



MINUTES for Regular Board of Directors Meeting 16 DECEMBER 2020

Meeting Logistics:
12/16/2020 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:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Keith Jacobs – Vice Chair | <input checked="" type="checkbox"/> Bahman Azarm – Member | <input checked="" type="checkbox"/> Rohan Shahani – Member |
| <input checked="" type="checkbox"/> Mandy Stewart – Secretary | <input checked="" type="checkbox"/> Paul Cummings – Member | <input checked="" type="checkbox"/> Billy Simpson – Member |
| <input checked="" type="checkbox"/> Cameron Annas – Treasurer | <input checked="" type="checkbox"/> Victor Gallo – Member | <input checked="" type="checkbox"/> Shawn Tierney – Executive Director |

Additional Attendees:

Heather Brooks, **ACCT Program Manager**
Randy Smith, **Board Emeritus Member**
Tom Leahy, **Member**

Quorum?

- Yes
 No

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

Welcome Guests & Housekeeping

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:	Rohan
Seconded by:	Victor
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 2 December 2020.
Made by:	Keith
Seconded by:	Billy
Discussion:	BoD members didn't have access to review. Motion tabled for future meeting.
Vote:	In Favor – N/A Opposed – N/A Abstaining – N/A
Motion Carries:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [TABLED]

ED Report

Shawn has placed his report in the meeting folder [2020-12-16 REPORT ED to BoD].

Treasurer's Report

November financials are in the Finance Committee folder on Drive [2020-09-12 REPORT November Financials – DRAFT].

Board Meetings/Needs During the 2021 Conference

- Meeting times & event reminders for BoD have been populated in BoD calendar.
- Dialogue with ACCT Leadership
 - To be scheduled; discussion on best timing to avoid "Zoom fatigue".

ACTION ITEM: Rohan, Billy, and Carson to meet and plan session.

2021 AGM Preparation

- General Updates
- Updates on content prep:
 - Consensus Group (Carson)



- TIRE (Rohan) – By end of week
- ACC (Billy) – In dialogue with ACC Chair on timing
- Insurance & Risk Management (Bahman) – Submitted, not reviewed
- International (Victor) – Submitted, not reviewed
- Finance (Cameron) – by 19 December
- Ethics (Paul) – Still seeking
- Leadership & Nominations (Keith) – Submitted, talking points needed

2021 Board Elections

- PVM call is scheduled for 6:00 PM (Mountain) 18 Dec 2020
- Proposed changes to By-Laws and election procedures are in BoD meeting folder for review [2020-12-14 INFO Proposed Change to By-Laws & Election].

ACTION ITEM – BoD to review prior to PVM call.

ACTION ITEM – Draft of proposed changes to be sent by Keith to PVMs prior to meeting.

Professional Vendor Member Program (Billy)

- Program Proposal and supporting documents from ACC are in BoD meeting folder for review [2020-12-09 INFO Accreditation Program Proposal] & [2020-12-09 DRAFT Accredited Vendor Category Requirements].
- Current Insurance Requirements policy is in BoD meeting folder for reference [2015-07-13 POLICY PVM Insurance Requirements].

Motion: Effective January 1, 2021 that accreditation for vendor members (PVMs) be permitted in the following categories for current Professional Vendor Members:

- Installation/Inspection/Training/Certification
- Training/Certification/Inspection
- Installation/Inspection
- Training/Inspection
- Training/Certification
- Inspection Only
- Training Only

Made by: Billy

Seconded by: Paul

Discussion: PL policy has to include a carve back for property and personal/bodily injury (gained via a GL policy). Cost for GL policy for training or inspection is significantly lower than for installation.

Installation Only isn't an option because no one currently is seeking accreditation in that category.

From the ACC: "These categories will be made available to new applicants pending approval by the Accreditation and Certification Committee of associated accreditation criteria for "Inspection Only" type applicants. With this direction from the BoD, the ACC will



coordinate the creation and approval of a policy to define each service category available for Accredited Vendor program. This policy will initially represent the current program requirements and will apply to existing PVMs, in-process applicants and new applicants.

This policy will represent Installation and Inspection as separate categories of service as well as Training and Certification categories. After the policy exists an ACC Task Force will further develop categories and their proposed requirements as needed. Insurance requirements for Accredited Vendors will be specific to the categories of service that the company provides. An Accredited Vendor shall be expected to maintain appropriate insurance for all categories of service they provide."

