



MINUTES for Regular Board of Directors Meeting 19 AUGUST 2020

Meeting Logistics:

08/19/2020 7:30a Mountain Time

Location:

Zoom Meeting

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

Meeting ID: 825 667 7745

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: None

Quorum?

Yes
 No

Meeting called to order at 7:33 AM Mountain Time by Carson Rivers.

Billy 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.

Billy 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:	Mandy
Seconded by:	Rohan
Discussion:	None.
Vote:	In Favor - None 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 05 August 2020.
Made by:	Keith
Seconded by:	Paul
Discussion:	None
Vote:	In Favor - 0 Opposed - 0 Abstaining - Billy, Keith
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

ED Report (Shawn)

- Shawn has placed his report in the meeting folder [2020-08-13 REPORT ED to BOD.pdf]
 - Melissa is speaking to a public health official in Spokane on 20 August re: the likelihood of large gatherings being allowed in early 2021.
 - Conference Registration launch will be delayed until enough information is gathered to determine a final direction re: in-person vs virtual conference.
 - Costa Rica has expressed interest in development of a national zip guide certification program; discussions to continue on what that model could look like and who the certifying body should be given current ACCT Practitioner Certification methods.

FY2021 Priorities – continued conversation (Carson)

- Priorities identified in last meeting were reviewed and supported by BoD members who were absent from the call:
 - Organizational Structure
 - Volunteer Management
 - Virtual Opportunities
 - Alignment and Harmonization of ACCT programs
 - International Strategy
 - Financial Planning
- Governance Models – The work and decision-making roles of each type of volunteer group, including the BoD, needs to be more clearly identified.
- Board Governance manual that is currently in effect needs to be reviewed.
- Action items, Responsible Parties, and Budget Considerations need to be completed for each priority area (in progress).



Inspector Certification Issues (Carson)

[TABLED FOR FUTURE MEETING]

Motion:	Adjourn the meeting.
Made by:	Mandy
Seconded by:	Bahman
Discussion:	Thank you to Paul for managing the mind map.
Vote:	In Favor – N/A Opposed – 0 Abstaining – 0
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Meeting adjourned at 9:30 AM Mountain Time.

APPROVED



To: ACCT Board
From: Shawn Tierney, Executive Director
Date: 8/13/20

RE: August Board Report

Summary

July Financial Statement

The draft July financial statement is in the Finance Drive (Finance - FY20 Financial Planning – Monthly Statements and Financial Reports). The FY20 working budget has also been updated. ACCT received \$62,000 in PPP money at the end of July, and that note is reflected on the balance sheet.

- **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.

FY21 Org Priorities

Completing FY21 org priorities will continue on the 8/19 meeting.

Spokane Conference

- **Registration Brochure**

We are finishing the digital Registration & Expo brochure and will have a final version by the end of next week.

- **Registration Launch**

We are planning to launch conference registration the last week of August.

- **Virtual Options**

Currently exploring options to deliver virtual event(s) in case we need to cancel the conference. If the conference moves forward as planned (i.e., an in-person event), we will also have limited virtual options for those who are not able to attend. Staff are attending the Cvent virtual conference at the end of August (for certain blocks of time) to evaluate whether the Cvent Engagement Hub will be a good option to use since we currently use the Cvent platform. See “Delivering Engaging Virtual Events” PDF from Cvent in the meeting folder for more details.

- **Exhibit Hall Policy Enforcement**

Instead of using volunteers or staff to “police and enforce” our exhibit hall policies, we are exploring the use of a third part contractor from the city of Spokane with OSHA or DOL experience.

- **Emergency Concierge International (ECI)**

We've contracted with Emergency Concierge International (ECI), an all-hazards emergency consultant specializing in meetings and events. ECI will be consulting with us to develop safety protocols for all staff, volunteers, and attendees and to ensure those protocols are appropriately implemented by all parties. Additionally, ECI will be developing a custom All-Hazards Emergency Operations Plan specific to our event, not only covering the current situation but also providing for comprehensive safety and security. This includes a 30-minute webinar training on the application of the developed plan. I should have a draft of the plan by September 1st, which I will share.

- **Conference COVID waiver**

Reb has drafted a waiver that ALL conference attendees will be required to sign. The waiver will be embedded into the registration process, and registrants will not be able to pay and complete their registration unless the waiver is signed.

COVID-19 Assumption or Risk, Release and Indemnity

The threat of infection and serious illness accompanies any large gathering, particularly indoors. The 2021 ACCT Conference is no exception. While ACCT, the host hotels and the Conference Center will take steps to protect attendees from COVID-19 and other infectious diseases, and attendees will be expected to comply with appropriate preventative measures, the threat of serious illness exists. The purpose of this agreement is to obtain from conference participants their acknowledgement of the threat of serious disease, and to protect ACCT from certain claims which may arise from activities related to the conference in this uncertain environment.

