



MINUTES for Regular Board of Directors Meeting 25 NOVEMBER 2020

Meeting Logistics:

11/25/2020 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:

Quorum?

Yes
 No

Meeting called to order at 7:32 AM Mountain Time by Carson Rivers.

Rohan 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.

Rohan 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:	Rohan
Seconded by:	Keith
Discussion:	Update from TIRE Committee is requested to be delivered. Quarterly Secretariat Meeting needs to be scheduled. Items added to draft agenda.
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 04 November 2020.
Made by:	Keith
Seconded by:	Bahman
Discussion:	None.
Vote:	In Favor – N/A Opposed – 0 Abstaining – Billy
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

ED Report

Shawn has placed his ED report in the BoD meeting folder [2020-11-24 REPORT ED to BoD.pdf]

- Melissa to join next BoD meeting to give conference updates.
- Election policies need to be checked for alignment with upcoming election. Carson, Shawn, and Keith will bring any changes/updates to the BoD in upcoming meetings.

Treasurer's Report

Current budget tracking sheet reviewed briefly. Conference revenue is still an unknown.

ACC Leadership

Letter from ACC re: ACC Chair has been placed in the BoD meeting folder [2020-11-20 LETTER ACC to BOD.pdf]

Motion:	Move into closed session to discuss ACC leadership.
Made by:	Rohan
Seconded by:	Billy
Discussion:	None.
Vote:	In Favor – N/A



	Opposed – 0 Abstaining – 0
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

BoD enters closed session at 8:03 AM.

BoD leaves closed session/enters open session at 8:28 AM.

Motion:	Appoint Kennerly deForest as Chair of the Accreditation and Certification Committee.
Made by:	Billy
Seconded by:	Keith
Discussion:	All volunteer groups reporting to the BoD have leadership appointed by the BoD.
Vote:	In Favor – Cameron, Mandy, Victor, Bahman, Rohan, Billy, Keith Opposed – 0 Abstaining – Carson
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Mandy to draft and send response letter to ACC from BoD.

2021 AGM Preparation

AGM plan needs to be made and confirmed by Conference Work Group by end of December.

TIRE Update & Quarterly Secretariat Meeting

Process flow between TIRE and the SDC needs to be clarified.

Next Secretariat meeting will be scheduled for 8:30 AM Mountain on 9 December 2020. Carson to confirm with CG leadership.

Dec 2nd Meeting Prep

- Board Elections
 - To be discussed in depth at the next meeting, including Board Emeritus feedback.
- Board Meetings at the Conference
 - Agenda items should pull from current priority lists
 - Please send higher priority suggestions to Carson ahead of meeting

Motion:	Move into closed session to discuss a third-party request.
Made by:	Keith
Seconded by:	Bahman
Discussion:	None.
Vote:	In Favor – N/A Opposed – 0 Abstaining – 0
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



BoD enters closed session at 9:00 AM.

BoD leaves closed session/enters open session at 9:15 AM.

Third-party request was considered in closed session. BoD was not interested and declined to pursue.

Motion:	Adjourn the meeting.
Made by:	Bahman
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

Meeting adjourned at 9:16 AM Mountain Time.

APPROVED



To: ACCT Board
From: Shawn Tierney, Executive Director
Date: 11/24/20

RE: November Board Report

Summary

October Financial Statement & Q1 Statement

The October monthly financial statement, and the Q1 statement is in the [Finance Drive](#) (Finance - FY20 Financial Planning – Monthly Statements and Financial Reports). In addition, our first CD in the reserve account matures on 11/24, and this 6-month CD will now be converted to a 12-month CD. We are currently sitting at \$176k in our Chase operating account.

31st Annual Virtual Conference Registration Launch

Registration launched on 11/16 and generated over \$12k in revenue in the first week. This included a selling a number of Tier level sponsorships as well as a smaller number of regular registrations. The Event Director and the CWG have been working tirelessly to prepare presenters, determine production roles and responsibilities, etc. Important deadline coming up:

Early Bird Registration ends: 12/14

More conference information, including registration and sponsorship opportunities & pricing can be found here: <http://acctconference.com/register/>

Presenter Information: <http://acctconference.com/presenters/>

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 opened on 11/4, and online voting for this seat will be open until early December. We currently have 2 nominations for this seat. The deadline for nominations is December 4, and online voting will begin on 12/7.

Virtual Ice Testing

The first virtual ICE testing event was held on 11/13 with a total of 6 applicants. The ICP has done an amazing job on creating a virtual ICE exam, and the feedback about this event has been overwhelmingly positive. A decision was made to offer another virtual test event prior to the conference for our volunteers only who need to complete their four-year renewals.

Operation Accreditation

We have our first two applications for OA!

Vendor Accreditation

Site visits are currently underway for the PVM's that are up for their re-accreditations this year. There is a ton of work being done by the sub-panels the ACC on credentialing matters, and I have placed the ACC meeting minutes from their last meeting in the BOD 11/25 meeting folder as FYI.

Office Closure - 11/26 & 27

The office will be closed on Thursday and Friday for the Thanksgiving Holiday.