



## MINUTES for Regular Board of Directors Meeting 20 MAY 2020

Meeting Logistics:  
05/20/2020 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><br><i>Left @ about 9:05AM</i> | <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:

#### Quorum?

- Yes  
 No



Meeting called to order at 7:34 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**

<b>Motion:</b>	Review and approve the meeting agenda
<b>Made by:</b>	Keith
<b>Seconded by:</b>	Rohan
<b>Discussion:</b>	Draft agenda reviewed.
<b>Vote:</b>	In Favor – N/A 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 06 May 2020.
<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

**ED Report**

- Shawn has placed his ED report into the BoD meeting folder on Drive for review [2020-05-18 REPORT ED to BoD].

**Treasurer's Report**

- Shawn has placed the draft April financials into the **Finance Committee folder** on Drive for review [2020-05-05 REPORT April Financials – DRAFT].
  - FY21 Draft Budget
    - BoD to be prepared for vote on FY21 in 3 June BoD meeting



- 2021 Conference
  - Poll on potential attendance to be sent to distribution list next week

#### OA Document Submittal from Staff/OAP (Billy)

<b>Motion:</b>	Approve and accept the Operation Accreditation program in its current form and begin its implementation by 1 June 2020.
<b>Made by:</b>	Billy
<b>Seconded by:</b>	Paul
<b>Discussion:</b>	Some documents need final editing/alignment. A small team needs to be formed to review, align, and finalize all documents. Critical edits requested by the BoD that affect risk management of the Association do not appear in the provided documents, and they do not appear to be the correct set of documents for review.
<b>Vote:</b>	In Favor – Victor, Cameron, Billy, Bahman, Paul Opposed – Rohan, Mandy, Keith Abstaining – Carson
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<b>Motion:</b>	Before public announcement of the OA program or release of any relevant documentation, relevant ACCT Staff and volunteers will resolve comments and document consistency, specifically: <ul style="list-style-type: none"><li>• Definition of “third-party” in regard to Operation Reviewers.</li><li>• Consistency of Additionally Insured and Certificate Holder language</li><li>• Affiliated contracts and agreements</li></ul>
<b>Made by:</b>	Rohan
<b>Seconded by:</b>	Mandy
<b>Discussion:</b>	None.
<b>Vote:</b>	In Favor – Victor, Cameron, Billy, Rohan, Bahman, Mandy, Paul, Keith Opposed – 0 Abstaining – Carson
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



### Agreement Between ACCT and Approved Operation Reviewers (Shawn)

<b>Motion:</b>	Approve the Operation Reviewer documentation and the existing approval process for Operation Reviewers to support the Operation Program.
<b>Made by:</b>	Billy
<b>Seconded by:</b>	Mandy
<b>Discussion:</b>	A similar motion to the motion re: OA documentation needs to be made in order to address the inaccuracies in the OR Agreement.
<b>Vote:</b>	In Favor – Victor, Cameron, Billy, Rohan, Bahman, Mandy, Paul, Keith, Opposed – 0 Abstaining – Carson
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

### Non-US Insurance Requirements (Shawn)

*Bahman left call about 9:05AM Mountain.*

<b>Motion:</b>	Before the agreement between approved Operation Reviewers (ORs) and ACCT is released to potential ORs or the public, relevant ACCT Staff and volunteers will resolve comments in the document and overall consistency with requested changes, specifically: <ul style="list-style-type: none"><li>• Definition of and recognition of the need for “third-party” ORs.</li><li>• Consistency re: Additional Insured vs Certificate Holder language</li><li>• Additional edits as noted in the version of the document in the BoD drive.</li></ul>
<b>Made by:</b>	Mandy
<b>Seconded by:</b>	Rohan
<b>Discussion:</b>	None.
<b>Vote:</b>	In Favor – Victor, Cameron, Billy, Rohan, Mandy, Paul, Keith Opposed – 0 Abstaining – Carson
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

### ANSI Requirements & CG Secretary (Shawn)

**ACTION ITEM** – BoD to review document and be prepared to discuss more in depth at next meeting.

### Draft Tech Use Policy (Shawn)

- IT Work Group Terms of Reference currently in development by ACCT Staff.



**Future Meetings to Schedule** (Carson)

- Closed Session Matter
- FY21 Priorities

**ACTION ITEM** – Carson to propose plan of action to balance immediate needs and easing the current pace of the BoD meeting schedule.

