



MINUTES for Regular Board of Directors Meeting 15 July 2020

Meeting Logistics:

07/15/2020 7:30a Mountain Time

Location:

Zoom Meeting

<https://zoom.us/j/8256677745>

Meeting ID: 825 667 7745

ATTENDEES

Presiding Officer:

Carson Rivers – **Chair**

Board Member Attendees:

Keith Jacobs – **Vice Chair**
 Mandy Stewart – **Secretary**
 Cameron Annas – **Treasurer**

Bahman Azarm – **Member**
 Paul Cummings – **Member**
 Victor Gallo – **Member**

Rohan Shahani – **Member**
 Billy Simpson – **Member**
 Shawn Tierney – **Executive Director**

Additional Attendees:

Erik Marter - Member

Quorum?

Yes
 No

Meeting called to order at 7:31AM Mountain Time by Carson Rivers.

Welcome Guests & Housekeeping (Carson)

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

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.

Cameron joins at 7:43AM

Approval of Agenda

Motion:	Review and approve the meeting agenda
Made by:	Keith
Seconded by:	Rohan
Discussion:	None
Vote:	In Favor – N/A Opposed - 0 Abstaining - 0
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Approval of Previous Meeting Minutes

Motion:	Approve minutes from meeting held 01 July 2020.
Made by:	Paul
Seconded by:	Keith
Discussion:	None.
Vote:	In Favor – N/A Opposed – 0 Abstaining – 0
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

ED Report

- Shawn has placed his July ED report in the meeting folder [2020-07-12 REPORT ED to BoD]

ACTION ITEM – Shawn to consider expanding OA outreach to include insurance industry.

ACTION ITEM – Shawn to update BoD at the 19 August board meeting on exhibit hall safety policies and 2021 conference action plan.

- 2021 AGM
 - Need to consider how to accommodate possible video attendance at meetings.

ACTION ITEM – Shawn to bring BoD feedback re: AGM to Melissa for discussion. Will provide a few suggestions for the BoD to weigh in on.

Treasurer's Report

- June Draft financials are in the Finance folder on Drive [2020-07-06 Report June Financials – DRAFT]



Bahman left meeting at about 8:12AM and rejoined at 8:17AM.

Executive Director Evaluation Update

- Keith and Carson held meeting with Shawn in person in Colorado on 13 July for Shawn's annual ED evaluation.
- Shawn expresses his appreciation for the process, and for everyone who participated.

Closed Session Item

Motion:	Move into closed session.
Made by:	Keith
Seconded by:	Rohan
Discussion:	None.
Vote:	In Favor – N/A Opposed – 0 Abstaining – 0
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Erik Marter leaves the meeting at 8:29AM.

BoD enters closed session at 8:30AM.

BoD exits closed session at 9:36AM.

Motion:	Accept and send the attached letter to Ben Kopp [2020-07-15 LETTER Ben Kopp re COI], and accept the remedies listed therein as a final resolution to the Conflict of Interest matter currently before the Board of Directors.
Made by:	Paul
Seconded by:	Billy
Discussion:	None.
Vote:	In Favor – Paul, Rohan, Victor, Cameron, Mandy, Billy, Carson Opposed – 0 Abstaining – Bahman (not present)
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Motion:	Adjourn the meeting.
Made by:	Rohan
Seconded by:	Paul
Discussion:	None
Vote:	In Favor – N/A Opposed – 0 Abstaining – 0
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Meeting adjourned at 9:39 AM Mountain Time.



To: ACCT Board
From: Shawn Tierney, Executive Director
Date: 7/12/20

RE: July Board Report

Summary

June Financials / Q4 Statement

The draft June financial statement is in the Finance Drive (Finance - FY20 Financial Planning – Monthly Statements and Financial Reports). The FY20 working budget has been updated, reflecting a \$84,685 surplus for the fiscal year just ended, exceeding our target number by \$34,658. Our bookkeeper is now preparing the Q4 financial statement, and once ready by 7/22 it will be placed in the Finance drive FY20 planning folder.

Budget Meetings

Please note that the schedule for our Friday budget meetings has been changed from meeting weekly at 11:00am mountain time, to meeting every other week at 8:00am mountain. The next meeting will be on 7/24.

