



## MINUTES for Regular Board of Directors Meeting 15 APRIL 2020

Meeting Logistics:  
04/15/2020 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 – <b>Vice Chair</b> | <input checked="" type="checkbox"/> Bahman Azarm – <b>Member</b>  | <input checked="" type="checkbox"/> Rohan Shahani – <b>Member</b>             |
| <input checked="" type="checkbox"/> Mandy Stewart – <b>Secretary</b> | <input checked="" type="checkbox"/> Paul Cummings – <b>Member</b> | <input checked="" type="checkbox"/> Billy Simpson – <b>Member</b>             |
| <input checked="" type="checkbox"/> Cameron Annas – <b>Treasurer</b> | <input checked="" type="checkbox"/> Victor Gallo – <b>Member</b>  | <input checked="" type="checkbox"/> Shawn Tierney – <b>Executive Director</b> |

#### **Additional Attendees:**

None.

#### **Quorum?**

- Yes  
 No



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

**Keith 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.

**Keith reads the ACCT Anti-Trust Statement.**

**Approval of Agenda**

<b>Motion:</b>	Review and approve the meeting agenda
<b>Made by:</b>	Rohan
<b>Seconded by:</b>	Bahman
<b>Discussion:</b>	Need to solidify April 27 & 28 meeting logistics.
<b>Vote:</b>	In Favor – Billy, Rohan, Victor, Bahman, Paul, Cameron, Mandy, Keith, Opposed - 0 Abstaining - Carson
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**Approval of Previous Meeting Minutes**

<b>Motion:</b>	Approve minutes from meeting held 01 April 2020.
<b>Made by:</b>	Keith
<b>Seconded by:</b>	Cameron
<b>Discussion:</b>	None.
<b>Vote:</b>	In Favor – Billy, Rohan, Victor, Bahman, Paul, Cameron, Mandy, Keith, Opposed – 0 Abstaining – Carson
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**ED Update**

- RE: new twice monthly BoD meeting format. Standard ED report to be delivered for the first BoD meeting each month. Second meeting for each month, ED update to be verbal with supplementary documents as needed.
- Shawn is preparing three (3) draft budgets for FY2021: low, moderate, and high impact based on the unknowns of the economic impact of COVID-19.
- COI current status report is in the BoD meeting in folder in Drive.
  - The process of reviewing submitted conflicts needs to be revised to allow for more efficiency.

**ACTION ITEM** – Carson and another BoD member to contact Chair of Ethics and discuss status of COI forms and potential revisions to Ethics ToR.



- ED report on closed session matter is in the Board meeting folder on Drive.

#### Treasurer's Report

- Shawn has placed the draft March financials into the **Finance Committee folder** on Drive for review [2020-04-09 REPORT March Financials – DRAFT].
- Currently tracking well through March as far as balanced budget. Income for April has been impacted by COVID-19, and is expected to be impacted moving forward for an undetermined amount of time.

#### CG Secretary

- Document outlining the role and responsibilities of the Secretary to the CG has been received from CG.

**ACTION ITEM** – Carson to contact the Chair of the Consensus Group to discuss transitioning the role of Secretary to a person not holding the position of ACCT Policy Director.

#### OA Punch List / Prep for meeting 27 & 28 April OR Punch List / Prep for meeting 27 & 28 April

**ACTION ITEM** – Shawn and Billy to collaborate on OA & OR punch lists and provide information to BoD for April 27 & 28 meeting.

#### Insurance for Non-US participants in ACCT credentialing programs

- The need to be inclusive of non-US participants who wish to participate in credentialing programs is important.

<b>Motion:</b>	ACCT Staff to develop a draft document for review and feedback by the BoD, legal, and Insurance and Risk Management Committee outlining an objective process for addressing insurance requirements for non-US participants in ACCT credentialing programs, to be delivered no later than the 06 May 2020 BoD meeting.
<b>Made by:</b>	Mandy
<b>Seconded by:</b>	Rohan
<b>Discussion:</b>	ACCT Staff
<b>Vote:</b>	In Favor – Victor, Bahman, Rohan, Billy, Paul, Cameron, Mandy, Keith Opposed – 0 Abstaining – Carson
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

#### PVM Services and Jurisdictional Restrictions

- It has been noted that ACCT credentialed individuals and companies have been performing work during the COVID-19 crisis that may be in violation of current jurisdictional-specific restrictions.