Historically the program was structured with Installation & Inspection tied together because of the need for PVMs to support the installed product and client after installation.

Trainer QCP guidelines will need to be developed if the proposed requirements as outlined are adopted. Currently there are only Certification Trainer/Tester QCP guidelines.

Insurance for appropriate risk management is important. Requiring insurance for risk that doesn't exist is unnecessary.

The insurance implications and requirements for the specific categories must be clearly defined.

Vote: In Favor – Billy, Victor, Keith, Paul
Opposed – Rohan, Bahman, Cameron, Mandy, Carson
Abstaining – 0

Motion Carries: Yes
 No

Motion: Effective 1 January 2021, accreditation for Professional Vendor Members (PVMs) shall be permitted in the following four categories for current PVMs:

- Installation
- Inspection
- Training
- Certification

A PVM may be accredited in one or more categories, as long as the qualification criteria for each category for which approval being sought is met.

Made by: Mandy
Seconded by: Rohan

Discussion: The Board would like to cite that all discussion from the previous motion is relevant and applicable to this motion.



Should Certification be tied to Training? Any training requirements for certification can be housed within the accreditation requirements for certification.

[CAMERON LEAVES MEETING AT 9:00 AM]

Vote: In Favor – Billy, Rohan, Victor, Paul, Mandy, Keith
Opposed – 0
Abstaining – Bahman, Carson

Motion Carries: Yes
 No

Motion: In consideration of the COVID-19 Pandemic, the BoD authorizes ACCT staff to offer an installment payment plan to Accredited Vendor Members. Final payments shall be due before the end of the current fiscal year. In order to maintain full status and organizational benefits, a binder payment of 25% must be paid before the current due date.

Made by: Rohan

Seconded by: Keith

Discussion: Shawn and the Finance Committee were consulted prior to this motion. Consideration of credit card fees, etc. can be handled by the staff in the development of the payment plan.

The plan should be time limited to this year, unless it is deliberately extended.

Vote: In Favor – Billy, Rohan, Victor, Paul, Bahman, Mandy, Keith
Opposed – 0
Abstaining – Carson

Motion Carries: Yes
 No

Follow Up from 12/9 Secretariat Meeting

- Rohan, Carson, Keith, and Leslie Sohl are meeting to further define Consensus Group Secretary functions vs ACCT Staff functions. Once defined they will move forward with identifying a new Secretary for the Consensus Group.
- TIRE is committed to clear and open communication with Consensus Group.

Ethics

- Proposed draft revisions to the Code of Ethics has been placed in the BoD meeting folder [2020-12-14 INFO COE Proposed Revisions 2020]. Full markup copy to be provided via Slack.
- Board Emeritus has also provided independent suggestions to be considered. Board Emeritus to be provided proposed revision doc drafted by Ethics.

Special Meeting

- In order to meet time requirements of Bylaws re: revisions of Bylaws, a special meeting for approval may be required.



- Carson to review Bylaws and follow up as needed.

Motion:	Adjourn the meeting.
Made by:	Paul
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 9:31 AM Mountain Time.

APPROVED



To: ACCT Board
From: Shawn Tierney, Executive Director
Date: 12/15/20

RE: December Board Report

Summary

November Financial Statement

The November monthly financial statement is in the Finance Drive (Finance - FY20 Financial Planning – Monthly Statements and Financial Reports). Our first CD in the reserve account matured on 11/24, and the decision from the finance committee was to let it renew automatically for another 6-mo term.

IRS Situation

The late filing penalty has been abated. See Hattig email in the meeting folder.

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.

- Early Bird Registration ended on 12/14, and we brought in just under \$22k on that day. Total registration thus far is just under \$60k for the first month of opening. We budgeted \$140k for total registration.

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

Voting for the 1 seat elected by the general membership opened on 11/4, and online voting for this seat opened in early December. We currently have 4 nominations for this seat, along with 2 individuals running for the 2 seats elected by the PVM's.

Accredited Vendors Members

See a program proposal in the meeting folder for revisions to vendor accreditation categories based on insurance issues.

PVM Call

A call is scheduled with PVM's on 12/18 at 6:00pm mtn., to discuss draft revisions to the bylaws for PVM election voting.

Holiday Office Closure - 12/21 - 25

The office will be closed the week of Christmas. Some staff will be working intermittently that week, and I will be in Mo -Wed.