In consideration of the services of ACCT and my participation in its 2021 annual Conference in Spokane, WA, I acknowledge and agree as follows:

The ACCT conference and its activities could expose participants to the risk of contracting COVID-19 or another contagious disease. I understand that COVID-19 is highly contagious, that it is believed to be spread significantly by person-to-person contact, and that an individual can be infected with COVID-19 without their knowledge and without their being symptomatic. ACCT cannot guarantee that I or anyone else at the Conference will not become infected with COVID-19, or any other contagious disease.

I VOLUNTARILY ACCEPT AND ASSUME THE RISK that I may be exposed to or become infected by, or infect others with, COVID-19, or another infectious disease and that such exposure or infection may result in serious illness, emotional distress and even death. I accept full responsibility for any related injury or illness that I may incur or cause.

I hereby RELEASE AND INDEMNIFY AND AGREE NOT TO TAKE LEGAL ACTION AGAINST ACCT, its officers, Board of Directors and staff (including volunteers) with respect to claims related in any way to Covid-19 or any other infectious disease. These agreements of release and indemnity include claims arising in whole or part from the negligence of ACCT, its officers, Board or staff, including, to the extent allowed by applicable law, their gross negligence.

I agree to comply with national and local guidelines and protocols that are in effect at the time of the ACCT conference in Spokane, WA, including but not limited to: social distancing, wearing of a mask / facial covering, and frequent hand washing.

By checking the box below, I acknowledge that I have read, understand, and agree to the terms and conditions stated above.

PA Amusement Ride Safety Seminar

The state of PA cancelled their safety seminar scheduled for November. ACCT has done an inspector certification prep course and test event at this seminar for a number of years. We are investigating virtual options for delivering the prep course and test since the PA event is the only location other than the conference where inspectors can become certified, and/ or test and re-test.

Virtual OR Training

ACCT is still accepting applications for our VIRTUAL Approved Operation Reviewer Training. Heather created a video for more information about the program and the Operation Reviewer application process. Applications need to be submitted by August 19th to be reviewed and approved before the August 26th and 27th training.

Costa Rica Opportunity

Guide Certification for Zip Tours and Aerial Adventure Parks

Overview and Background

Over the course of eighteen months the PD and Nicolas Staton have had several conversations about the urgent need for a zip guide certification program in Costa Rica. Señor Staton is a member of the National Tour Guide Commission in Costa Rica responsible for supporting tour guides in the country. Two significant pressures in the country are affecting zip guides at this time: 1) guide certification is seen as a significant differentiator in tourism; and 2) in national requirement for certification will come into effect in 2021. Señor Staton has strongly encouraging the development of an International Guide Certification Systems for zip guides to be used in Costa Rica.

Señor Staton has been significantly involved with Rafael Gallo of the International Rafting Federation (IRF) in the deployment of raft guide certification in Costa Rica. Señor Staton has suggested ACCT could provide a certification structured in a similar manor to PADI or International Rafting Federation (IRF) which are both in use in Costa Rica. Each of these schemata are focused on the demonstration of skills. The demonstration of skills would be key to an International Guide Certification offered by ACCT.

The Request

Create and deliver a guide certification which is based on demonstrated competency not a combination of training and competency. Examinations would be delivered in English as Costa Rican guides are required to be significantly competent in English. Examiners would be from in country or international and would deliver an exam made of defined competencies. For example, can a guide stop themselves at a specific place on the cable and then continue to the end of the line. This would be to use a broad metaphor, be the drivers or pilots license of zip guides. You will not be able drive any car, but you would know the fundamentals. Like driving a new car or a new airplane, operators would need additional training to use a specific site.

An Association Opportunity

The creation of a guide certification program could provide an international tool for members and governments to adopt as a foundation of skills for staff. The implementation of something like this could create a way to expand membership and influence in large parts

of the world where tourism is a key local economic metric. It might not be the single key to expanding membership and member value, but it could be important in the outreach to areas where international tourism is important.

Potential Structure

The Certification structure could focus only on the key or core elements of a zip guide or aerial adventure monitor. For Example, no matter what the lanyard system on a course or brake system, guides must give a briefing, must know how to and the importance of clear communication on the course, must be able to move around on the course and must understand the basic functions of a brake systems and receiving. Rafael Gallo shared with ACCT staff the IRF's throw bag testing document. This is a simple testing description and method which allows for a wide variety of techniques and tools. The metric is completion in a specific time limit, not a specific technique with a specific tool. Putting these items in a testing structure and simple testing directives would create a system which could be used in many places.

We are continuing to evaluate this opportunity, and are looking to the BOD for any initial feedback, and ultimately support for moving forward in our conversations and further development of a pilot program that could be delivered next spring, 2021.