Reserve Accounts

I am still in the process of funding our reserve accounts. Once completely funded, the total amount in reserves will be \$482,000.

Amounts funded as of 6/30:

- Live Oak Bank: \$40,000 in a MM; \$90,500 in a 6 mo. CD; \$90,500 in a 12 mo. CD (\$221,000)
- TIAA Bank: \$40,000 in a MM; \$90,500 in a 12 mo. (\$130,500)
- First Internet Bank: \$50,000 in a 6 mo. CD. (\$50,000)

Operation Accreditation Marketing

A press release announcing OA will be sent out as an e-blast to members on 7/13, along with being sent to the RT newswire distribution network, API, and a few other media sources that Skip King will recommend. We will also do a target distribution to regulators in the US, Canada, Costa Rica and throughout Latin America.

Additional marketing efforts over the initial three months will include: (Spokane conference promotion and marketing will be addressed once developed)

- Outreach to our Asia PVMs to assist with distributing the release to regulators and operators throughout Asia
- Outreach to our PVM's to assist with distributing the release to clients, etc., as they deem appropriate
- Frequent postings to ACCT social networks: FB, Linked-in and Instagram
- Targeted 3-month drip campaign via Informz to ACCT B2C members
- Newsletter articles from volunteers involved in developing the program
- Jump-starting the PR/Marketing work group to assist with developing outreach content

Spokane Conference

The addendums (reflecting the revised downward attendance numbers), with the three venues (convention center and two host hotels) have been reviewed by Reb, and were signed the week of 7/6.

Now that we've publicly announced the event is a go, other preparations are moving forward (i.e., finalizing workshops, the event schedule, developing a risk management & contingency plan, reviewing insurance, waivers, and other health and safety measures that will need to be developed and put into place.

Policy Updates

CALIFORNIA

In March the PD worked with the California Collaboration for Youth (CCFY) to craft a response to SB 955 which would have among other things places challenge courses and zip lines in CA under the Commercial Amusement Permit system. This would have been BAD for camps and other users. The beginning of COVID response in the state shut the bill down and CCFY was led to believe it would stay dead for the remainder of the year. It did not. SB 217 was heavily amended to place all of the SB955 language in SB217 and it is back in front to the legislature with only a few weeks to go before the end of the session. I have worked with CCFY to support their efforts again and have forwarded information to members and PVMs that they should at least pay attention to this bill.

There is also a bill in CA which would mandate employers notifying employees of potential or known COVID 19 exposure which is working its way through the legislature. This has been publicized on the REGMAP blog.

MASSECHUSSETTS

Two Bills in MA would create emergency paid sick leave for employees. Notification of this has gone out on the REGMAP blog as well.

FLORIDA

FL announced a round of Amusement Rule making. The PD is digging through this to understand what if any action we need to suggest members and PVMs take. As always in FL the digging will take a little time.

VIRGINIA

The Code Cycle is in the final 2 months and we will have another chance to influence the Technical Committee later this month. With any luck we can get the changes we are looking for.

New PVM Benefits Announcement (Sent to PVM's on 7/10)

At the July 1st meeting, the Board of Directors voted to provide two new benefits to PVM members: 1) Each PVM company will be allowed to print up to 15 copies of the current ANSI/ACCT 03-2019 Standards for use by their staff. This edition will be licensed specifically to each PVM company; 2) The Board also approved an additional PVM benefit. Effective immediately, you will now be able to post unlimited employment opportunities with your company on the ACCT website at no cost.

The process for getting the file to complete the licensed standards copies benefit is outlined below.

Process

1. Read and sign the User License Agreement (attached). Return to Scott Andrews at scott.andrews@acctinfo.org by July 24, 2020. It is important to note that this agreement only applies to the specially licensed copy of the standards. It does not apply to regular copies. It is also very important to remember that the sale of the standards is a significant part of how the association pays for the development of the standard.
2. Send a copy of your company logo to Scott.Andrews@acctinfo.org before August 1, 2020. The file should be a vector art, black and white version or a high-resolution jpg in black and white. Please clearly label the file with your company name and file type.
3. A copy of the print ready standards file will be placed in your membership file library for you to store permanently. The edition uploaded to the "Files & Links" will have your logo as a watermark on the inside pages. This file will also state that it is specifically licensed to your company.
4. Print up to 15 copies for your PAID staff.
5. Should you need additional copies for your staff, please contact John for permission and payment for the additional copies. Additional copies for PAID staff will be available at \$50.00 each.