Management Report

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



DRAFT

Prepared by
Verity Solutions, LLC

Prepared on
December 9, 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 November 30, 2020

		Total
ASSETS		
Current Assets		
Operating Bank Accounts		
Chase Operating		129,953.05
Total Operating Accounts	\$	129,953.07
Reserve Accounts		
TIAA - CD		90,955.17
TIAA - Money Market		40,045.29
1st Internet Bank - CD		50,227.63
1st Internet Bank - Money Market		40,512.05
Live Oak - CD 0748		90,890.63
Live Oak - CD 1088		90,798.80
Live Oak - Savings		40,125.87
Chase Savings		40,126.50
Total Reserve Accounts	\$	483,681.94
Total Bank Accounts	\$	613,635.01
Total Other Current Assets	\$	0.00
Total Current Assets	\$	613,635.01
TOTAL ASSETS	\$	613,635.01
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Credit Cards		
Chase Card - Beg Bal		4,110.91
Chase Card - Activity		1,243.10
Total Chase Card	\$	5,354.01
Total Credit Cards	\$	5,354.01
Total Other Current Liabilities	\$	0.00
Total Current Liabilities	\$	5,354.01
Long-Term Liabilities		
First Home Bank PPP	\$	61,400.00
Total Long-Term Liabilities	\$	61,400.00
Total Liabilities	\$	66,754.01
Equity		
Retained Earnings		700,717.93
Net Income		-153,836.93
Total Equity	\$	546,881.00
TOTAL LIABILITIES AND EQUITY	\$	613,635.01

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

	1. Event	2. Membership	3. Standards	4. Program	5. Inspector	6. Vendor	7. Overhead	TOTAL
Income								
Income								
Other / Interest Income							297.96	297.96
Standard Income	12,137.19	26,105.00	1,047.32	500.00	1,642.46	5,850.00		47,281.97
Total Income	\$ 12,137.19	\$ 26,105.00	\$ 1,047.32	\$ 500.00	\$ 1,642.46	\$ 5,850.00	\$ 297.96	\$ 47,579.93
Total Income	\$ 12,137.19	\$ 26,105.00	\$ 1,047.32	\$ 500.00	\$ 1,642.46	\$ 5,850.00	\$ 297.96	\$ 47,579.93
Gross Profit	\$ 12,137.19	\$ 26,105.00	\$ 1,047.32	\$ 500.00	\$ 1,642.46	\$ 5,850.00	\$ 297.96	\$ 47,579.93
Expenses								
Bank Fees								
Merchant Service Fees		661.00				206.14	19.95	887.09
Total Bank Fees	\$ 0.00	\$ 661.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 206.14	\$ 19.95	\$ 887.09
Employee Benefits	786.87	987.44	115.29	80.49	120.73	120.73	198.84	2,410.39
Insurance								
Workers Comp	27.78	37.62	5.04	6.55	11.66	20.62	9.20	118.47
Total Insurance	\$ 27.78	\$ 37.62	\$ 5.04	\$ 6.55	\$ 11.66	\$ 20.62	\$ 9.20	\$ 118.47
Meals & Entertainment							27.35	27.35
Miscellaneous	3.75							3.75
Payroll								
Payroll Processing Fees	79.76	107.99	14.48	18.80	33.45	52.70	26.42	333.60
Payroll Taxes	460.21	660.85	88.63	115.04	204.75	377.14	641.91	2,548.53
Salaries & Wages	6,112.47	8,275.61	1,109.87	1,440.59	2,563.97	4,622.86	2,024.11	26,149.48
Total Payroll	\$ 6,652.44	\$ 9,044.45	\$ 1,212.98	\$ 1,574.43	\$ 2,802.17	\$ 5,052.70	\$ 2,692.44	\$ 29,031.61
Postage & Shipping	41.15	7.99					3.00	52.14
Printing and Publication			10.00					10.00
Professional Services								
Accountant							712.50	712.50
Attorney				495.00				495.00
Conf Service Provider	11,362.50							11,362.50
PR/Marketing	11,956.89							11,956.89
Total Professional Services	\$ 23,319.39	\$ 0.00	\$ 0.00	\$ 495.00	\$ 0.00	\$ 0.00	\$ 712.50	\$ 24,526.89
Rent & Storage	326.37	436.25	57.90	76.99	135.55	167.79	310.15	1,511.00
Technology	33.99						737.25	771.24
Telecommunications							320.00	320.00
Travel				591.65				591.65
Venue Fees	-1,500.00							-1,500.00
Total Expenses	\$ 29,691.74	\$ 11,174.75	\$ 1,401.21	\$ 2,825.11	\$ 3,070.11	\$ 5,567.98	\$ 5,030.68	\$ 58,761.58
Net Operating Income	-\$ 17,554.55	\$ 14,930.25	-\$ 353.89	-\$ 2,325.11	-\$ 1,427.65	\$ 282.02	-\$ 4,732.72	-\$ 11,181.65
Net Income	-\$ 17,554.55	\$ 14,930.25	-\$ 353.89	-\$ 2,325.11	-\$ 1,427.65	\$ 282.02	-\$ 4,732.72	-\$ 11,181.65