**Update Re: The Alliance Collaborative** (Carson)

- Communication is ongoing between ACCT and The Alliance Collaborative, with the next meeting scheduled for 22 May 2020.
- Mandy invites any person who has any concern about her role as a member of the ACCT BoD to speak with her directly, and encourages open communication on the subject.

<b>Motion:</b>	Adjourn the meeting.
<b>Made by:</b>	Keith
<b>Seconded by:</b>	Cameron
<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 9:33 AM Mountain Time.



**To: ACCT Board**  
**From: Shawn Tierney, Executive Director**  
**Date: 5/18/20**

**RE: May Board Report**

### **Summary**

#### **April Financials**

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

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

A FY21 draft is in the Finance drive, FY21 financial planning folder. This draft reflects a 50% decline in revenue across the board, except for membership which reflects a 35% decline in revenue.

#### **Reserve Accounts (\$482,000)**

I am in the process of setting up reserve accounts following the recommendations of the finance committee:

Digital Federal Credit Union: \$40,000 in a MM; \$90,500 in a 12 mo. CD.

TIAA Bank: \$40,000 in a MM; \$90,500 in a 3 mo. CD, then converting to 12 mo.

First Internet Bank: \$40,000 in a MM; \$90,500 in a 6 mo. CD, \$90,500 in a 12 mo.

All of the account paperwork has been submitted for review by each bank, and I expect to start funding the accounts the week of 5/18.

#### **Operation Accreditation / Operation Reviewer**

We are in a position to launch the program at the end of May.

Operation Accreditation: All program documents were submitted to Ryan Winters, a defense attorney with Hall/Evans and reviewed between March – May. Ryan has completed the OA / OR agreements that were the final documents we were waiting for. Contracts are in the meeting folder. (ACCT and the operator, and ACCT and the operation reviewer).

Additionally,

The OA landing page on the website has been completed and can be ready to go live once the program has been approved.

Operation Reviewer: 2 one-day trainings were held in Raleigh. The OR Agreement has been completed. A second OR training is being planned for June, via Zoom.

### **2021 Spokane Conference**

We are moving forward with planning the event, while at the same time reviewing contractual obligations and discussing renegotiations options with Spokane based on reduced attendance.

### **Tech Use Policy**

A draft Tech Use policy is in the BOD drive for review. This is a first draft only, and other elements will need to be added such as:

- Guidelines for use of Slack
- Storage of confidential documents
- Access, membership, and permissions to shared drives

The email use policy was previously approved by the BOD in 2013, but may need to be updated.

### **INTECO Agreement**

Signed by both parties on 5/13/20.

### **ACCT Academy**

A TOR for ACCT Academy was finalized on 5/11 and a staff work group is ready to be populated. Sandy Browand is the current chair. Once populated, the work group will be responsible for soliciting, vetting, and recommending content (such as webinars offered by conference workshop presenters and others, etc.), for ACCT Academy in coordination with the ACCT Office Manager (who is the liaison to the work group), and ED.

### **Volunteer Org Chart Revised**

The volunteer org chart was updated on 5/7. (BOD Emeritus added, TIRE committee added, affinity group connection to membership work group added).

### **Insurance for Foreign Applicants**

A draft document is in the drive for review.

### **Consensus Group Secretary Role**

The Chair of the CG, ACCT, the ED & PD, are in the process of arranging a call to discuss the role / duties of the secretary to the CG. Based on the outcome of that call, we should have a better understanding of the specific role and duties of the secretary, and what, if any, components such as ANSI compliance pieces, etc., may be maintained by the policy director. The PD is currently serving in the secretary role until further notice, and until a replacement secretary can be found.

# Management Report

Association for Challenge Course Technology  
For the period ended April 30, 2020



DRAFT

Prepared by  
Verity Solutions, LLC

Prepared on  
May 5, 2020



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**Association for Challenge Course Technology**  
**Balance Sheet**  
**As of April 30, 2020**

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Chase Operating	294,581.80
Chase Savings	482,121.01
<b>Total Bank Accounts</b>	<b>\$ 776,702.83</b>
<b>Total Other Current Assets</b>	<b>\$ 0.00</b>
<b>Total Current Assets</b>	<b>\$ 776,702.83</b>
<b>TOTAL ASSETS</b>	<b>\$ 776,702.83</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	-409.41
<b>Total Chase Card</b>	<b>\$ 3,701.50</b>
<b>Total Credit Cards</b>	<b>\$ 3,701.50</b>
<b>Total Other Current Liabilities</b>	<b>\$ 0.00</b>
<b>Total Current Liabilities</b>	<b>\$ 3,701.50</b>
<b>Total Liabilities</b>	<b>\$ 3,701.50</b>
<b>Equity</b>	
Retained Earnings	616,032.52
Net Income	156,968.81
<b>Total Equity</b>	<b>\$ 773,001.33</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 776,702.83</b>