Management Report

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



DRAFT

Prepared by
Verity Solutions, LLC

Prepared on
July 6, 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 June 30, 2020

		Total
ASSETS		
Current Assets		
Bank Accounts		
Chase Operating		227,527.33
Total Operating Accounts	\$	227,527.35
Reserve Accounts		
TIAA - CD		90,512.34
TIAA - Money Market		40,012.06
1st Internet Bank - CD		50,041.92
1st Internet Bank - Money Market		495.08
Live Oak - CD		90,540.55
Live Oak - Savings		40,001.75
Chase Savings		170,622.53
Total Reserve Accounts	\$	482,226.23
Total Bank Accounts	\$	709,753.58
Total Other Current Assets	\$	0.00
Total Current Assets	\$	709,753.58
TOTAL ASSETS	\$	709,753.58
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Credit Cards		
Chase Card - Beg Bal		4,110.91
Chase Card - Activity		4,924.74
Total Chase Card	\$	9,035.65
Total Credit Cards	\$	9,035.65
Total Other Current Liabilities	\$	0.00
Total Current Liabilities	\$	9,035.65
Total Liabilities	\$	9,035.65
Equity		
Retained Earnings		616,032.52
Net Income		84,685.41
Total Equity	\$	700,717.93
TOTAL LIABILITIES AND EQUITY	\$	709,753.58

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

	1. Event	2. Membership	3. Standards	4. Program	5. Inspector	6. Vendor	7. Overhead	TOTAL
Income								
Income								
Other / Interest Income							120.09	120.09
Standard Income	5,000.00	11,394.95	958.44		792.73			18,146.12
Total Income	\$ 5,000.00	\$ 11,394.95	\$ 958.44	\$ 0.00	\$ 792.73	\$ 0.00	\$ 120.09	\$ 18,266.21
Total Income	\$ 5,000.00	\$ 11,394.95	\$ 958.44	\$ 0.00	\$ 792.73	\$ 0.00	\$ 120.09	\$ 18,266.21
Gross Profit	\$ 5,000.00	\$ 11,394.95	\$ 958.44	\$ 0.00	\$ 792.73	\$ 0.00	\$ 120.09	\$ 18,266.21
Expenses								
Bank Fees								
Bank Service Charges							5.00	5.00
Merchant Service Fees		1,039.00	42.00		33.90		19.95	1,134.85
Other Bank Fees							81.45	81.45
Total Bank Fees	\$ 0.00	\$ 1,039.00	\$ 42.00	\$ 0.00	\$ 33.90	\$ 0.00	\$ 106.40	\$ 1,221.30
Employee Benefits	638.84	762.53	154.81	91.87	127.32	127.32	244.08	2,146.77
Insurance								
Workers Comp	20.16	23.92	5.60	5.64	9.36	9.36	6.74	80.78
Total Insurance	\$ 20.16	\$ 23.92	\$ 5.60	\$ 5.64	\$ 9.36	\$ 9.36	\$ 6.74	\$ 80.78
Licenses, Taxes & Fees							160.00	160.00
Payroll								
Payroll Processing Fees	76.17	90.34	21.16	21.33	35.38	35.38	25.34	305.10
Payroll Taxes	556.13	661.68	156.89	150.49	247.05	247.05	185.60	2,204.89
Salaries & Wages	6,087.83	7,220.02	1,691.56	1,704.85	2,828.21	2,828.21	2,023.94	24,384.62
Total Payroll	\$ 6,720.13	\$ 7,972.04	\$ 1,869.61	\$ 1,876.67	\$ 3,110.64	\$ 3,110.64	\$ 2,234.88	\$ 26,894.61
Postage & Shipping	75.00	18.99						93.99
Printing and Publication			758.40					758.40
Professional Services								
Accountant							427.50	427.50
Other Professional Services	209.15		105.00					314.15
Total Professional Services	\$ 209.15	\$ 0.00	\$ 105.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 427.50	\$ 741.65
Rent & Storage	535.57	647.24	154.97	157.25	259.81	329.32	389.84	2,474.00
Technology	2,713.17	1,500.00					3,292.82	7,505.99
Telecommunications							190.00	190.00
Venue Fees	8,945.00							8,945.00
Total Expenses	\$ 19,857.02	\$ 11,963.72	\$ 3,090.39	\$ 2,131.43	\$ 3,541.03	\$ 3,576.64	\$ 7,052.26	\$ 51,212.49
Net Operating Income	-\$ 14,857.02	-\$ 568.77	-\$ 2,131.95	-\$ 2,131.43	-\$ 2,748.30	-\$ 3,576.64	-\$ 6,932.17	-\$ 32,946.28
Net Income	-\$ 14,857.02	-\$ 568.77	-\$ 2,131.95	-\$ 2,131.43	-\$ 2,748.30	-\$ 3,576.64	-\$ 6,932.17	-\$ 32,946.28

