ 939,465.30
Total Other Current Assets	\$ 0.00
Total Current Assets	\$ 939,465.30
TOTAL ASSETS	\$ 939,465.30
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Chase Card - Beg Bal	4,110.91
Chase Card - Activity	3,539.90
Total Chase Card	\$ 7,650.81
Total Credit Cards	\$ 7,650.81
Total Other Current Liabilities	\$ 0.00
Total Current Liabilities	\$ 7,650.81
Total Liabilities	\$ 7,650.81
Equity	
Retained Earnings	616,032.52
Net Income	315,781.97
Total Equity	\$ 931,814.49
TOTAL LIABILITIES AND EQUITY	\$ 939,465.30

Monday, Feb 17, 2020 02:17:30 PM GMT-8 - Cash Basis

Association for Challenge Course Technology
Profit and Loss by Class
January 2020

	1. Event	2. Membership	3. Standards	4. Program	5. Inspector	6. Vendor	7. Overhead	TOTAL
Income								
Income								
Other / Interest Income							32.74	32.74
Standard Income	159,952.93	26,998.00	2,912.18	4,058.70	15,264.94	59,539.00		268,725.75
Total Income	\$ 159,952.93	\$ 26,998.00	\$ 2,912.18	\$ 4,058.70	\$ 15,264.94	\$ 59,539.00	\$ 32.74	\$ 268,758.49
Total Income	\$ 159,952.93	\$ 26,998.00	\$ 2,912.18	\$ 4,058.70	\$ 15,264.94	\$ 59,539.00	\$ 32.74	\$ 268,758.49
Gross Profit	\$ 159,952.93	\$ 26,998.00	\$ 2,912.18	\$ 4,058.70	\$ 15,264.94	\$ 59,539.00	\$ 32.74	\$ 268,758.49
Expenses								
Bank Fees								
Merchant Service Fees		273.33				554.95	19.95	848.23
Other Bank Fees							45.00	45.00
Total Bank Fees	\$ 0.00	\$ 273.33	\$ 0.00	\$ 0.00	\$ 0.00	\$ 554.95	\$ 64.95	\$ 893.23
Employee Benefits	751.75	894.01	181.78	106.08	146.50	146.50	280.31	2,506.93
Insurance								
Volunteer Accident	1,322.00							1,322.00
Workers Comp	20.64	25.08	5.88	5.92	9.82	9.82	7.04	84.20
Total Insurance	\$ 1,342.64	\$ 25.08	\$ 5.88	\$ 5.92	\$ 9.82	\$ 9.82	\$ 7.04	\$ 1,406.20
Licenses, Taxes & Fees		47.58					10.00	57.58
Meals & Entertainment							29.96	29.96
Miscellaneous	1,016.81		66.05					1,082.86
Office Supplies					82.69			82.69
Payroll								
Payroll Processing Fees	115.19	140.00	32.80	33.06	54.84	54.84	39.23	469.96
Payroll Taxes	627.32	762.44	178.63	180.03	298.66	298.66	213.74	2,559.48
Salaries & Wages	5,976.59	7,263.91	1,701.84	1,715.22	2,845.42	2,845.42	2,036.25	24,384.65
Total Payroll	\$ 6,719.10	\$ 8,166.35	\$ 1,913.27	\$ 1,928.31	\$ 3,198.92	\$ 3,198.92	\$ 2,289.22	\$ 27,414.09
Postage & Shipping		14.35	157.99				46.48	218.82
Printing and Publication			60.00				27.93	87.93
Professional Services								
Accountant							525.00	525.00
Attorney			725.00		1,500.00			2,225.00
Total Professional Services	\$ 0.00	\$ 0.00	\$ 725.00	\$ 0.00	\$ 1,500.00	\$ 0.00	\$ 525.00	\$ 2,750.00
Rent & Storage	502.90	607.76	145.52	147.66	243.96	309.23	377.97	2,335.00
Technology	1,189.14	119.70					696.80	2,005.64
Travel		1,155.45		864.75	237.39		444.07	2,701.66
Venue Fees	133,349.85							133,349.85
Total Expenses	\$ 144,872.19	\$ 11,303.61	\$ 3,255.49	\$ 3,052.72	\$ 5,419.28	\$ 4,219.42	\$ 4,799.73	\$ 176,922.44
Net Operating Income	\$ 15,080.74	\$ 15,694.39	-\$ 343.31	\$ 1,005.98	\$ 9,845.66	\$ 55,319.58	-\$ 4,766.99	\$ 91,836.05
Net Income	\$ 15,080.74	\$ 15,694.39	-\$ 343.31	\$ 1,005.98	\$ 9,845.66	\$ 55,319.58	-\$ 4,766.99	\$ 91,836.05