Tuesday, May 05, 2020 03:02:25 PM GMT-7 - Cash Basis

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

	1. Event	2. Membership	3. Standards	4. Program	5. Inspector	6. Vendor	7. Overhead	TOTAL
<b>Income</b>								
Income								
Other / Interest Income							15.76	15.76
Standard Income		2,745.00	346.00					3,091.00
<b>Total Income</b>	<b>\$ 0.00</b>	<b>\$ 2,745.00</b>	<b>\$ 346.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 15.76</b>	<b>\$ 3,106.76</b>
<b>Total Income</b>	<b>\$ 0.00</b>	<b>\$ 2,745.00</b>	<b>\$ 346.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 15.76</b>	<b>\$ 3,106.76</b>
<b>Gross Profit</b>	<b>\$ 0.00</b>	<b>\$ 2,745.00</b>	<b>\$ 346.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 15.76</b>	<b>\$ 3,106.76</b>
<b>Expenses</b>								
Advertising and Promotions	6,140.08							6,140.08
Bank Fees								
Merchant Service Fees		482.87	87.24				19.95	590.06
Other Bank Fees							4.00	4.00
<b>Total Bank Fees</b>	<b>\$ 0.00</b>	<b>\$ 482.87</b>	<b>\$ 87.24</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 23.95</b>	<b>\$ 594.06</b>
Employee Benefits	672.56	813.60	163.99	101.63	142.05	142.05	274.29	2,310.17
Insurance								
Workers Comp	29.05	34.46	8.07	8.13	13.49	13.49	9.69	116.38
<b>Total Insurance</b>	<b>\$ 29.05</b>	<b>\$ 34.46</b>	<b>\$ 8.07</b>	<b>\$ 8.13</b>	<b>\$ 13.49</b>	<b>\$ 13.49</b>	<b>\$ 9.69</b>	<b>\$ 116.38</b>
Payroll								
Payroll Processing Fees	114.13	135.36	31.71	31.96	53.02	53.02	37.95	457.15
Payroll Taxes	571.80	678.15	158.89	160.14	265.63	265.63	191.92	2,292.16
Salaries & Wages	9,131.73	10,830.04	2,537.34	2,557.28	4,242.34	4,242.34	3,035.89	36,576.96
<b>Total Payroll</b>	<b>\$ 9,817.66</b>	<b>\$ 11,643.55</b>	<b>\$ 2,727.94</b>	<b>\$ 2,749.38</b>	<b>\$ 4,560.99</b>	<b>\$ 4,560.99</b>	<b>\$ 3,265.76</b>	<b>\$ 39,326.27</b>
Postage & Shipping	31.00		7.99					38.99
Printing and Publication			10.00					10.00
Professional Services								
Accountant							573.00	573.00
Other Professional Services	7,019.85							7,019.85
Speaker Fees	137.50				800.00			937.50
<b>Total Professional Services</b>	<b>\$ 7,157.35</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 800.00</b>	<b>\$ 0.00</b>	<b>\$ 573.00</b>	<b>\$ 8,530.35</b>
Rent & Storage	536.59	648.47	155.27	157.55	260.30	329.94	390.23	2,478.35
Technology	33.99						1,158.77	1,192.76
Telecommunications							290.00	290.00
Travel	1,277.24				128.80		18.60	1,424.64
Venue Fees	32,848.87							32,848.87
<b>Total Expenses</b>	<b>\$ 58,544.39</b>	<b>\$ 13,622.95</b>	<b>\$ 3,160.50</b>	<b>\$ 3,016.69</b>	<b>\$ 5,905.63</b>	<b>\$ 5,046.47</b>	<b>\$ 6,004.29</b>	<b>\$ 95,300.92</b>
<b>Net Operating Income</b>	<b>-\$ 58,544.39</b>	<b>-\$ 10,877.95</b>	<b>-\$ 2,814.50</b>	<b>-\$ 3,016.69</b>	<b>-\$ 5,905.63</b>	<b>-\$ 5,046.47</b>	<b>-\$ 5,988.53</b>	<b>-\$ 92,194.16</b>
<b>Net Income</b>	<b>-\$ 58,544.39</b>	<b>-\$ 10,877.95</b>	<b>-\$ 2,814.50</b>	<b>-\$ 3,016.69</b>	<b>-\$ 5,905.63</b>	<b>-\$ 5,046.47</b>	<b>-\$ 5,988.53</b>	<b>-\$ 92,194.16</b>