Association for Challenge Course Technology
Profit and Loss by Class
 July 2019 - June 2020

	1. Event	2. Membership	3. Standards	4. Program	5. Inspector	6. Vendor	7. Overhead	TOTAL
Income								
Income								
Other / Interest Income							4,222.84	4,222.84
Standard Income	672,146.04	198,954.52	32,775.30	5,407.03	49,136.30	79,606.00		1,038,025.19
Total Income	\$ 672,146.04	\$ 198,954.52	\$ 32,775.30	\$ 5,407.03	\$ 49,136.30	\$ 79,606.00	\$ 4,222.84	\$ 1,042,248.03
Total Income	\$ 672,146.04	\$ 198,954.52	\$ 32,775.30	\$ 5,407.03	\$ 49,136.30	\$ 79,606.00	\$ 4,222.84	\$ 1,042,248.03
Gross Profit	\$ 672,146.04	\$ 198,954.52	\$ 32,775.30	\$ 5,407.03	\$ 49,136.30	\$ 79,606.00	\$ 4,222.84	\$ 1,042,248.03
Expenses								
Advertising and Promotions	11,553.80							11,553.80
Bank Fees								
Bank Service Charges							5.00	5.00
Merchant Service Fees		9,997.67	996.91		33.90	1,187.66	239.65	12,455.79
Other Bank Fees							1,999.73	1,999.73
Total Bank Fees	\$ 0.00	\$ 9,997.67	\$ 996.91	\$ 0.00	\$ 33.90	\$ 1,187.66	\$ 2,244.38	\$ 14,460.52
Continuing Education	324.00							324.00
Dues and Subscriptions			8,200.00				254.00	8,454.00
Employee Benefits	9,596.08	10,534.47	2,336.18	1,364.83	1,885.33	1,885.34	3,352.76	30,954.99
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	156.31	185.53	44.10	44.62	74.08	74.08	52.30	631.02
Total Insurance	\$ 5,308.48	\$ 185.53	\$ 2,543.91	\$ 2,544.43	\$ 2,573.89	\$ 2,573.89	\$ 7,164.30	\$ 22,894.43
Licenses, Taxes & Fees		348.47					1,026.37	1,374.84
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	992.82	1,189.14	281.22	285.08	473.36	473.36	334.05	4,029.03
Payroll Taxes	6,335.89	7,605.75	1,796.73	1,798.78	2,978.80	2,978.81	2,145.36	25,640.12
Salaries & Wages	77,882.74	93,478.94	22,065.79	22,276.49	36,953.98	36,953.96	26,351.32	315,963.22
Total Payroll	\$ 85,211.45	\$ 102,273.83	\$ 24,143.74	\$ 24,360.35	\$ 40,406.14	\$ 40,406.13	\$ 28,830.73	\$ 345,632.37
Postage & Shipping	4,507.64	216.98	1,280.38		460.78		132.68	6,598.46
Printing and Publication			9,629.97				27.93	9,657.90
Professional Services								
Accountant							10,260.49	10,260.49
Attorney			725.00	2,832.50	2,525.00		9,075.00	15,157.50
Conference Service Provider	50,687.54							50,687.54
Other Professional Services	14,159.00		592.50		4,374.80			19,126.30
PR/Marketing	8,119.65	10,801.44	3,824.93	6,750.90	1,350.18		522.50	31,369.60
Speaker Fees	4,137.50				1,600.00			5,737.50
Total Professional Services	\$ 77,103.69	\$ 10,801.44	\$ 5,142.43	\$ 9,583.40	\$ 9,849.98	\$ 0.00	\$ 19,857.99	\$ 132,338.93
Rent & Storage	6,249.69	7,489.07	2,025.67	2,050.95	3,189.19	3,961.89	7,113.99	32,080.45
Technology	16,639.79	6,807.81		225.25	65.08		13,517.99	37,255.92
Telecommunications	631.19						1,386.00	2,017.19
Travel	12,346.98	4,916.49	4,282.29	11,247.87	15,063.34	935.27	19,796.58	68,588.82
Venue Fees	227,761.94							227,761.94
Total Expenses	\$ 460,828.06	\$ 153,653.18	\$ 60,647.53	\$ 51,377.08	\$ 73,683.82	\$ 50,950.18	\$ 106,422.77	\$ 957,562.62
Net Operating Income	\$ 211,317.98	\$ 45,301.34	-\$ 27,872.23	-\$ 45,970.05	-\$ 24,547.52	\$ 28,655.82	-\$ 102,199.93	\$ 84,685.41
Net Income	\$ 211,317.98	\$ 45,301.34	-\$ 27,872.23	-\$ 45,970.05	-\$ 24,547.52	\$ 28,655.82	-\$ 102,199.93	\$ 84,685.41

