



MINUTES for Regular Board of Directors Meeting 16 SEPTEMBER 2020

Meeting Logistics:

09/15/2020 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:

Melissa Webb
Erik Marter

Quorum?

Yes
 No

Meeting called to order at 7:34 AM Mountain Time by Carson Rivers.

Welcome Guests & Housekeeping (Carson)

Victor 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.

Victor 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:	Keith Jacobs
Seconded by:	Paul Cummings
Discussion:	NONE
Vote:	In Favor – Carson, Paul, Victor, Rohan, Cameron, Keith, Billy. Opposed - NONE Abstaining - NONE
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Approval of Previous Meeting Minutes

Motion:	Approve minutes from meeting held 02 September 2020.
Made by:	Keith
Seconded by:	Paul
Discussion:	NONE
Vote:	In Favor – Carson, Paul, Victor, Rohan, Cameron, Keith, Billy. Opposed – NONE Abstaining – NONE
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

ED Report (Shawn)

- Update on Conference Planning
 - Shawn reported going with CVENT event platform
 - Reviewed many platforms and CVENT allowed best “up-time” for our short window, requires no long-term contracts and provides broad offerings
- International Committee Meeting
 - Shawn participated in last meeting to help guide the committee on where time can be spent best right now, which is gathering international members for the Virtual Conference.
- Board Elections (General Membership)
 - General Membership BOD seat is open (Paul Cummings)
 - Projecting to get this submission information set-up late October or early November for nominations

ACTION ITEM – Shawn to reach out to Carson and Keith to schedule a time to discuss Board Elections process and how to proceed for General Membership seat (when to send this out, etc.)



Treasurer's Report (Cameron, Shawn, & Carson)

- Revised Financial Planning Efforts & Needs
 - Projecting \$220,000 deficit now since conference is virtual
 - More to come in next several weeks as budget for the Virtual Conference firms up

Conference Schedule of Events (Shawn, Melissa, & Carson)

- BOD Meetings
 - BOD will need time to meet and do orientation of new members. Needs don't change, but will need to have extended Zoom call to address these typical "face-to-face" meetings.
 - Recommended to keep these meetings several weeks away from the conference and spread them out into shorter meetings, over multiple days

ACTION ITEM – BOD to schedule meeting days and times.

- PVM Symposium
 - Erik is not sure what this looks like for this year.
 - Keith mentioned possibly doing a questionnaire to the Vendors to access what should be discussed and ideas

ACTION ITEM – ACCT Staff to touch base with PVM Group (or questionnaire) about what topics the group wants during the typical PVM Symposium and the technology needs ACCT can provide them to have this meeting.

- AGM & PVM Voting
 - Discussion around creating a mechanism to allow PVM online voting
 - Discussion around recorded videos for candidates

ACTION ITEM – Shawn, Carson, and Keith to discuss more in the conversation above about Elections to be scheduled

ACTION ITEM – Review Bylaws to see if they align with new proposed plans

- Dialogue with ACCT Leadership Workshop
 - Discussion around is this needed and how should this be formatted? Should people be allowed to send questions before time? This was voiced as a good idea. Also discussed the possibility of having at the end of the AGM.

ACTION ITEM – Carson, Shawn and Melissa to discuss this further

- Other considerations and concerns

Paul Cummings left the meeting at 08:56 AM MT.



BOD Emeritus Updates

- General Update
- Introduce Tim Kempfe Leadership Award Proposal
 - What is the actual award? (plaque, etc.)
- Introduce Awards Committee Proposal

ACTION ITEM – Carson to follow-up with Randy

Committee Reporting

- Review and Approval of DRAFT form
 - Discussion around if we want this to be an online form?
 - May have to roll with paper version until we develop online form further

ACTION ITEM – BOD members to request reports from respective committees. Carson to send form out.

- 07 October Meeting Preparation
 - TIRE (Rich / Rohan)
 - ACC (Micah / Billy)
 - Finance (Jen / Cameron)
 - International (Ken / Victor)
 - Leadership & Nominations (Gary aka “Big Dog” / Keith)
 - Ethics (Charlie / Paul)
 - Insurance & Risk Management (Randy / Bahman)
 - Consensus Group (John / Carson)
 - Board Emeritus (Randy / Carson)

Closed Session Item (Keith & Carson)

Motion:	Move to Closed Session regarding Video Release
Made by:	Cameron
Seconded by:	Rohan
Discussion:	NONE
Vote:	In Favor – Carson, Victor, Billy, Rohan, Keith, Cameron. Opposed – NONE Abstaining – NONE
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Motion:	Move to Open Session
Made by:	Keith
Seconded by:	Rohan
Discussion:	NONE
Vote:	In Favor – Carson, Victor, Billy, Rohan, Keith, Cameron. Opposed – NONE Abstaining – NONE
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



Motion: Adjourn the meeting.
Made by: Rohan
Seconded by: Billy
Discussion: NONE
Vote: In Favor – Carson, Victor, Billy, Rohan, Keith, Cameron.
Opposed – NONE
Abstaining – NONE
Motion Carries: Yes
 No

Meeting adjourned at 9:32 AM Mountain Time.