Association for Challenge Course Technology
Profit and Loss by Class
Year to Date: July thru November, 2020

	1. Event	2. Membership	3. Standards	4. Program	5. Inspector	6. Vendor	7. Overhead	TOTAL
Income								
Income								
Other / Interest Income							1,530.71	1,530.71
Standard Income	14,637.19	87,417.00	4,522.02	2,623.12	2,969.40	6,551.00		118,719.73
Total Income	\$ 14,637.19	\$ 87,417.00	\$ 4,522.02	\$ 2,623.12	\$ 2,969.40	\$ 6,551.00	\$ 1,530.71	\$ 120,250.44
Total Income	\$ 14,637.19	\$ 87,417.00	\$ 4,522.02	\$ 2,623.12	\$ 2,969.40	\$ 6,551.00	\$ 1,530.71	\$ 120,250.44
Gross Profit	\$ 14,637.19	\$ 87,417.00	\$ 4,522.02	\$ 2,623.12	\$ 2,969.40	\$ 6,551.00	\$ 1,530.71	\$ 120,250.44
Expenses								
Advertising and Promotions				69.00				69.00
Bank Fees								
Merchant Service Fees		2,775.06	61.31			206.14	99.75	3,142.26
Other Bank Fees							130.00	130.00
Total Bank Fees	\$ 0.00	\$ 2,775.06	\$ 61.31	\$ 0.00	\$ 0.00	\$ 206.14	\$ 229.75	\$ 3,272.26
Continuing Education	5.00							5.00
Employee Benefits	3,855.16	4,839.00	563.11	402.45	603.65	603.65	1,307.60	12,174.62
Insurance								
Conference Cancellation	1,776.64							1,776.64
Cyber Policy							1,287.00	1,287.00
Directors & Officers							5,118.00	5,118.00
Foreign Liability Insurance							2,500.00	2,500.00
General Liability							8,756.47	8,756.47
Office Property							585.00	585.00
Professional Liability							7,105.00	7,105.00
Workers Comp	140.47	186.81	25.04	32.73	58.25	67.21	45.89	556.40
Total Insurance	\$ 1,917.11	\$ 186.81	\$ 25.04	\$ 32.73	\$ 58.25	\$ 67.21	\$ 25,397.36	\$ 27,684.51
Licenses, Taxes & Fees							776.00	776.00
Meals & Entertainment							27.35	27.35
Miscellaneous	3.75							3.75
Office Supplies							405.73	405.73
Payroll								
Payroll Processing Fees	617.03	822.85	110.33	145.00	258.10	277.35	203.14	2,433.80
Payroll Taxes	2,662.82	3,566.77	478.35	622.42	1,107.80	1,280.19	1,358.19	11,076.54
Salaries & Wages	34,374.09	45,554.25	6,109.43	7,932.51	14,118.55	16,177.44	11,143.60	135,409.87
Total Payroll	\$ 37,653.94	\$ 49,943.87	\$ 6,698.11	\$ 8,699.93	\$ 15,484.45	\$ 17,734.98	\$ 12,704.93	\$ 148,920.21
Postage & Shipping	310.27	39.95					25.00	375.22
Printing and Publication			150.00					150.00
Professional Services								
Accountant							2,759.50	2,759.50
Attorney	500.00			5,940.00			500.00	6,940.00
Conf Service Provider	34,087.50							34,087.50
Other Professional Services	3,500.00			150.00				3,650.00
PR/Marketing	11,956.89							11,956.89
Total Professional Services	\$ 50,044.39	\$ 0.00	\$ 0.00	\$ 6,090.00	\$ 0.00	\$ 0.00	\$ 3,259.50	\$ 59,393.89
Rent & Storage	1,632.63	2,182.30	289.64	385.13	678.07	839.35	1,551.03	7,558.15
Technology	349.94	5,332.35					4,472.44	10,154.73
Telecommunications							640.00	640.00
Travel	3,234.58			591.65			150.72	3,976.95
Venue Fees	-1,500.00							-1,500.00
Total Expenses	\$ 97,506.77	\$ 65,299.34	\$ 7,787.21	\$ 16,270.89	\$ 16,824.42	\$ 19,451.33	\$ 50,947.41	\$ 274,087.37
Net Operating Income	-\$ 82,869.58	\$ 22,117.66	-\$ 3,265.19	-\$ 13,647.77	-\$ 13,855.02	-\$ 12,900.33	-\$ 49,416.70	-\$ 153,836.93
Net Income	-\$ 82,869.58	\$ 22,117.66	-\$ 3,265.19	-\$ 13,647.77	-\$ 13,855.02	-\$ 12,900.33	-\$ 49,416.70	-\$ 153,836.93