**ACTION ITEM** – Rohan to develop draft language regarding a statement to PVMs and inspectors for circulation to the BoD and subsequent feedback.



## Apology Letters to those disrupted by 2020 AGM

**ACTION ITEM** – Rohan to facilitate finalization of apology letter by the BoD.

### BRIEF UPDATE

- Conflicts of Interest regarding OA and OR programs – to be discussed via Slack.

### Schedule Special Meeting re: Closed Session Matter

**ACTION ITEM** – Mandy to schedule meeting for 22 April at 7:30 AM Mountain.

<b>Motion:</b>	Adjourn the meeting.
<b>Made by:</b>	Cameron
<b>Seconded by:</b>	Bahman
<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

Meeting adjourned at 9:36 AM Mountain Time.

# Management Report

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



DRAFT

Prepared by  
Verity Solutions, LLC

Prepared on  
April 7, 2020

## Table of Contents

---

Balance Sheet	pg	3
Profit and Loss by Class	pg	4-5
Budget vs Actual	pg	6

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

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Chase Operating	396,461.34
Chase Savings	482,105.25
<b>Total Bank Accounts</b>	<b>\$ 878,566.61</b>
<b>Total Other Current Assets</b>	<b>\$ 0.00</b>
<b>Total Current Assets</b>	<b>\$ 878,566.61</b>
<b>TOTAL ASSETS</b>	<b>\$ 878,566.61</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
Chase Card - Beg Bal	4,110.91
Chase Card - Activity	9,260.21
<b>Total Chase Card</b>	<b>\$ 13,371.12</b>
<b>Total Credit Cards</b>	<b>\$ 13,371.12</b>
<b>Total Other Current Liabilities</b>	<b>\$ 0.00</b>
<b>Total Current Liabilities</b>	<b>\$ 13,371.12</b>
<b>Total Liabilities</b>	<b>\$ 13,371.12</b>
<b>Equity</b>	
Retained Earnings	616,032.52
Net Income	249,162.97
<b>Total Equity</b>	<b>\$ 865,195.49</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 878,566.61</b>