Association for Challenge Course Technology
Budget vs. Actuals: FY 2019-20
June 2020 & YTD

	June 2020				Total YTD			
	Actual	Budget	Budget Variance	% of Budget	Actual	Budget	Budget Variance	% of Budget
Income								
Income								
Other / Interest Income	120.09	1,004.00	-883.91	11.96%	4,222.84	6,508.00	-2,285.16	64.89%
Standard Income	18,146.12	15,650.00	2,496.12	115.95%	1,038,025.19	1,060,325.00	-22,299.81	97.90%
Total Income	\$ 18,266.21	\$ 16,654.00	\$ 1,612.21	109.68%	\$ 1,042,248.03	\$ 1,066,833.00	-\$ 24,584.97	97.70%
Total Income	\$ 18,266.21	\$ 16,654.00	\$ 1,612.21	109.68%	\$ 1,042,248.03	\$ 1,066,833.00	-\$ 24,584.97	97.70%
Gross Profit	\$ 18,266.21	\$ 16,654.00	\$ 1,612.21	109.68%	\$ 1,042,248.03	\$ 1,066,833.00	-\$ 24,584.97	97.70%
Expenses								
Advertising and Promotions		0.00	0.00		11,553.80	12,950.00	1,396.20	89.22%
Bank Fees								
Bank Service Charges	5.00		-5.00		5.00	0.00	-5.00	
Merchant Service Fees	1,134.85	355.00	-779.85	319.68%	12,455.79	16,610.00	4,154.21	74.99%
Other Bank Fees	81.45		-81.45		1,999.73	0.00	-1,999.73	
Total Bank Fees	\$ 1,221.30	\$ 355.00	-\$ 866.30	344.03%	\$ 14,460.52	\$ 16,610.00	\$ 2,149.48	87.06%
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	2,146.77	2,900.00	753.23	74.03%	30,954.99	34,800.00	3,845.01	88.95%
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		0.00	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	80.78	78.00	-2.78	103.56%	631.02	936.00	304.98	67.42%
Total Insurance	\$ 80.78	\$ 78.00	-\$ 2.78	103.56%	\$ 22,894.43	\$ 17,537.00	-\$ 5,357.43	130.55%
Licenses, Taxes & Fees	160.00	0.00	-160.00		1,374.84	300.00	-1,074.84	458.28%
Meals & Entertainment		60.00	60.00	0.00%	2,239.15	1,110.00	-1,129.15	201.73%
Miscellaneous			0.00		1,178.32	0.00	-1,178.32	
Office Supplies		150.00	150.00	0.00%	2,196.59	2,300.00	103.41	95.50%
Payroll								
Payroll Processing Fees	305.10	215.00	-90.10	141.91%	4,029.03	2,580.00	-1,449.03	156.16%
Payroll Taxes	2,204.89	1,900.73	-304.16	116.00%	25,640.12	27,143.86	1,503.74	94.46%
Salaries & Wages	24,384.62	24,846.15	461.53	98.14%	315,963.22	322,999.96	7,036.74	97.82%
Total Payroll	\$ 26,894.61	\$ 26,961.88	\$ 67.27	99.75%	\$ 345,632.37	\$ 352,723.82	\$ 7,091.45	97.99%
Postage & Shipping	93.99	175.00	81.01	53.71%	6,598.46	4,600.00	-1,998.46	143.44%
Printing and Publication	758.40	10.00	-748.40	7584.00%	9,657.90	14,910.00	5,252.10	64.77%
Professional Services								
Accountant	427.50	750.00	322.50	57.00%	10,260.49	10,150.00	-110.49	101.09%
ANSI Consultant		0.00	0.00		0.00	1,900.00	1,900.00	0.00%
Attorney		500.00	500.00	0.00%	15,157.50	6,000.00	-9,157.50	252.63%
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	314.15	0.00	-314.15		19,126.30	22,550.00	3,423.70	84.82%
PR/Marketing		2,833.00	2,833.00	0.00%	31,369.60	33,163.00	1,793.40	94.59%