Association for Challenge Course Technology
Budget vs. Actuals: FY 2020-21
Current Month and Year to Date

	November				Year to Date			
	Actual	Budget	Variance from Budget	% of Budget	Actual	Budget	Variance from Budget	% of Budget
Income								
Income								
Other / Interest Income	297.96	401.00	-103.04	74.30%	1,530.71	2,005.00	-474.29	76.34%
Standard Income	47,281.97	61,000.00	-13,718.03	77.51%	118,719.73	213,948.00	-95,228.27	55.49%
Total Income	\$ 47,579.93	\$ 61,401.00	-\$ 13,821.07	77.49%	\$ 120,250.44	\$ 215,953.00	-\$ 95,702.56	55.68%
Total Income	\$ 47,579.93	\$ 61,401.00	-\$ 13,821.07	77.49%	\$ 120,250.44	\$ 215,953.00	-\$ 95,702.56	55.68%
Gross Profit	\$ 47,579.93	\$ 61,401.00	-\$ 13,821.07	77.49%	\$ 120,250.44	\$ 215,953.00	-\$ 95,702.56	55.68%
Expenses								
Advertising and Promotions		0.00	0.00		69.00	100.00	31.00	69.00%
Bank Fees								
Merchant Service Fees	887.09	1,740.00	852.91	50.98%	3,142.26	5,310.00	2,167.74	59.18%
Other Bank Fees			0.00		130.00	0.00	130.00	
Total Bank Fees	\$ 887.09	\$ 1,740.00	\$ 852.91	50.98%	\$ 3,272.26	\$ 5,310.00	\$ 2,037.74	61.62%
Continuing Education		0.00	0.00		5.00	2,000.00	1,995.00	0.25%
Dues and Subscriptions		0.00	0.00		0.00	0.00	0.00	
Employee Benefits	2,410.39	2,900.00	489.61	83.12%	12,174.62	14,500.00	2,325.38	83.96%
Insurance								
Conference Cancellation			0.00		1,776.64	0.00	-1,776.64	
Cyber Policy		0.00	0.00		1,287.00	1,287.00	0.00	100.00%
Directors & Officers		0.00	0.00		5,118.00	5,118.00	0.00	100.00%
Foreign Liability Insurance			0.00		2,500.00	0.00	-2,500.00	
General Liability		0.00	0.00		8,756.47	8,755.00	-1.47	100.02%
Office Property		0.00	0.00		585.00	585.00	0.00	100.00%
Professional Liability		0.00	0.00		7,105.00	7,105.00	0.00	100.00%
Volunteer Accident		0.00	0.00		0.00	939.00	939.00	0.00%
Workers Comp	118.47	150.00	31.53	78.98%	556.40	462.00	-94.40	120.43%
Total Insurance	\$ 118.47	\$ 150.00	\$ 31.53	78.98%	\$ 27,684.51	\$ 24,251.00	-\$ 3,433.51	114.16%
Licenses, Taxes & Fees			0.00		776.00	0.00	-776.00	
Meals & Entertainment	27.35	30.00	2.65	91.17%	27.35	150.00	122.65	18.23%
Miscellaneous	3.75		-3.75		3.75	0.00	-3.75	
Office Supplies		100.00	100.00	0.00%	405.73	900.00	494.27	45.08%
Payroll								
Payroll Processing Fees	333.60	215.00	-118.60	155.16%	2,433.80	1,075.00	-1,358.80	226.40%
Payroll Taxes	2,548.53	1,912.50	-636.03	133.26%	11,076.54	11,726.51	649.97	94.46%
Salaries & Wages	26,149.48	25,000.00	-1,149.48	104.60%	135,409.87	137,500.00	2,090.13	98.48%
Total Payroll	\$ 29,031.61	\$ 27,127.50	-\$ 1,904.11	107.02%	\$ 148,920.21	\$ 150,301.51	\$ 1,381.30	99.08%
Postage & Shipping	52.14	125.00	72.86	41.71%	375.22	825.00	449.78	45.48%
Printing and Publication	10.00	10.00	0.00	100.00%	150.00	5,540.00	5,390.00	2.71%
Professional Services								
Accountant	712.50	1,400.00	687.50	50.89%	2,759.50	4,400.00	1,640.50	62.72%
Attorney	495.00	0.00	-495.00		6,940.00	2,000.00	-4,940.00	347.00%
Conf Service Provider	11,362.50	22,000.00	10,637.50	51.65%	34,087.50	56,013.00	21,925.50	60.86%
Other Professional Services		0.00	0.00		3,650.00	500.00	-3,150.00	730.00%
PR/Marketing	11,956.89	0.00	-11,956.89		11,956.89	416.00	-11,540.89	2874.25%
Total Professional Services	\$ 24,526.89	\$ 23,400.00	-\$ 1,126.89	104.82%	\$ 59,393.89	\$ 63,329.00	\$ 3,935.11	93.79%
Rent & Storage	1,511.00	1,316.67	-194.33	114.76%	7,558.15	6,583.35	-974.80	114.81%
Technology	771.24	23,734.00	22,962.76	3.25%	10,154.73	36,466.00	26,311.27	27.85%
Telecommunications	320.00	329.00	9.00	97.26%	640.00	1,195.00	555.00	53.56%
Travel	591.65	3,700.00	3,108.35	15.99%	3,976.95	3,700.00	-276.95	107.49%
Venue Fees	-1,500.00	0.00	1,500.00		-1,500.00	5,000.00	6,500.00	-30.00%
Total Expenses	\$ 58,761.58	\$ 84,662.17	\$ 25,900.59	69.41%	\$ 274,087.37	\$ 320,150.86	\$ 46,063.49	85.61%
Net Operating Income	-\$ 11,181.65	-\$ 23,261.17	\$ 12,079.52	48.07%	-\$153,836.93	-\$104,197.86	-\$ 49,639.07	147.64%
Net Income	-\$ 11,181.65	-\$ 23,261.17	\$ 12,079.52	48.07%	-\$153,836.93	-\$104,197.86	-\$ 49,639.07	147.64%