Tuesday, Apr 07, 2020 09:48:24 AM GMT-7 - Cash Basis

**Association for Challenge Course Technology**  
**Profit and Loss by Class**  
**March 2020**

	1. Event	2. Membership	3. Standards	4. Program	5. Inspector	6. Vendor	7. Overhead	TOTAL
<b>Income</b>								
Income								
Other / Interest Income							25.83	25.83
Standard Income	248.25	14,590.00	3,968.98	-3.93	6,266.91			25,070.21
<b>Total Income</b>	<b>\$ 248.25</b>	<b>\$ 14,590.00</b>	<b>\$ 3,968.98</b>	<b>-\$ 3.93</b>	<b>\$ 6,266.91</b>	<b>\$ 0.00</b>	<b>\$ 25.83</b>	<b>\$ 25,096.04</b>
<b>Total Income</b>	<b>\$ 248.25</b>	<b>\$ 14,590.00</b>	<b>\$ 3,968.98</b>	<b>-\$ 3.93</b>	<b>\$ 6,266.91</b>	<b>\$ 0.00</b>	<b>\$ 25.83</b>	<b>\$ 25,096.04</b>
<b>Gross Profit</b>	<b>\$ 248.25</b>	<b>\$ 14,590.00</b>	<b>\$ 3,968.98</b>	<b>-\$ 3.93</b>	<b>\$ 6,266.91</b>	<b>\$ 0.00</b>	<b>\$ 25.83</b>	<b>\$ 25,096.04</b>
<b>Expenses</b>								
Advertising and Promotions	5,007.90							5,007.90
Bank Fees								
Merchant Service Fees		859.18	158.89				19.95	1,038.02
<b>Total Bank Fees</b>	<b>\$ 0.00</b>	<b>\$ 859.18</b>	<b>\$ 158.89</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 19.95</b>	<b>\$ 1,038.02</b>
Dues and Subscriptions			8,125.00				254.00	8,379.00
Employee Benefits	751.75	894.01	181.78	106.08	146.50	146.50	280.33	2,506.95
Insurance								
Workers Comp	-87.49	-106.35	-24.92	-25.12	-41.66	-41.66	-29.81	-357.01
<b>Total Insurance</b>	<b>-\$ 87.49</b>	<b>-\$ 106.35</b>	<b>-\$ 24.92</b>	<b>-\$ 25.12</b>	<b>-\$ 41.66</b>	<b>-\$ 41.66</b>	<b>-\$ 29.81</b>	<b>-\$ 357.01</b>
Meals & Entertainment							45.73	45.73
Office Supplies							77.25	77.25
Payroll								
Payroll Processing Fees	70.82	86.08	20.17	20.33	33.72	33.72	24.12	288.96
Payroll Taxes	454.58	552.49	129.44	130.46	216.42	216.42	154.88	1,854.69
Salaries & Wages	5,976.59	7,263.92	1,701.85	1,715.21	2,845.41	2,845.41	2,036.21	24,384.60
<b>Total Payroll</b>	<b>\$ 6,501.99</b>	<b>\$ 7,902.49</b>	<b>\$ 1,851.46</b>	<b>\$ 1,866.00</b>	<b>\$ 3,095.55</b>	<b>\$ 3,095.55</b>	<b>\$ 2,215.21</b>	<b>\$ 26,528.25</b>
Postage & Shipping	104.02						42.20	171.42
Printing and Publication			457.38					457.38
Professional Services								
Accountant							622.50	622.50
Attorney				2,832.50			474.00	3,306.50
Conference Service Provider	5,237.54							5,237.54
Other Professional Services	6,500.00		487.50					6,987.50
PR/Marketing	787.50							787.50
Speaker Fees	4,000.00				800.00			4,800.00
<b>Total Professional Services</b>	<b>\$ 16,525.04</b>	<b>\$ 0.00</b>	<b>\$ 487.50</b>	<b>\$ 2,832.50</b>	<b>\$ 800.00</b>	<b>\$ 0.00</b>	<b>\$ 1,096.50</b>	<b>\$ 21,741.54</b>
Rent & Storage	504.66	609.89	146.03	148.18	244.82	310.31	378.61	2,342.50
Technology	2,816.69						581.08	3,397.77
Travel	4,548.82		2,494.18		139.39	935.27	2,253.85	10,371.51
Venue Fees	5,323.28							5,323.28
<b>Total Expenses</b>	<b>\$ 41,996.66</b>	<b>\$ 10,159.22</b>	<b>\$ 13,902.50</b>	<b>\$ 4,927.64</b>	<b>\$ 4,384.60</b>	<b>\$ 4,445.97</b>	<b>\$ 7,214.90</b>	<b>\$ 87,031.49</b>
<b>Net Operating Income</b>	<b>-\$ 41,748.41</b>	<b>\$ 4,430.78</b>	<b>-\$ 9,933.52</b>	<b>-\$ 4,931.57</b>	<b>\$ 1,882.31</b>	<b>-\$ 4,445.97</b>	<b>-\$ 7,189.07</b>	<b>-\$ 61,935.45</b>
<b>Net Income</b>	<b>-\$ 41,748.41</b>	<b>\$ 4,430.78</b>	<b>-\$ 9,933.52</b>	<b>-\$ 4,931.57</b>	<b>\$ 1,882.31</b>	<b>-\$ 4,445.97</b>	<b>-\$ 7,189.07</b>	<b>-\$ 61,935.45</b>