Association for Challenge Course Technology
Profit and Loss by Class
Year to Date: July 2019 - January 2020

	1. Event	2. Membership	3. Standards	4. Program	5. Inspector	6. Vendor	7. Overhead	TOTAL
Income								
Income								
Other / Interest Income							4,016.47	4,016.47
Standard Income	604,945.18	143,094.57	23,360.14	4,541.11	37,394.15	71,616.00		884,951.15
Total Income	\$ 604,945.18	\$ 143,094.57	\$ 23,360.14	\$ 4,541.11	\$ 37,394.15	\$ 71,616.00	\$ 4,016.47	\$ 888,967.62
Total Income	\$ 604,945.18	\$ 143,094.57	\$ 23,360.14	\$ 4,541.11	\$ 37,394.15	\$ 71,616.00	\$ 4,016.47	\$ 888,967.62
Gross Profit	\$ 604,945.18	\$ 143,094.57	\$ 23,360.14	\$ 4,541.11	\$ 37,394.15	\$ 71,616.00	\$ 4,016.47	\$ 888,967.62
Expenses								
Bank Fees								
Merchant Service Fees		4,619.13	359.45			880.66	139.90	5,999.14
Other Bank Fees							1,800.28	1,800.28
Total Bank Fees	\$ 0.00	\$ 4,619.13	\$ 359.45	\$ 0.00	\$ 0.00	\$ 880.66	\$ 1,940.18	\$ 7,799.42
Continuing Education	324.00							324.00
Dues and Subscriptions			75.00					75.00
Employee Benefits	6,029.43	6,276.31	1,472.04	853.09	1,176.46	1,176.47	1,993.44	18,977.24
Insurance								
Conference Cancellation	2,135.17							2,135.17
Directors & Officers							4,033.00	4,033.00
Foreign Liability Insurance							2,500.00	2,500.00
Office Property							579.00	579.00
Professional Liability			2,499.81	2,499.81	2,499.81	2,499.81		9,999.24
Volunteer Accident	1,322.00							1,322.00
Workers Comp	154.97	185.93	44.21	44.75	74.27	74.27	52.28	630.68
Total Insurance	\$ 3,612.14	\$ 185.93	\$ 2,544.02	\$ 2,544.56	\$ 2,574.08	\$ 2,574.08	\$ 7,164.28	\$ 21,199.09
Licenses, Taxes & Fees		338.10					670.29	1,008.39
Meals & Entertainment		81.42					852.59	934.01
Miscellaneous	1,016.81		66.05				95.46	1,178.32
Office Supplies	180.08				156.19		35.55	371.82
Payroll								
Payroll Processing Fees	584.71	700.94	166.85	169.80	282.14	282.14	197.18	2,383.76
Payroll Taxes	3,688.17	4,439.11	1,052.95	1,056.79	1,750.53	1,750.54	1,255.74	14,993.83
Salaries & Wages	44,622.17	53,681.03	12,741.62	12,879.11	21,364.36	21,364.36	15,195.11	181,847.76
Total Payroll	\$ 48,895.05	\$ 58,821.08	\$ 13,961.42	\$ 14,105.70	\$ 23,397.03	\$ 23,397.04	\$ 16,648.03	\$ 199,225.35
Postage & Shipping		190.00					79.48	1,751.14
Printing and Publication			2,027.51				27.93	2,055.44
Professional Services								
Accountant							7,414.99	7,414.99
Attorney			725.00		2,525.00		4,351.00	7,601.00
Conference Service Provider	45,450.00							45,450.00
Other Professional Services					3,574.80			3,574.80
PR/Marketing	7,332.15	10,801.44	3,824.93	6,750.90	1,350.18			30,059.60
Total Professional Services	\$ 52,782.15	\$ 10,801.44	\$ 4,549.93	\$ 6,750.90	\$ 7,449.98	\$ 0.00	\$ 11,765.99	\$ 94,100.39
Rent & Storage	3,619.81	4,310.84	1,264.68	1,278.78	1,913.41	2,344.80	2,943.18	17,675.50
Technology	11,007.96	5,307.81					7,355.08	23,670.85
Telecommunications	334.79						681.00	1,015.79
Travel	3,679.82	4,314.90	668.58	10,364.54	12,040.14		15,806.07	46,874.05
Venue Fees	134,949.85							134,949.85
Total Expenses	\$ 266,431.89	\$ 95,246.96	\$ 28,009.56	\$ 35,897.57	\$ 49,168.07	\$ 30,373.05	\$ 68,058.55	\$ 573,185.65
Net Operating Income	\$ 338,513.29	\$ 47,847.61	\$ 4,649.42	\$ 31,356.46	\$ 11,773.92	\$ 41,242.95	\$ 64,042.08	\$ 315,781.97
Net Income	\$ 338,513.29	\$ 47,847.61	\$ 4,649.42	\$ 31,356.46	\$ 11,773.92	\$ 41,242.95	\$ 64,042.08	\$ 315,781.97