PROGRAM PROPOSAL



Association for
Challenge Course
Technology

Program: Vendor Accreditation

Prepared by: Heather Brooks

CURRENT ISSUE

Request from the Board: Look at the issue of current vendors who are accredited for Install/Inspect - BUT have dropped their GL insurance. With a PL insurance policy they can Design, Inspect, Train, Certify but NOT install/repair/maintain.

PROPOSAL

The ACC recommends that the Board of Directors approve the following motion:

Effective January 1, 2021 that accreditation for Professional Vendor Members (PVMs) be permitted in the following categories for current Professional Vendor Members:

- Installation/Inspection/Training/Certification
- Training/Certification/Inspection
- Installation/Inspection
- Training/Inspection
- Training/Certification
- Inspection Only
- Training Only

These categories will be made available to new applicants pending approval by the Accreditation and Certification Committee of associated accreditation criteria for "Inspection only" type applicants. With this direction from the BOD, the ACC will coordinate the creation and approval of a policy to define each service category available for Accredited Vendor program. This policy will initially represent the current program requirements and will apply to existing PVMs, in-process applicants and new applicants.

This policy will represent Installation and Inspection as separate categories of service as well as Training and Certification categories. After the policy exists an ACC Task Force will further develop categories and their proposed requirements as needed. Insurance requirements for Accredited Vendors will be specific to the categories of service that the company provides. An Accredited Vendor shall be expected to maintain appropriate insurance for all categories of service they provide.

