



MINUTES for Regular Board of Directors Meeting 18 MARCH 2020

Meeting Logistics:
03/18/2020 7:30a Mountain Time

Location:
Zoom Meeting
<https://zoom.us/j/8256677745>
Meeting ID: 825 667 7745

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 checked="" 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:

Quorum?

- Yes
- No



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

Bahman reads the ACCT Mission Statement.

The Association for Challenge Course Technology (ACCT) establishes and promotes the standard of care and measure of excellence that defines professional practice and effective challenge course programs. ACCT develops, refines, and publishes standards for installing, maintaining, and managing challenge courses; provides forums for education and professional development; and advocates for the challenge course and adventure industry.

Bahman reads the ACCT Anti-Trust Statement.

Approval of Agenda

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

Approval of Previous Meeting Minutes

Motion:	Approve minutes from meeting held 04 March 2020.
Made by:	Keith
Seconded by:	Bahman
Discussion:	None.
Vote:	In Favor – Billy, Paul, Bahman, Victor, Cameron, Mandy, Keith Opposed – 0 Abstaining – Rohan
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

ED Report

- Shawn has placed his ED report into the BoD meeting folder on Drive for review [2020-03-16 REPORT ED to BoD].

ACTION ITEM – Shawn to extend a brief grace period to current volunteers who have not submitted their form. Following this, volunteers will be ineligible to participate until this requirement has been met.

Monthly Financial Statement

- Shawn has placed the draft MONTH financials into the **Finance Committee folder** on Drive for review [2020-03-09 REPORT February Financials – DRAFT].



ACTION ITEM – Liaisons to reach out to committee Chairs to provide deadline for FY2021 budget requests 15 April 2021.

ACTION ITEM – Shawn & Finance Committee to provide form for budget requests by Monday, 23 March 2021.

COVID19 Concerns (Shawn & Carson)

- Impacts to ACCT
 - Potential membership decline
 - Potential impacts on conference attendance for 2021
 - Economic impacts to members
- Suggested actions:
 - Host a general membership call, or multiple calls based on membership/business type – open forum check-in
 - Set the tone of the call as a community discussion/check in/needs assessment call to create further resources and action steps
 - Set times that are accessible to all members, or multiple meetings
 - Host a PVM call
 - Outreach by Policy Director to applicable AHJs re: extensions on inspections/permits for affected businesses as long as they are non-operational
 - Release information to membership on small business relief regarding state and federal governments, furloughing staff and providing unemployment benefits, etc.

ACTION ITEM – Shawn to schedule times for meetings next week, to identify moderator and any panel members, and to determine structure for mass calls. Announcements to go out by Friday, 20 March.

- BoD April Face to Face meeting logistics TBD

OA/OR Final Release Plan (Shawn)

- Asana is populated with tasks for completion and will continue to progress in the upcoming weeks
- New deadline for revised docs from attorney is 27 March 2020.
- Tentative goal is 1 May 2020

Vendor Accreditation Update (Billy)

- ACC to have call tomorrow, updates and requests to BoD to follow early next week.

Asia 2020 Updates (Shawn & Victor)

- Ability to host this event is now in question with the COVID-19 situation.
- Information gathering and planning that doesn't involve commitment will continue so that we are as prepared as possible in the event that this can be greenlighted.

SDC Updates (Rohan)

[TABLED UNTIL NEXT MEETING.]



Special BoD Task Force (Paul)

Motion: Move into closed session.
Made by: Rohan
Seconded by: Bahman
Discussion: None.
Vote: In Favor – Rohan, Billy, Paul, Bahman, Victor, Cameron, Mandy, Keith, Carson
Opposed – 0
Abstaining – 0
Motion Carries: Yes
 No

Board enters closed session at 9:22 AM.

Board exits closed session at 9:36 AM.

Motion: Adjourn the meeting.
Made by: Keith
Seconded by: Billy
Discussion: None.
Vote: In Favor – Rohan, Billy, Paul, Victor, Cameron, Mandy, Keith, Carson
Opposed – 0
Abstaining – Bahman (not present)
Motion Carries: Yes
 No

Meeting adjourned at 9:37 AM Mountain Time.