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

	1. Event	2. Membership	3. Standards	4. Program	5. Inspector	6. Vendor	7. Overhead	TOTAL
<b>Income</b>								
Income								
Other / Interest Income							4,071.86	4,071.86
Standard Income	667,146.04	175,969.57	29,814.40	5,407.03	47,916.63	79,606.00		1,005,859.67
<b>Total Income</b>	<b>\$ 667,146.04</b>	<b>\$ 175,969.57</b>	<b>\$ 29,814.40</b>	<b>\$ 5,407.03</b>	<b>\$ 47,916.63</b>	<b>\$ 79,606.00</b>	<b>\$ 4,071.86</b>	<b>\$ 1,009,931.53</b>
<b>Total Income</b>	<b>\$ 667,146.04</b>	<b>\$ 175,969.57</b>	<b>\$ 29,814.40</b>	<b>\$ 5,407.03</b>	<b>\$ 47,916.63</b>	<b>\$ 79,606.00</b>	<b>\$ 4,071.86</b>	<b>\$ 1,009,931.53</b>
<b>Gross Profit</b>	<b>\$ 667,146.04</b>	<b>\$ 175,969.57</b>	<b>\$ 29,814.40</b>	<b>\$ 5,407.03</b>	<b>\$ 47,916.63</b>	<b>\$ 79,606.00</b>	<b>\$ 4,071.86</b>	<b>\$ 1,009,931.53</b>
<b>Expenses</b>								
Advertising and Promotions	5,413.72							5,413.72
Bank Fees								
Merchant Service Fees		8,041.31	821.79			1,187.66	179.80	10,230.56
Other Bank Fees							1,839.28	1,839.28
<b>Total Bank Fees</b>	<b>\$ 0.00</b>	<b>\$ 8,041.31</b>	<b>\$ 821.79</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 1,187.66</b>	<b>\$ 2,019.08</b>	<b>\$ 12,069.84</b>
Continuing Education	324.00							324.00
Dues and Subscriptions			8,200.00				254.00	8,454.00
Employee Benefits	7,532.93	8,064.33	1,835.60	1,065.25	1,469.46	1,469.47	2,554.09	23,991.13
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
Other/Special Event Insurance	1,695.00							1,695.00
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	86.94	103.23	24.83	25.21	41.87	41.87	29.13	353.08
<b>Total Insurance</b>	<b>\$ 5,239.11</b>	<b>\$ 103.23</b>	<b>\$ 2,524.64</b>	<b>\$ 2,525.02</b>	<b>\$ 2,541.68</b>	<b>\$ 2,541.68</b>	<b>\$ 7,141.13</b>	<b>\$ 22,616.49</b>
Licenses, Taxes & Fees		348.47					866.37	1,214.84
Meals & Entertainment	648.92	81.42					1,508.81	2,239.15
Miscellaneous	1,016.81		66.05				95.46	1,178.32
Office Supplies	1,927.60				156.19		112.80	2,196.59
Payroll								
Payroll Processing Fees	726.35	873.10	207.19	210.46	349.58	349.58	245.42	2,961.68
Payroll Taxes	4,676.17	5,639.92	1,334.28	1,340.33	2,220.91	2,220.92	1,592.35	19,024.88
Salaries & Wages	56,575.35	68,208.86	16,145.33	16,309.52	27,055.19	27,055.19	19,267.55	230,616.99
<b>Total Payroll</b>	<b>\$ 61,977.87</b>	<b>\$ 74,721.88</b>	<b>\$ 17,686.80</b>	<b>\$ 17,860.31</b>	<b>\$ 29,625.68</b>	<b>\$ 29,625.69</b>	<b>\$ 21,105.32</b>	<b>\$ 252,603.55</b>
Postage & Shipping	4,316.39	190.00	1,272.39		460.78		132.68	6,372.24
Printing and Publication			5,154.54				27.93	5,182.47
Professional Services								
Accountant							8,787.49	8,787.49
Attorney			725.00	2,832.50	2,525.00		8,325.00	14,407.50
Conference Service Provider	50,687.54							50,687.54
Other Professional Services	6,500.00		487.50		4,374.80			11,362.30
PR/Marketing	8,119.65	10,801.44	3,824.93	6,750.90	1,350.18		522.50	31,369.60
Speaker Fees	4,000.00				800.00			4,800.00
<b>Total Professional Services</b>	<b>\$ 69,307.19</b>	<b>\$ 10,801.44</b>	<b>\$ 5,037.43</b>	<b>\$ 9,583.40</b>	<b>\$ 9,049.98</b>	<b>\$ 0.00</b>	<b>\$ 17,634.99</b>	<b>\$ 121,414.43</b>
Rent & Storage	4,640.80	5,544.72	1,560.12	1,578.56	2,408.71	2,972.60	3,704.64	22,410.15
Technology	13,858.64	5,307.81		225.25	65.08		8,496.04	27,952.82
Telecommunications	334.79						906.00	1,240.79
Travel	10,776.52	4,916.49	4,282.29	11,247.87	14,934.54	935.27	19,777.98	66,870.96
Venue Fees	177,023.07							177,023.07
<b>Total Expenses</b>	<b>\$ 364,338.36</b>	<b>\$ 118,121.10</b>	<b>\$ 48,441.65</b>	<b>\$ 44,085.66</b>	<b>\$ 60,712.10</b>	<b>\$ 38,732.37</b>	<b>\$ 86,337.32</b>	<b>\$ 760,768.56</b>
<b>Net Operating Income</b>	<b>\$ 302,807.68</b>	<b>\$ 57,848.47</b>	<b>-\$ 18,627.25</b>	<b>-\$ 38,678.63</b>	<b>-\$ 12,795.47</b>	<b>\$ 40,873.63</b>	<b>-\$ 82,265.46</b>	<b>\$ 249,162.97</b>
<b>Net Income</b>	<b>\$ 302,807.68</b>	<b>\$ 57,848.47</b>	<b>-\$ 18,627.25</b>	<b>-\$ 38,678.63</b>	<b>-\$ 12,795.47</b>	<b>\$ 40,873.63</b>	<b>-\$ 82,265.46</b>	<b>\$ 249,162.97</b>

