



MINUTES for Regular Board of Directors Meeting 05 AUGUST 2020

Meeting Logistics:

05/08/2020 7:30-10:30a 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:

“John W.” (the Hacker)

Quorum?

Yes
 No

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

Cameron 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.

Cameron 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.

Approval of Agenda

Motion:	Review and approve the meeting agenda
Made by:	Paul
Seconded by:	Victor
Discussion:	What is to be recorded in minutes versus separate working document.
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 15 July 2020.
Made by:	Bahman
Seconded by:	Cameron
Discussion:	None.
Vote:	In Favor – N/A Opposed – 0 Abstaining – 0
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Developing 2021 Fiscal Year Priorities

1. Defining Purpose and Principles

- a. Setting targets for FY21, not long-term strategic planning
- b. Focus on SMART goals; specificity and measurable goals
- c. Be very budget conscious

2. Outcome Visioning

- a. Able to conduct business/events by distance; adapt to the long-term impact of 2020 events
- b. Able to make progress/advance items, especially Vendor Accreditation
- c. Have a known checklist of deliverables and measurable goals to gauge success
- d. Staff retention
- e. Membership retention
- f. Everyone understands their job and roles (staff and volunteers) and has access to resources
- g. Overcome the challenge of a budget with 50% revenue reduction
- h. Managed issues successfully re: conference



8:09 AM – Meeting hacked by “John W.” All attendees log out of Zoom at 10:10 AM. Carson sends new meeting log in info.

8:20 AM - Meeting resumes with same attendees, except Bahman. Quorum maintained.

3. Brainstorming

- a. Shawn has placed his ED Report on FY20 Accomplishments in the meeting folder [2020-07-31 REPORT ED to BoD]
- b. Sharing of pre-determined ideas
- c. Discussion of new ideas
- d. Formation of priorities groups via Mindmeister

4. Organizing

- a. Consolidation of the Mindmeister brainstorm list
- b. Top level priorities identified as:
 - i. Organizational Structure
 - ii. Volunteer Management
 - iii. Virtual Opportunities
 - iv. Alignment & Harmonization of ACCT programs
 - v. International Strategy
 - vi. Financial Planning

Rohan departs at 10:03 AM.

5. Identifying Next Actions

- a. Continue discussion at next BoD meeting 19 August 2020.

Cameron left at 10:27 AM; quorum lost.

Meeting adjourned at 10:30AM Mountain Time.



To: ACCT Board
From: Shawn Tierney, Executive Director
Date: 7/31/20

FY20 Organizational Priorities Status Report

1. Member Value

Completed

- 1.1 ACCT sponsored group health insurance plan for eligible members: Medova Health Plan launched in March, 2020.
- 1.2 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.

Incomplete

- 1.3 Access to legal defense/expertise: **has not moved forward**
- 1.5 Industry Data: **has not moved forward**

2. Government Relations

Completed

- 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, 2020.

Incomplete

- 2.1 Publications Group: **has not moved forward (As a reminder, this was a suggestion to repurpose the group that developed the ASTM white paper into a group that develops other "publications". This may now be addressed via the TIRE committee)**

3. Credentialing / Program Management

Completed

- 3.1 OA – support launch. OA launched in July.

3.2 ICE – A prep course and test event was offered Costa Rica, Hawaii, and 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.

Incomplete: should remain a priority in FY21

3.5 Evaluation

3.6 Harmonization

3.7 Alignment of volunteers

4. Organizational Health

Incomplete: ongoing priorities & address in FY2

4.1 Strategic planning

4.2 Org communication / PR (external)

4.3 IT work group (Slack, drives, Asana, etc.)

4.4 File storage protocol / clean up

4.5 Bylaws

4.6 Elections (structure, logistics, transparency)

5. Volunteer Support and Management

Incomplete

5.1 BOD development (on-boarding, knowledge base, teambuilding)

5.2 Committee, TF, WG chair training

5.3 Affinity Groups – purpose, value

6. International Efforts

Completed

6.1 Standards translations: The Spanish translation is finished, and Mandarin Chinese was completed in May, 2020.

6.2 International events – hosting and attending: In-House ICE event was held in Costa Rica in Oct, 2019. A proposal and budget for a small-scale regional conference to be held in Asia Oct/Nov, 2021 was revised.

6.3 Credentialing opportunities: In-house ICE event was held in Costa Rica in Oct, 2019.

6.5 Government relations: MOU with INTECO for adoption of ACCT standard in Costa Rica was signed in June.