Association for Challenge Course Technology
Budget vs. Actuals
January 2020 and Fiscal Year to Date

	Jan 2020				Year to Date			
	Actual	Budget	Budget Variance	% of Budget	Actual	Budget	Budget Variance	% of Budget
Income								
Income								
Other / Interest Income	32.74	450.00	-417.26	7.28%	4,016.47	3,704.00	312.47	108.44%
Standard Income	268,725.75	271,000.00	-2,274.25	99.16%	884,951.15	870,050.00	14,901.15	101.71%
Total Income	\$ 268,758.49	\$ 271,450.00	-\$ 2,691.51	99.01%	\$ 888,967.62	\$ 873,754.00	\$ 15,213.62	101.74%
Total Income	\$ 268,758.49	\$ 271,450.00	-\$ 2,691.51	99.01%	\$ 888,967.62	\$ 873,754.00	\$ 15,213.62	101.74%
Gross Profit	\$ 268,758.49	\$ 271,450.00	-\$ 2,691.51	99.01%	\$ 888,967.62	\$ 873,754.00	\$ 15,213.62	101.74%
Expenses								
Advertising and Promotions		1,500.00	1,500.00	0.00%	0.00	1,600.00	1,600.00	0.00%
Bank Fees								
Merchant Service Fees	848.23	3,085.00	2,236.77	27.50%	5,999.14	12,650.00	6,650.86	47.42%
Other Bank Fees	45.00		-45.00		1,800.28	0.00	-1,800.28	
Total Bank Fees	\$ 893.23	\$ 3,085.00	\$ 2,191.77	28.95%	\$ 7,799.42	\$ 12,650.00	\$ 4,850.58	61.66%
Continuing Education		0.00	0.00		324.00	2,000.00	1,676.00	16.20%
Dues and Subscriptions		7,835.00	7,835.00	0.00%	75.00	7,835.00	7,760.00	0.96%
Employee Benefits	2,506.93	2,900.00	393.07	86.45%	18,977.24	20,300.00	1,322.76	93.48%
Insurance								
Conference Cancellation		0.00	0.00		2,135.17	0.00	-2,135.17	
Cyber Policy		0.00	0.00		0.00	0.00	0.00	
Directors & Officers		0.00	0.00		4,033.00	4,170.00	137.00	96.71%
Foreign Liability Insurance			0.00		2,500.00	0.00	-2,500.00	
General Liability		0.00	0.00		0.00	0.00	0.00	
Office Property		0.00	0.00		579.00	558.00	-21.00	103.76%
Professional Liability		0.00	0.00		9,999.24	6,951.00	-3,048.24	143.85%
Volunteer Accident	1,322.00	0.00	-1,322.00		1,322.00	0.00	-1,322.00	
Workers Comp	84.20	78.00	-6.20	107.95%	630.68	546.00	-84.68	115.51%
Total Insurance	\$ 1,406.20	\$ 78.00	-\$ 1,328.20	1802.82%	\$ 21,199.09	\$ 12,225.00	-\$ 8,974.09	173.41%
Licenses, Taxes & Fees	57.58	0.00	-57.58		1,008.39	0.00	-1,008.39	
Meals & Entertainment	29.96	60.00	30.04	49.93%	934.01	420.00	-514.01	222.38%