**Association for Challenge Course Technology**  
**Profit and Loss by Class**  
**Fiscal Year to Date 2019/2020**

	1. Event	2. Membership	3. Standards	4. Program	5. Inspector	6. Vendor	7. Overhead	TOTAL
<b>Income</b>								
Income								
Other / Interest Income							4,087.62	4,087.62
Standard Income	667,146.04	178,714.57	30,160.40	5,407.03	47,916.63	79,606.00		1,008,950.67
<b>Total Income</b>	<b>\$ 667,146.04</b>	<b>\$ 178,714.57</b>	<b>\$ 30,160.40</b>	<b>\$ 5,407.03</b>	<b>\$ 47,916.63</b>	<b>\$ 79,606.00</b>	<b>\$ 4,087.62</b>	<b>\$ 1,013,038.29</b>
<b>Total Income</b>	<b>\$ 667,146.04</b>	<b>\$ 178,714.57</b>	<b>\$ 30,160.40</b>	<b>\$ 5,407.03</b>	<b>\$ 47,916.63</b>	<b>\$ 79,606.00</b>	<b>\$ 4,087.62</b>	<b>\$ 1,013,038.29</b>
<b>Gross Profit</b>	<b>\$ 667,146.04</b>	<b>\$ 178,714.57</b>	<b>\$ 30,160.40</b>	<b>\$ 5,407.03</b>	<b>\$ 47,916.63</b>	<b>\$ 79,606.00</b>	<b>\$ 4,087.62</b>	<b>\$ 1,013,038.29</b>
<b>Expenses</b>								
Advertising and Promotions	11,553.80							11,553.80
Bank Fees								
Merchant Service Fees		8,524.18	909.03			1,187.66	199.75	10,820.62
Other Bank Fees							1,843.28	1,843.28
<b>Total Bank Fees</b>	<b>\$ 0.00</b>	<b>\$ 8,524.18</b>	<b>\$ 909.03</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 1,187.66</b>	<b>\$ 2,043.03</b>	<b>\$ 12,663.90</b>
Continuing Education	324.00							324.00
Dues and Subscriptions			8,200.00				254.00	8,454.00
Employee Benefits	8,205.49	8,877.93	1,999.59	1,166.88	1,611.51	1,611.52	2,828.38	26,301.30
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	115.99	137.69	32.90	33.34	55.36	55.36	38.82	469.46
<b>Total Insurance</b>	<b>\$ 5,268.16</b>	<b>\$ 137.69</b>	<b>\$ 2,532.71</b>	<b>\$ 2,533.15</b>	<b>\$ 2,555.17</b>	<b>\$ 2,555.17</b>	<b>\$ 7,150.82</b>	<b>\$ 22,732.87</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	840.48	1,008.46	238.90	242.42	402.60	402.60	283.37	3,418.83
Payroll Taxes	5,247.97	6,318.07	1,493.17	1,500.47	2,486.54	2,486.55	1,784.27	21,317.04
Salaries & Wages	65,707.08	79,038.90	18,682.67	18,866.80	31,297.53	31,297.53	22,303.44	267,193.95
<b>Total Payroll</b>	<b>\$ 71,795.53</b>	<b>\$ 86,365.43</b>	<b>\$ 20,414.74</b>	<b>\$ 20,609.69</b>	<b>\$ 34,186.67</b>	<b>\$ 34,186.68</b>	<b>\$ 24,371.08</b>	<b>\$ 291,929.82</b>
Postage & Shipping	4,347.39	190.00	1,280.38		460.78		132.68	6,411.23
Printing and Publication			5,164.54				27.93	5,192.47
Professional Services								
Accountant							9,360.49	9,360.49
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	13,519.85		487.50		4,374.80			18,382.15
PR/Marketing	8,119.65	10,801.44	3,824.93	6,750.90	1,350.18		522.50	31,369.60
Speaker Fees	4,137.50				1,600.00			5,737.50
<b>Total Professional Services</b>	<b>\$ 76,464.54</b>	<b>\$ 10,801.44</b>	<b>\$ 5,037.43</b>	<b>\$ 9,583.40</b>	<b>\$ 9,849.98</b>	<b>\$ 0.00</b>	<b>\$ 18,207.99</b>	<b>\$ 129,944.78</b>
Rent & Storage	5,177.39	6,193.19	1,715.39	1,736.11	2,669.01	3,302.54	4,094.87	24,888.50
Technology	13,892.63	5,307.81		225.25	65.08		9,654.81	29,145.58
Telecommunications	334.79						1,196.00	1,530.79
Travel	12,053.76	4,916.49	4,282.29	11,247.87	15,063.34	935.27	19,796.58	68,295.60
Venue Fees	209,871.94							209,871.94
<b>Total Expenses</b>	<b>\$ 422,882.75</b>	<b>\$ 131,744.05</b>	<b>\$ 51,602.15</b>	<b>\$ 47,102.35</b>	<b>\$ 66,617.73</b>	<b>\$ 43,778.84</b>	<b>\$ 92,341.61</b>	<b>\$ 856,069.48</b>
<b>Net Operating Income</b>	<b>\$ 244,263.29</b>	<b>\$ 46,970.52</b>	<b>\$ 21,441.75</b>	<b>\$ 41,695.32</b>	<b>\$ 18,701.10</b>	<b>\$ 35,827.16</b>	<b>\$ 88,253.99</b>	<b>\$ 156,968.81</b>
<b>Net Income</b>	<b>\$ 244,263.29</b>	<b>\$ 46,970.52</b>	<b>\$ 21,441.75</b>	<b>\$ 41,695.32</b>	<b>\$ 18,701.10</b>	<b>\$ 35,827.16</b>	<b>\$ 88,253.99</b>	<b>\$ 156,968.81</b>