**Association for Challenge Course Technology**  
**Budget vs. Actuals**  
**March 2020 and YTD 2019/2020**

	March 2020				Year to Date			
	Actual	Budget	Budget Variance	% of Budget	Actual	Budget	Budget Variance	% of Budget
<b>Income</b>								
<b>Income</b>								
Other / Interest Income	25.83	450.00	-424.17	5.74%	4,071.86	4,604.00	-532.14	88.44%
Standard Income	25,070.21	25,150.00	-79.79	99.68%	1,005,859.67	1,001,875.00	3,984.67	100.40%
<b>Total Income</b>	<b>\$ 25,096.04</b>	<b>\$ 25,600.00</b>	<b>-\$ 503.96</b>	<b>98.03%</b>	<b>\$ 1,009,931.53</b>	<b>\$ 1,006,479.00</b>	<b>\$ 3,452.53</b>	<b>100.34%</b>
<b>Total Income</b>	<b>\$ 25,096.04</b>	<b>\$ 25,600.00</b>	<b>-\$ 503.96</b>	<b>98.03%</b>	<b>\$ 1,009,931.53</b>	<b>\$ 1,006,479.00</b>	<b>\$ 3,452.53</b>	<b>100.34%</b>
<b>Gross Profit</b>	<b>\$ 25,096.04</b>	<b>\$ 25,600.00</b>	<b>-\$ 503.96</b>	<b>98.03%</b>	<b>\$ 1,009,931.53</b>	<b>\$ 1,006,479.00</b>	<b>\$ 3,452.53</b>	<b>100.34%</b>
<b>Expenses</b>								
Advertising and Promotions	5,007.90	0.00	-5,007.90		5,413.72	12,950.00	7,536.28	41.80%
<b>Bank Fees</b>								
Merchant Service Fees	1,038.02	550.00	-488.02	188.73%	10,230.56	15,365.00	5,134.44	66.58%
Other Bank Fees			0.00		1,839.28	0.00	-1,839.28	
<b>Total Bank Fees</b>	<b>\$ 1,038.02</b>	<b>\$ 550.00</b>	<b>-\$ 488.02</b>	<b>188.73%</b>	<b>\$ 12,069.84</b>	<b>\$ 15,365.00</b>	<b>\$ 3,295.16</b>	<b>78.55%</b>
Continuing Education		0.00	0.00		324.00	2,000.00	1,676.00	16.20%
Dues and Subscriptions	8,379.00	0.00	-8,379.00		8,454.00	7,835.00	-619.00	107.90%
Employee Benefits	2,506.95	2,900.00	393.05	86.45%	23,991.13	26,100.00	2,108.87	91.92%
<b>Insurance</b>								
Conference Cancellation		0.00	0.00		2,135.17	1,048.00	-1,087.17	203.74%
Cyber Policy		1,288.00	1,288.00	0.00%	0.00	1,288.00	1,288.00	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%
Other/Special Event Insurance			0.00		1,695.00	0.00	-1,695.00	
Professional Liability		0.00	0.00		9,999.24	6,951.00	-3,048.24	143.85%
Volunteer Accident		0.00	0.00		1,322.00	939.00	-383.00	140.79%
Workers Comp	-357.01	78.00	435.01	-457.71%	353.08	702.00	348.92	50.30%
<b>Total Insurance</b>	<b>-\$ 357.01</b>	<b>\$ 1,366.00</b>	<b>\$ 1,723.01</b>	<b>-26.14%</b>	<b>\$ 22,616.49</b>	<b>\$ 15,656.00</b>	<b>-\$ 6,960.49</b>	<b>144.46%</b>
Licenses, Taxes & Fees		300.00	300.00	0.00%	1,214.84	300.00	-914.84	404.95%
Meals & Entertainment	45.73	60.00	14.27	76.22%	2,239.15	930.00	-1,309.15	240.77%
Miscellaneous			0.00		1,178.32	0.00	-1,178.32	