APPROVED



To: ACCT Board
From: Shawn Tierney, Executive Director
Date: 9/15/20

RE: September Board Report

Summary

August Financial Statement

The draft August financial statement is in the Finance Drive (Finance - FY20 Financial Planning – Monthly Statements and Financial Reports). The FY20 working budget has also been updated.

- **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.

Revised FY21 Budget

I have a rough draft of a revised FY21 budget taking into consideration the transition to a virtual conference. I will have a more finalized version that I will share with the finance committee in the next 2 weeks. Given the pivot to a fully virtual event, the deficit in the revised budget will be greater than \$200,000.

990 IRS Filing

I will be working with the bookkeeper to start preparing our 990, which is due November 15th.

31st Annual Virtual Conference

Platform selection

I made the decision to go with the Cvent virtual events platform, for the reasons listed below:

- Staff attended parts of the Cvent conference event in August to experience the platform, and were impressed overall.
- It's one of the better, and most robust conference and events platforms I've experienced. Clearly, out of the five/six platforms that the staff reviewed,

participated in demos, researched, etc., it became clear there was NO platform out there that would meet every single one of our needs.

- Cost: we already have an existing contract with Cvent and we can leverage parts of that toward the purchase of the platform. Depending on the selection of additional professional services (pre/post production, etc.). I'm projecting a cost in the low to mid \$20's for the platform.
- The Cvent platform does not require signing a long term (i.e., multi-year) contact.
- Time is of the essence: we don't have the luxury of spending another 2-4 weeks researching and deciding on a platform. We have 4 months to plan and execute on something we've never done before, or have any experience with.

Registration Launch

We are planning to launch conference registration in October.

Schedule of events, and items the BOD will need to plan and prepare for:

- BOD Meeting (this has historically been a full 2-day meeting prior to the conference)
- AGM – presentation with report outs, committee reports, announcement of election result for seat voted on by general membership, etc.)
- PVM Voting
- Dialogue with ACCT Leadership

BOD Elections

The election process for the 1 seat elected by the general membership will open in late October, and online voting for this seat will be open until early December. I will begin the planning process for this sometime in the next two weeks with the Chair and Vice-Chair.

International Committee

See meeting notes from the Sept AIC meeting in the BOD meeting folder.

Staff & Committee Reports for the 10/7 BOD Meeting (Chairs and Liaisons)

- TIRE (Rich K/Rohan)
- ACC (Micah / Billy)
- Finance (Jen/Cameron)
- International (Ken/Victor)
- Leadership & Nominations (Big Dog / Keith)
- Ethics (Charlie / Paul)
- Insurance & Risk Management (Randy / Bahman)

9/10 AIC Meeting Agenda & Meeting notes

AIC Members: Ken, Colin, Pavel, Mark, Victor (Board Liaison), Shawn (ED)

Attendees: Shawn, Ken, Colin, Victor, Pavel

Meeting notes

Initial Goals Sept, 2020 – January, 2021

- Get as many international members to attend the virtual conference in Jan / Feb, 2021 (Consider a sliding scale price structure to encourage international attendance, sponsor/exhibitor “give-aways” for promotion and branding, etc.)
- Get international individuals, companies, etc., to sign up for the ACCT newsletter
- Increase international membership

Set up AIC Shared Drive for document storage, etc. (Shawn)

- International member list
- Terms of Reference for the AIC
- Meeting agendas and notes
- Other lists and documents

Update and data gathering (ST, John)

- Membership list
 - what data do we want on this list? (do a survey: what jurisdiction, what standard is followed, insurance, etc., introductory letter who the AIC is, etc.)
 - Introductory letter drafted by Ken & ST
 - Website presence for AIC (ST)
- Reach out to past (expired) members (set-up a win-back campaign)
- Identify regions on a global basis
 - Select Ambassadors/member for each region to promote ACCT at country & regional level
 - a. South America/Latin America (Pavel & Victor)
 - b. Central America (Pavel)
 - c. Europe (Mark/Wayne)
 - d. Balcan
 - e. Middle East
 - f. Africa
 - g. Asia (Colin)
 - h. Australia

- **ID (on a spreadsheet) primary countries that have established Adventure programs (AIC effort by region: Ken, Colin, Mark, Pavel, Victor)**
 - Gather contact information
 - Promote ACCT to them
 - Gain access to key government entities
- Create list of association around the world with contact details and their representatives
- Create list of annual global events that are connected to our industry
- Create list of Inspection bodies and certifications around the world
- Create list of information resources and publications around the world
- Create world map with details on each regions and country

Outreach

- Attend events, send materials show up and support
 - ASC Germany
 - ERCA Conference
 - Interalpin Austria
 - IAAPA EXPO Europe
 - IAAPA EXPO Asia
 - SEA(Saudi Entertainment & Amusement Show)
 - SLA France
 - IAAPA Americas in Orlando, Fl.
 - FCCA (Florida Caribbean Cruiseship Association) conference.
 - Approach CLIA (Cruise lines international association)
 - Mexico, Peru, the Caribbean, Central America, have their own conferences on tourism, we could go there and promote ACCT.