**Association for Challenge Course Technology**  
**Budget vs. Actuals: FY 2019-20**  
**July 2019 - April 2020**

	Apr 2020				Year to Date			
	Actual	Budget	Budget Variance	% of Budget	Actual	Budget	Budget Variance	% of Budget
<b>Income</b>								
Income								
Other / Interest Income	15.76	450.00	-434.24	3.50%	4,087.62	5,054.00	-966.38	80.88%
Standard Income	3,091.00	23,150.00	-20,059.00	13.35%	1,008,950.67	1,025,025.00	-16,074.33	98.43%
<b>Total Income</b>	<b>\$ 3,106.76</b>	<b>\$ 23,600.00</b>	<b>-\$20,493.24</b>	<b>13.16%</b>	<b>\$ 1,013,038.29</b>	<b>\$ 1,030,079.00</b>	<b>-\$17,040.71</b>	<b>98.35%</b>
<b>Total Income</b>	<b>\$ 3,106.76</b>	<b>\$ 23,600.00</b>	<b>-\$20,493.24</b>	<b>13.16%</b>	<b>\$ 1,013,038.29</b>	<b>\$ 1,030,079.00</b>	<b>-\$17,040.71</b>	<b>98.35%</b>
<b>Gross Profit</b>	<b>\$ 3,106.76</b>	<b>\$ 23,600.00</b>	<b>-\$20,493.24</b>	<b>13.16%</b>	<b>\$ 1,013,038.29</b>	<b>\$ 1,030,079.00</b>	<b>-\$17,040.71</b>	<b>98.35%</b>
<b>Expenses</b>								
Advertising and Promotions	6,140.08	0.00	-6,140.08		11,553.80	12,950.00	1,396.20	89.22%
Bank Fees								
Merchant Service Fees	590.06	455.00	-135.06	129.68%	10,820.62	15,820.00	4,999.38	68.40%
Other Bank Fees	4.00		-4.00		1,843.28	0.00	-1,843.28	
<b>Total Bank Fees</b>	<b>\$ 594.06</b>	<b>\$ 455.00</b>	<b>-\$ 139.06</b>	<b>130.56%</b>	<b>\$ 12,663.90</b>	<b>\$ 15,820.00</b>	<b>\$ 3,156.10</b>	<b>80.05%</b>
Continuing Education		0.00	0.00		324.00	2,000.00	1,676.00	16.20%
Dues and Subscriptions		0.00	0.00		8,454.00	7,835.00	-619.00	107.90%
Employee Benefits	2,310.17	2,900.00	589.83	79.66%	26,301.30	29,000.00	2,698.70	90.69%
Insurance								
Conference Cancellation		0.00	0.00		2,135.17	1,048.00	-1,087.17	203.74%
Cyber Policy		0.00	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		1,647.00	1,647.00	0.00%	0.00	1,647.00	1,647.00	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	116.38	78.00	-38.38	149.21%	469.46	780.00	310.54	60.19%
<b>Total Insurance</b>	<b>\$ 116.38</b>	<b>\$ 1,725.00</b>	<b>\$ 1,608.62</b>	<b>6.75%</b>	<b>\$ 22,732.87</b>	<b>\$ 17,381.00</b>	<b>-\$ 5,351.87</b>	<b>130.79%</b>
Licenses, Taxes & Fees		0.00	0.00		1,214.84	300.00	-914.84	404.95%
Meals & Entertainment		60.00	60.00	0.00%	2,239.15	990.00	-1,249.15	226.18%
Miscellaneous			0.00		1,178.32	0.00	-1,178.32	