Speaker Fees		0.00	0.00		5,737.50	4,000.00	-1,737.50	143.44%
Total Professional Services	\$ 741.65	\$ 4,083.00	\$ 3,341.35	18.16%	\$ 132,338.93	\$ 128,063.00	-\$ 4,275.93	103.34%
Rent & Storage	2,474.00	2,335.00	-139.00	105.95%	32,080.45	28,020.00	-4,060.45	114.49%
Technology	7,505.99	634.00	-6,871.99	1183.91%	37,255.92	56,334.00	19,078.08	66.13%
Telecommunications	190.00	179.00	-11.00	106.15%	2,017.19	2,748.00	730.81	73.41%
Travel		0.00	0.00		68,588.82	79,500.00	10,911.18	86.28%
Venue Fees	8,945.00	0.00	-8,945.00		227,761.94	254,324.00	26,562.06	89.56%
Total Expenses	\$ 51,212.49	\$ 37,920.88	-\$ 13,291.61	135.05%	\$ 957,562.62	\$ 1,016,664.82	\$ 59,102.20	94.19%
Net Operating Income	-\$ 32,946.28	-\$ 21,266.88	-\$ 11,679.40	154.92%	\$ 84,685.41	\$ 50,168.18	\$ 34,517.23	168.80%
Net Income	-\$ 32,946.28	-\$ 21,266.88	-\$ 11,679.40	154.92%	\$ 84,685.41	\$ 50,168.18	\$ 34,517.23	168.80%



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Ben Kopp
5493 Westmoreland Plaza # D100
Douglasville, GA 30134
ben@signatureresearch.com

15 July 2020

Dear Ben Kopp,

As you are aware, the ACCT Board of Directors has been evaluating the events surrounding a meeting held 24 January 2019 in Costa Rica. As a result of your actions related to this meeting, as well as our evaluation of such, the Board of Directors has determined that you have violated the ACCT Conflict of Interest Policy.

Recognizing that your participation in these events was not limited to one role, in an effort to provide an appropriate remedy for this violation, the Board of Directors has determined that the following actions are appropriate:

- 1) You (Ben Kopp, as an individual) will be ineligible to serve in any volunteer role for the association, effective immediately, until 1 February 2023.
- 2) In the interest of fostering fair trade practices within the association and amongst its members, for the purposes of accreditation the ACCT office will not accept any Operation Site Review performed by Signature Research or its subsidiaries for any entity in Costa Rica, for the period of one year from Operation Accreditation program launch on 1 August 2020.
- 3) This letter will be kept within Signature Research's Professional Vendor Member file to ensure that there is a record of this violation. This letter will be part of the public records of ACCT, however the details of this incident will be kept confidential until and unless there is a need for them to be divulged to authorized parties for the purposes of evaluating any future incidents or additional occurrences of policy violations.

With this determination, the Board of Directors has deemed this matter closed. Please contact the Board of Directors with any further questions or concerns regarding this subject.

On behalf of the Board of Directors,

Mandy Stewart
Secretary