



MINUTES for Regular Board of Directors Meeting 01 APRIL 2020

Meeting Logistics:
04/01/2020 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:

None.

Quorum?

- Yes
 No



Meeting called to order at 7:32 AM Mountain Time by Carson Rivers.

Paul 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.

Paul reads the ACCT Anti-Trust Statement.

Approval of Agenda

Motion:	Review and approve the meeting agenda
Made by:	Keith
Seconded by:	Paul
Discussion:	None.
Vote:	In Favor – Billy, Rohan, Victor, Bahman, Paul, 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 18 March 2020.
Made by:	Keith
Seconded by:	Billy
Discussion:	None.
Vote:	In Favor – Billy, Rohan, Victor, Bahman, Paul, Cameron, Mandy, Keith, Carson Opposed – 0 Abstaining – 0
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 [2020-03-30 REPORT ED to BoD].
 - 2024 Conference

ACTION ITEM – Melissa to join future BoD call to explore options for location and conference models.

- Update on 2020 conference
 - Raleigh attrition is less than expected. Shawn to negotiate further where possible.



- Insurance for international accreditation and certification.

ACTION ITEM – Shawn, Cameron, and Bahman to compile information for international insurance discussion for larger BoD conversation.

Financial Reporting

- Update on reserve fund plan
 - Finance Committee has developed plan for diversification of funds and institutions to allow for interest growth, FDIC protection, and adequate liquidity.

Consensus Group Update

- Secretary role doc and email has been received from Chair of Consensus Group and has been forwarded to the BoD for review.

SDC Terms of Reference

- Draft Terms of Reference was reviewed and edited.

Motion:	Disband the Standards Development Committee and related subcommittees.
Made by:	Rohan
Seconded by:	Paul
Discussion:	Order of operations for disbanding and formation of new group is discussed.
Vote:	In Favor – Billy, Rohan, Victor, Paul, Cameron, Mandy, Keith Opposed – 0 Abstaining – Bahman, Carson
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Motion:	Approve the formation of the Technical Information, Research, and Education (TIRE) Committee per the proposed revised terms of reference.
Made by:	Keith
Seconded by:	Rohan
Discussion:	None.
Vote:	In Favor – Billy, Rohan, Victor, Bahman, Paul, Cameron, Mandy, Keith Opposed – 0 Abstaining – Carson
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

COI Review Process

- Some COIs are still outstanding, per Shawn's report
- COI forms are still in need of review by the Ethics Committee
- Affinity Groups need more overall definition

ACTION ITEM – Paul to follow up with Ethics on review of COIs. Shawn to provide update on progress at next BoD meeting.



FUTURE AGENDA ITEM – Affinity Group Terms of Reference need to be reviewed and updated.

FUTURE AGENDA ITEM – Revisit Ethics Committee ToR and composition, especially regarding number of members in order to handle increased annual workload.

April Face to Face BoD Meeting

- CO currently has a shelter in place order in effect, and it is anticipated to still be in place for several weeks or months. A face to face meeting in Longmont will not be possible, and a face to face meeting is not the best option given current conditions.
- Meeting will be held by distance utilizing available technologies.
- Rescheduled Face to Face to be considered for late July 2020, dates TBD.

ACTION ITEM – Alternate agenda structure and meeting plan to be drafted by Carson and Mandy and presented to BoD.

COVID-19 Response

- Updates and resources will continue to be distributed.
- Member group calls still under consideration.
- Shawn is exploring benefits of the CARES Act for the Association.

ACTION ITEM – Rohan to pursue soliciting potential content for ACCT Academy.

ACC Update

- Vendor Accreditation
 - Reviews will be held for the 2020 in a similar format to years past.
 - Waiver application/process for delay of review due to impact of COVID-19 is being developed.
 - Vendor Reviewer Training Task Force is being developed.
 - Focus is being given to revising the Vendor Accreditation Manual.

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

Meeting adjourned at 9:33 AM Mountain Time.



To: ACCT Board
From: Shawn Tierney, Executive Director
Date: 3/30/20

RE: April Board Report #1

Summary

March Updates & Priorities for April

- The past two weeks have been dominated by COVID-19 issues, communication with members, developing resources for the website, etc.
- Association Leadership Calls: I have joined a weekly series of calls organized by AORE with other association leaders to discuss common COVID-19 issues, strategies, etc., that associations are facing right now such as membership, events, communications, business disruption, and business continuity. Calls will begin April 3rd.
- Starting the week of March 30, I will begin investigating Federal and State economic relief options available to ACCT for things such as business and payroll continuation, etc.
- 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. Due to being ill for the past 2 weeks, Ryan was not able to deliver the contract templates by the 27th but he hopes to complete them by April 3rd. See final task list (as a CSV, exported from Asana) in the BOD drive 3/18 meeting folder.**
- 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 4/3 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 3/23 with staff to determine department budgets. I anticipate having a first draft by April 15.**

- Medova / Group Health Plan launch **We are launching the health plan for eligible members the week of 3/30.**
- Higher Logic platform - first newsletter on this platform in March **The first newsletter on the new platform was sent out on 3/26.**
- 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 some initial planning for the event, realistically thinking that it will take place in the fall of 2021 in Taiwan. See notes from Melissa in drive (to coordinate with the AIC).**
- AR's for 2020 PVM reviews / site visits **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, ALL of the AR's 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.**
- Staff Evals **There are two staff performance evaluations coming up: one in April and one in May.**
- ED Eval **(BOD)**

March Financials

The draft March financial statement will be placed in the Finance Drive (Finance - FY20 Financial Planning – Monthly Statements and Financial Reports) by 4/9.

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

Creating the budget for the next fiscal year (FY21) began 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/May.

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 is in process. **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 4/3.**

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 further notice 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 program will launch the week of March 30th. 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 or 2021 is being revised / refined at this time.
- 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 April.