Miscellaneous	1,082.86		-1,082.86		1,178.32	0.00	-1,178.32	
Office Supplies	82.69	250.00	167.31	33.08%	371.82	1,450.00	1,078.18	25.64%
Payroll								
Payroll Processing Fees	469.96	215.00	-254.96	218.59%	2,383.76	1,505.00	-878.76	158.39%
Payroll Taxes	2,559.48	2,509.32	-50.16	102.00%	14,993.83	16,081.25	1,087.42	93.24%
Salaries & Wages	24,384.65	24,846.15	461.50	98.14%	181,847.76	186,346.13	4,498.37	97.59%
Total Payroll	\$ 27,414.09	\$ 27,570.47	\$ 156.38	99.43%	\$ 199,225.35	\$ 203,932.38	\$ 4,707.03	97.69%
Postage & Shipping	218.82	175.00	-43.82	125.04%	1,751.14	1,225.00	-526.14	142.95%
Printing and Publication	87.93	1,510.00	1,422.07	5.82%	2,055.44	11,610.00	9,554.56	17.70%
Professional Services								
Accountant	525.00	750.00	225.00	70.00%	7,414.99	6,400.00	-1,014.99	115.86%
ANSI Consultant		200.00	200.00	0.00%	0.00	1,100.00	1,100.00	0.00%
Attorney	2,225.00	500.00	-1,725.00	445.00%	7,601.00	3,500.00	-4,101.00	217.17%
Conference Service Provider		0.00	0.00		45,450.00	47,300.00	1,850.00	96.09%
Health & Safety		0.00	0.00		0.00	0.00	0.00	
Other Professional Services		0.00	0.00		3,574.80	12,550.00	8,975.20	28.48%
PR/Marketing		2,833.00	2,833.00	0.00%	30,059.60	18,998.00	-11,061.60	158.23%
Speaker Fees		0.00	0.00		0.00	0.00	0.00	
Total Professional Services	\$ 2,750.00	\$ 4,283.00	\$ 1,533.00	64.21%	\$ 94,100.39	\$ 89,848.00	-\$ 4,252.39	104.73%
Rent & Storage	2,335.00	2,335.00	0.00	100.00%	17,675.50	16,345.00	-1,330.50	108.14%
Technology	2,005.64	634.00	-1,371.64	316.35%	23,670.85	22,119.00	-1,551.85	107.02%
Telecommunications		179.00	179.00	0.00%	1,015.79	1,553.00	537.21	65.41%
Travel	2,701.66	0.00	-2,701.66		46,874.05	35,800.00	-11,074.05	130.93%
Venue Fees	133,349.85	108,500.00	-24,849.85	122.90%	134,949.85	138,500.00	3,550.15	97.44%
Total Expenses	\$ 176,922.44	\$ 160,894.47	-\$ 16,027.97	109.96%	\$ 573,185.65	\$ 579,412.38	\$ 6,226.73	98.93%
Net Operating Income	\$ 91,836.05	\$ 110,555.53	-\$ 18,719.48	83.07%	\$ 315,781.97	\$ 294,341.62	\$ 21,440.35	107.28%
Net Income	\$ 91,836.05	\$ 110,555.53	-\$ 18,719.48	83.07%	\$ 315,781.97	\$ 294,341.62	\$ 21,440.35	107.28%