Office Supplies		250.00	250.00	0.00%	2,196.59	2,000.00	-196.59	109.83%
Payroll								
Payroll Processing Fees	457.15	215.00	-242.15	212.63%	3,418.83	2,150.00	-1,268.83	159.02%
Payroll Taxes	2,292.16	2,509.32	217.16	91.35%	21,317.04	23,342.40	2,025.36	91.32%
Salaries & Wages	36,576.96	24,846.15	-11,730.81	147.21%	267,193.95	273,307.66	6,113.71	97.76%
<b>Total Payroll</b>	<b>\$ 39,326.27</b>	<b>\$ 27,570.47</b>	<b>-\$11,755.80</b>	<b>142.64%</b>	<b>\$ 291,929.82</b>	<b>\$ 298,800.06</b>	<b>\$ 6,870.24</b>	<b>97.70%</b>
Postage & Shipping	38.99	175.00	136.01	22.28%	6,411.23	4,250.00	-2,161.23	150.85%
Printing and Publication	10.00	10.00	0.00	100.00%	5,192.47	14,890.00	9,697.53	34.87%
Professional Services								
Accountant	573.00	750.00	177.00	76.40%	9,360.49	8,650.00	-710.49	108.21%
ANSI Consultant		200.00	200.00	0.00%	0.00	1,700.00	1,700.00	0.00%
Attorney		500.00	500.00	0.00%	14,407.50	5,000.00	-9,407.50	288.15%
Conference Service Provider		0.00	0.00		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	7,019.85	0.00	-7,019.85		18,382.15	22,550.00	4,167.85	81.52%
PR/Marketing		2,833.00	2,833.00	0.00%	31,369.60	27,497.00	-3,872.60	114.08%
Speaker Fees	937.50	0.00	-937.50		5,737.50	4,000.00	-1,737.50	143.44%
<b>Total Professional Services</b>	<b>\$ 8,530.35</b>	<b>\$ 4,283.00</b>	<b>-\$ 4,247.35</b>	<b>199.17%</b>	<b>\$ 129,944.78</b>	<b>\$ 119,697.00</b>	<b>-\$10,247.78</b>	<b>108.56%</b>
Rent & Storage	2,478.35	2,335.00	-143.35	106.14%	24,888.50	23,350.00	-1,538.50	106.59%
Technology	1,192.76	634.00	-558.76	188.13%	29,145.58	52,476.00	23,330.42	55.54%
Telecommunications	290.00	179.00	-111.00	162.01%	1,530.79	2,240.00	709.21	68.34%
Travel	1,424.64	4,500.00	3,075.36	31.66%	68,295.60	72,000.00	3,704.40	94.86%
Venue Fees	32,848.87	0.00	-32,848.87		209,871.94	254,324.00	44,452.06	82.52%
<b>Total Expenses</b>	<b>\$ 95,300.92</b>	<b>\$ 45,076.47</b>	<b>-\$50,224.45</b>	<b>211.42%</b>	<b>\$ 856,069.48</b>	<b>\$ 930,303.06</b>	<b>\$ 74,233.58</b>	<b>92.02%</b>
<b>Net Operating Income</b>	<b>-\$92,194.16</b>	<b>-\$21,476.47</b>	<b>-\$70,717.69</b>	<b>429.28%</b>	<b>\$ 156,968.81</b>	<b>\$ 99,775.94</b>	<b>\$ 57,192.87</b>	<b>157.32%</b>
<b>Net Income</b>	<b>-\$92,194.16</b>	<b>-\$21,476.47</b>	<b>-\$70,717.69</b>	<b>429.28%</b>	<b>\$ 156,968.81</b>	<b>\$ 99,775.94</b>	<b>\$ 57,192.87</b>	<b>157.32%</b>