Global Leadership

- Communicate and set up annual meetings between key international bodies.

Important global topics

- 1- ISO Standard for RC and the Inspection of RC
- 2- Training certification exchange
- 3- Development in the Industry
- 4- Unified Lobby work

ACCT Awards Committee- Proposed

I would like to propose that ACCT form a standing committee to coordinate awards and recognition for ACCT members and staff. The ACCT Awards Committee would coordinate the Critical Link Award, the new Tim Kempfe Leadership Award, all promotional awards and a system of on-going recognition for staff and volunteers. Basically, this committee would coordinate all awards and recognition for the ACCT.

This committee would manage and coordinate with sub-committees comprised of former recipients who would vote on the two major awards.

The committee would manage the current ACCT promotional awards.

The committee would manage a system to recognize the contributions of volunteers and staff as appropriate.

This committee would propose new awards as appropriate and develop support criteria.

This committee would devise, maintain and evolve systems for managing all awards and recognitions.

Membership would be 3-5 people with a chair appointed by the BoD.

Additional formal Terms of Reference would be developed by the committee.

New Award-

The Emeritus Board would like this committee to develop another new major award focused on “Lifetime Achievement”. While it could, this award may or may not be given annually and may likely have a unique nomination and voting process.

The ACCT Tim Kempfe Leadership Award

Tim Kempfe was involved in the very roots of ACCT, attending the first Ropes Course Builder's Symposium in 1988. From this beginning, Tim's name has been synonymous with "Leadership" in ACCT. On the first day of that original gathering, he was the first person to call for the development of industry standards. He led that day and never stopped. Leadership requires vision and Tim always knew the right path. He led the Board of Directors as President. He led the Standards Committee as long-time Chair. He set the standard for Leadership throughout the growth of ACCT.

The ACCT Tim Kempfe Leadership Award would be initiated in 2021 and would be given to a member of ACCT who has displayed exemplary leadership within the organization. Many contribute, but only a few truly lead. The intent of this award is to recognize and honor those who follow Tim in providing crucial leadership so critical to the success of ACCT.

Sometimes leadership is highly visible and sometimes it is barely visible, but when someone helps us find our way, we know immediately that we have experienced it. This award is for those who have provided the path and is open to anyone who has contributed to ACCT in a way that exemplifies leadership.

The Process-

The process for the selection of the Tim Kempfe Leadership Award is: In November/December each PVM company, each Accredited Operation site and each ACCT Employee is asked to submit a name of a person they believe meets the criteria of the award, and thoughts about the reasons why. No person can nominate himself or herself or ask others to nominate them.

Each submission is both a nomination and a vote. One PVM or ACCT employee = one "nominating vote".

PVM's and ACCT employees can and should talk to each other about who they believe deserves the Critical Link Award. All eligible voters can and should submit a nominating vote.

Send your votes to the ACCT Awards Committee.

Votes are sent to the ACCT Awards Committee (Awards@acctinfo.org) who tallies the votes. A complete list of nominating votes with the total number of votes for each person is sent to the Tim Kempfe Leadership Award Committee. This committee is comprised of past winners of the award. (For the initial three years, the ACCT Awards Committee also serves as members of this committee.) The process is coordinated by the ACCT Awards Committee. The TKLA Committee then validates the selection or can vote when needed to make the selection.

1. If there is a simple majority of nominating votes for one person, they win the award. A simple majority is considered "50% of the nominating votes submitted plus 1". A complete list of nominating votes with the total number of votes for each person is sent to the TKLA Committee. The Committee then votes to validate this selection.

2. If there is not a simple majority as defined above a complete list of nominating votes with the total number of votes for each person is sent to the TKLA Committee. This group then votes using a Ranked Choice method to determine the winner.
3. Should Ranked Choice not create a winner, then the committee will conduct a conference call and then make the selection.
4. Once the winner is selected, the committee holds this information in confidence until the award is presented. The Awards Committee arranges for the trophy and conspires in secret with the family of the winner to be at the conference for the presentation. The Awards Committee Chair and the immediate past recipient make the presentation at the conference.

PROPOSED