To: ACCT Board
From: Shawn Tierney, Executive Director
Date: 3/16/20

RE: March Board Report #2

Summary

March Updates

- 2020 COI Forms - submission status and follow-up for 100% compliance (need to follow-up with Ethics to make sure forms with disclosures are being reviewed) **Contacted Chair of Ethics on 3/9 and was informed that 2020 COI forms have not yet been reviewed due to on-going ethics matters. The OM and I are in process of reaching out to the roughly 40 individuals who have not yet returned their 2020 COI form.**
- OA / OR Roll-out / Ryan Winter / Contracts **Ryan Winter was not able to deliver the OA/OR contract templates by the requested due date of 3/13 due to other higher priority work commitments. Ryan indicated that he should be able to deliver the contracts by 3/27. See final task list (as a CSV, exported from Asana) in the BOD drive.**
- Feb financials / Reserve Plan update **The chair of the finance committee has developed a reserve fund plan, and the plan will be discussed and reviewed on the 3/20 finance call. The goal is to set-up and fund the reserve accounts (CD ladder, money market, etc.) at the beginning of April. Our Chase savings account currently has a balance of \$482,000.**
- FY21 Budget prep **Started the week of 3/9 with staff 1-1 to determine department budgets. Anticipate having a first draft by April 15.**
- Medova / Group Health Plan launch **We have reached out multiple times in the past 2 weeks to Medova with no response, and will try again this week. We are waiting for their inquiry / contact form to be created so we can launch the group health plan to eligible members asap.**
- Higher Logic platform - first newsletter on this platform in March **Still on target to launch this platform with the release of a newsletter on the new platform the week of 3/23.**
- IT stuff: policies / PVM shared drive /Community Drive **has not moved forward at this time.**
- Raleigh attrition status and plan to deal with attrition in Spokane, Cleveland, and Portland (Board conversation required) **Has not moved forward at this time.**

- 2024 Conference contracting (Board conversation required) **Has not moved forward at this time.**
- Asia conference / Coronavirus status, daily monitoring of CDC/State Dept advisories for guidance in decision making, communications and risk management plan, Go / No -Go decision deadline (April 15th?) Hiring for planning assistance? (Board conversation required) **We are moving forward with initial planning for the event, to be held this fall in Taiwan. See notes from Melissa in drive (to coordinate with the AIC).**
- AR's for 2020 reviews / site visits (per Wayne) **I have reached out to the AR's to inquire about their interest / availability if we need them to do site visits in 2020. At this stage, both Jeff Boeke and Dan Pervorse are interested and available pending further discussions.**
- Insurance for international ICE applicants (professional level, etc.) (Board conversation required) **Has not moved forward at this time.**
- Harrisburg ICE event follow up **This was a prep course only, and not a test event. We will continue to offer the test at the fall Harrisburg event.**
- Staff Evals **There are two staff performance evaluations coming up: one in April and one in May.**
- ED Eval **(BOD)**

February Financials

The draft February financial statement is in the Finance Drive (Finance - FY20 Financial Planning – Monthly Statements and Financial Reports – February).

Raleigh Room Block Attrition

The room block attrition situation improved dramatically in the weeks just prior to the conference, and the final attrition bill should be closer to \$17k. We budgeted \$30k for this expense.

FY21 Budget Process (FY21: July 1, 2020 – June 30, 2021)

Creating the budget for the next fiscal year (FY21) will begin in March with the goal of submitting a draft budget to the Board by the end of April. Final budget approval by the Board typically occurs in late May or early June, just prior to the start of the new fiscal year. As a reminder, the finance committee is deeply involved in the budget process and will vet the budget prior to submission to the Board for final approval

2024 Conference Contracting

We are contracted for the next three years following Raleigh (Spokane, Cleveland, Portland), and now we will need to contract for 2024. Given the attrition situation, I will not be signing any contracts (or vetting locations) until a larger conversation about options, venues, contracting, etc., can be had. Ideally, we will need to make a decision about 2024 sometime in April.

2020 COI Forms

The 2020 COI forms went out to our volunteer base on February 4th. At the time of this writing, we have a total of 86 forms returned. Follow-up to collect forms from those who have not returned a COI as of yet will begin the week of March 2nd. **The ethics committee is responsible for vetting all forms that have reported disclosures.**

OA/OR

OA: the first draft of a 3-year financial model/budget for the operation accreditation program has been submitted to the finance committee for review. Program documents were submitted to Ryan Winters, a defense attorney with Hall/Evans. (See Ryan's letter dated 1/27/20 in the Raleigh meeting folder.)