TIMELINE

- December 8, 2020- Received Board Request
- December 8, 2020- ACC Started Discussion
- December 8, 2020- Heather added suggested changes to Accredited Insurance Policy
- December 8, 2020- Board Motion created
- December 9, 2020- Draft Vendor Category Requirement Policy created

REVIEWED BY

- Accreditation and Certification Panel- 12-10-2020
- Vendor Accreditation Panel- (Wayne Berger) 12-09-2020
- ACCT Program Manager- 12-09-2020
- Program Board Liaison- 12-10-2020
- ACCT Executive Director- 12-10-2020
- ACCT Board of Directors- 12-16-2020

SUPPORTING DOCUMENTS & LINKS

- [Current Approved Insurance Policy](#)
- [DRAFT Accredited Vendor Category Requirements Policy](#)

COST

- N/A at the moment

Policy:

All ACCT members shall accurately represent themselves and their companies in accordance with the Code of Ethics document.

Purpose:

It is understood and expected that members of ACCT at every level strive to conduct business and interact with the highest good of the challenge course community in mind, including the clients, vendors, end users, and ACCT itself. The Code of Ethics serves to provide a frame of reference for members of ACCT and those served by the members. All ethical standards apply to vendors, practitioners, and program providers who hold membership within ACCT and to their staff, representatives, volunteers, and contractors. All members of ACCT are expected to follow the standard of ethical conduct as defined and detailed here. This code is not intended to establish a legal duty among ACCT members or to persons or entities served by ACCT members where one would not otherwise exist.

This document will...

1. Clarify the ethical conduct expected of members of the Association for Challenge Course Technology.
2. Support the mission and vision of the Association for Challenge Course Technology.
3. Establish ethical guidelines for professional behavior and business practices.
4. Provide a foundation for use in reviewing and addressing ethical concerns and complaints for the association membership.

ACCT Code of Ethics

A. Sales and Marketing

1. Members accurately identify their type of membership or accreditation with ACCT.
Example: whether an organization is a PVM or an Institutional member.
2. Members accurately communicate to clients and potential clients their certifications and accreditations relative to ACCT standards. *Example: Inspectors and/or Practitioners clearly communicating their level of certification or vendors communicating the practices for which they have been accredited.*
3. Members adhere to ACCT policies and guidelines for use of the ACCT logo. Example: obtaining written permission from ACCT for any and all use of the ACCT logo.
4. Members accurately identify their competence and professional experience as installers, inspectors, facilitators, trainers, and so on. This includes both vendors who sell services and employees who work for vendors and program providers.
5. Members accurately represent their level of education and training as well as licensure, if any. Example: contractor's license for organizations and individual credentials such as counseling degrees or similar.
6. Members market themselves in an accurate manner, this includes but is not limited to accurately identifying the types of services and programs they offer.
7. Members avoid false or unfair statements about competitors.

B. Competence

1. Members accept only work that fits within vendor/program provider's training/education, experience, and competence. Vendors and practitioners recognize when additional competence and expertise is needed and have a system in place to bring in the necessary core competence or expertise, or to refer out to a qualified vendor, program provider, or practitioner. *Example: installers who need additional engineering expertise or program providers who need additional professional training to provide corporate development programs.*
2. Members have systems in place to assess an organization's and individual's competence in order to properly assign responsibilities.
3. Members provide products and services that meet current ANSI/ACCT written standards. In cases where ANSI/ACCT standards may not apply, members utilize other applicable standards, regulations or commonly accepted practices that apply to the industry. *Examples: In a training participants are taught belay techniques that comply with AMGA accepted practice. If you are claiming the item was engineered, you can in fact produce both calculations and stamped drawings from an engineer (not just shop drawings).*
4. Members should follow manufacturer's guidelines for products or materials used. *Example: regular maintenance on engineered belay systems.*

C. Professional Responsibility

1. Members install, train, operate, and inspect according to current ANSI/ACCT and other applicable standards.
2. Members take reasonable steps to manage the risks associated with challenge course activities. *Example: An employer provides appropriate PPE in accordance with local laws and regulations.*
3. Members strive to maintain professional communication, interaction, relationships, and dealings with all stakeholders. *Example: one vendor talking to another about differences in interpretation of the ACCT standards. Stakeholders can include, but are not limited to, owners, creditors, clients, competitors, or peers.*
4. Members follow business practices that maintain or enhance the professional standing of the Industry. *Example: vendors and organizations providing documentation in a timely manner.*
5. Members demonstrate a commitment to be guided by the best interests of the program participants, client organizations, and membership of ACCT.
6. Members make a clear distinction between ANSI/ACCT standards, industry standards, and company or personal preferences.
7. Employers & Employees follow applicable laws related to employment and non-discriminatory practices.
8. Employers are aware of and make their employees aware of their legal rights.
9. Members recognize and appropriately address professional and personal conflicts of interest in their business practices.