Office Supplies	77.25	150.00	72.75	51.50%	2,196.59	1,750.00	-446.59	125.52%
<b>Payroll</b>								
Payroll Processing Fees	288.96	215.00	-73.96	134.40%	2,961.68	1,935.00	-1,026.68	153.06%
Payroll Taxes	1,854.69	2,851.10	996.41	65.05%	19,024.88	20,833.08	1,808.20	91.32%
Salaries & Wages	24,384.60	37,269.23	12,884.63	65.43%	230,616.99	248,461.51	17,844.52	92.82%
<b>Total Payroll</b>	<b>\$ 26,528.25</b>	<b>\$ 40,335.33</b>	<b>\$ 13,807.08</b>	<b>65.77%</b>	<b>\$ 252,603.55</b>	<b>\$ 271,229.59</b>	<b>\$ 18,626.04</b>	<b>93.13%</b>
Postage & Shipping	171.42	175.00	3.58	97.95%	6,372.24	4,075.00	-2,297.24	156.37%
Printing and Publication	457.38	10.00	-447.38	4573.80%	5,182.47	14,880.00	9,697.53	34.83%
<b>Professional Services</b>								
Accountant	622.50	750.00	127.50	83.00%	8,787.49	7,900.00	-887.49	111.23%
ANSI Consultant		200.00	200.00	0.00%	0.00	1,500.00	1,500.00	0.00%
Attorney	3,306.50	500.00	-2,806.50	661.30%	14,407.50	4,500.00	-9,907.50	320.17%
Conference Service Provider	5,237.54	0.00	-5,237.54		50,687.54	47,300.00	-3,387.54	107.16%
Health & Safety		0.00	0.00		0.00	3,000.00	3,000.00	0.00%
Other Professional Services	6,987.50	0.00	-6,987.50		11,362.30	22,550.00	11,187.70	50.39%
PR/Marketing	787.50	2,833.00	2,045.50	27.80%	31,369.60	24,664.00	-6,705.60	127.19%
Speaker Fees	4,800.00	0.00	-4,800.00		4,800.00	4,000.00	-800.00	120.00%
<b>Total Professional Services</b>	<b>\$ 21,741.54</b>	<b>\$ 4,283.00</b>	<b>-\$ 17,458.54</b>	<b>507.62%</b>	<b>\$ 121,414.43</b>	<b>\$ 115,414.00</b>	<b>-\$ 6,000.43</b>	<b>105.20%</b>
Rent & Storage	2,342.50	2,335.00	-7.50	100.32%	22,410.15	21,015.00	-1,395.15	106.64%
Technology	3,397.77	4,089.00	691.23	83.10%	27,952.82	51,842.00	23,889.18	53.92%
Telecommunications		179.00	179.00	0.00%	1,240.79	2,061.00	820.21	60.20%
Travel	10,371.51	1,500.00	-8,871.51	691.43%	66,870.96	67,500.00	629.04	99.07%
Venue Fees	5,323.28	30,000.00	24,676.72	17.74%	177,023.07	254,324.00	77,300.93	69.61%
<b>Total Expenses</b>	<b>\$ 87,031.49</b>	<b>\$ 88,232.33</b>	<b>\$ 1,200.84</b>	<b>98.64%</b>	<b>\$ 760,768.56</b>	<b>\$ 885,226.59</b>	<b>\$ 124,458.03</b>	<b>85.94%</b>
<b>Net Operating Income</b>	<b>-\$ 61,935.45</b>	<b>-\$ 62,632.33</b>	<b>\$ 696.88</b>	<b>98.89%</b>	<b>\$ 249,162.97</b>	<b>\$ 121,252.41</b>	<b>\$ 127,910.56</b>	<b>205.49%</b>
<b>Net Income</b>	<b>-\$ 61,935.45</b>	<b>-\$ 62,632.33</b>	<b>\$ 696.88</b>	<b>98.89%</b>	<b>\$ 249,162.97</b>	<b>\$ 121,252.41</b>	<b>\$ 127,910.56</b>	<b>205.49%</b>