I spoke with Ryan on 2/14 and per the BOD conversation and recommendation at the F2F in Raleigh he is moving forward with drafting the contracts he recommended between ACCT and the operator, and ACCT and the operation reviewer. **Ryan said he can complete that work by March 27th**

Additionally,

*The OA landing page on the website has been mostly completed (awaiting final revisions to forms and contracts recommended in Ryan's letter dated 1/27) and can be ready to go live once the program has been approved.

*OR: 2 one-day trainings were held in Raleigh. **A one-day training open to any eligible individual was tentatively scheduled in Longmont for 4/8, but we are now postponing it until May 13 due to COVID-19**

FY20 Organizational Priorities

1. Member Value

1.1 ACCT sponsored group health insurance plan for eligible members: **Medova Marketing agreement has been signed, and we are finalizing a landing page on the ACCT website with program information. The page will not go live until late March following internal review. The marketing agreement with SALA for their cost share program has been delayed on their end, and it now appears that they will not be ready to offer their program until June, 2020 at the earliest, possibly later. The goal is to sign that agreement once SALA is ready.**

1.2 Access to legal defense/expertise: **has not moved forward at this time.**

1.3 Transparency / Communication: **F2F meeting policy for increasing transparency of what volunteer groups are working on was approved by the BOD in August. Meeting minutes from the recent F2F mtgs. (i.e., ICP, OA/OR, TCTF) will be placed on the website once approved by those groups.**

1.4 ACCT Academy: **launched in September, 2019.**

1.5 Industry Data: **has not moved forward at this time.**

2. Government Relations

2.1 Publications Group: **has not moved forward at this time.**

2.2 Crisis communication: **Skip King conducted a media training at the Longmont office with the ED, PD and office staff members in late July.**

2.3 List of stakeholders and regulators: **the regulations map launched on December 19th.**

3. Credentialing / Program Management

3.1 OA – support launch: **see notes above.**

3.2 ICE – **A prep course and test event was offered in Raleigh.**

3.3 Vendor accreditation – **annual reports for 2019 have gone out and will be reviewed by the VAP per usual.**

- 3.4 Trainer credentialing – held a F2F meeting in GA in November.
- 3.5 Evaluation – has not moved forward (methods to evaluate the program?)
- 3.6 Harmonization – has not moved forward (harmonizing across all credentialing programs?)
- 3.7 Alignment of volunteers - has not moved forward

4. Organizational Health

- 4.1 Strategic planning: see meeting minutes from Raleigh F2F.
- 4.2 Org communication / PR (external): Further clarification is requested on this priority.
- 4.3 Tech work group (Slack, drives, Asana, etc.): Meeting monthly (on average), with OM, Carson and Mandy. Set to resume in March
- 4.4 File storage protocol / clean up: in process of developing a policy for IT use covering organization of drives, etc.
- 4.5 Bylaws: has not moved forward at this time. BOD task
- 4.6 Elections (structure, logistics, transparency): has not moved forward at this time. Nominations & Leadership Committee task

5. Volunteer Support and Management

- 5.1 BOD development (on-boarding, knowledge base, teambuilding): Nomination & Leadership Committee task
- 5.2 Committee, TF, WG chair training: has not moved forward at this time
- 5.3 Affinity Groups – purpose, value: has not moved forward at this time

6. International Efforts

- 6.1 Standards translations: The Spanish translation is finished, and Mandarin Chinese is still in process.
- 6.2 International events – hosting and attending: see Costa Rica and Asia notes in previous ED reports. ED attended the Arival conference in October in Orlando. A proposal and budget for a small-scale regional conference to be held in Asia Oct/Nov, 2020 has been submitted to the BOD for review.
- 6.3 Credentialing opportunities: In-house ICE events were held in Costa Rica, and one in Hawaii the third week of January.
- 6.4 Insurance: further clarification is requested on this priority.
- 6.5 Government relations: the PD has drafted a MOU with INTECO for adoption of ACCT standard in Costa Rica – see notes above. Sent to INTECO for final review and approval in March / April.