D. Confidentiality and Protected Information

1. Members adhere to applicable laws and/or regulations within their jurisdiction with regard to legally protected information, including (but not limited to) copyrights, trademarks, and patents.
2. Members adhere to applicable laws and/or regulations pertaining to protected client information, including (but not limited to) medical or therapeutic information.

E. Management/Administration

1. Members follow commonly accepted ethical practices with regard to recruiting, hiring, training, supervising, and managing staff. *Example: vendors and practitioners accurately describe the work and benefits when recruiting employees; vendors and practitioners take corrective action with employees to ensure optimal training and performance.*
2. Members follow commonly accepted industry management and administrative practices. *Example: the use of contracts or annual inspections of challenge courses.*
3. Members adhere to all standards and/or requirements applicable to their ACCT membership. *Example: for a PVM, include record keeping for certification or inspections.*
4. Members adhere to industry standards for proper insurance coverage to protect employees, clients, and end users. *Example: carrying appropriate liability insurance as well as workers' compensation, where needed.*

F. Resolving Ethical Dilemmas

- Members are proactive in preventing ethical dilemmas through open communication with affected parties.
- members resolve ethical issues according to ACCT procedures.

ACCT has a Grievance and Mediation Procedure in place for organizations and individuals who cannot resolve ethical issues on their own. For more information or to request forms, please contact the Executive Director or any member of the Ethics Committee.

Grievance and Mediation Procedures

Many issues can be resolved with direct, open, and honest communication. The Grievance and Mediation steps described below are designed to help individuals and organizations who have not been able to resolve issues on their own. Participation in the grievance and mediation process does not preclude the right to legal recourse. Parties at any time may approach the Ethics Committee in an unofficial manner to get feedback about a situation or concern. The Ethics Committee reserves the right to not review a grievance. All information provided or gathered is considered confidential unless otherwise agreed upon or in violation of jurisdictional law.

This process applies directly to members of ACCT and those parties affected by them.

1. Communicate your concerns to the other person(s) or organizations involved in the dispute, and attempt to resolve the conflict. If unsuccessful, continue as follows.
2. Initiate contact with the Executive Director or any member of the ACCT Ethics Committee, and request a grievance form.

3. All grievances will be brought to the attention of the Executive Director and chair of the Ethics Committee.
4. The grievance is reviewed by the Ethics Committee and it is determined if it is under the purview of the committee.
5. If it is determined that the grievance is under the purview of the committee, a copy of the original grievance form including instructions is sent to the other party for response.
6. The Ethics Committee may implement timelines to the parties involved in the grievance.
7. The Committee reviews the responses and decides whether it can make a recommendation or if mediation is needed.
 - A. If needed, both parties should agree to mediation in writing.
 - B. If needed, a mediation team may be created by, and include at least one member of the Ethics Committee. Both parties must agree on the composition of the mediation team.
 - C. The mediation may be conducted by phone conference or in person, depending on the conflict/grievance and the potential harm delay could have on the outcome.
 - D. The intent of every mediation is to facilitate dialogue and potential resolution between the parties involved.
8. Documentation of the Grievance process.
 - A. Meetings related to Grievances will be documented in a general manner. Dates, times, attendance and general topic of discussion will be documented.
 - B. Grievances and supporting documents are filed and stored in a confidential manner available only to Ethics committee members and/or ACCT Executive Director.
 - C. All mediations will be concluded with both parties signing the Mediation Agreement Form that will document the mediation. This form will be signed even in the event that parties cannot come to an agreement. Once agreements are made, they are legally binding. Agreements cannot be forced.
 - D. Though it is the intent of mediation to resolve issues amicably, participation in the mediation process is not a waiver of the right to pursue litigation unless the parties so agree.
 - E. In the event that satisfactory resolution is not attainable during mediation, the mediation team may forward the grievance to the ACCT Ethics Committee. The Ethics committee then prepares a report to be given to the Board of Directors for further action.
 - F. A member of the Ethics Committee will follow up with both parties to ensure conclusion of the grievance. This follow up will be documented.
9. File paperwork at the ACCT office.
 1. All specific information and identifying characteristics of any conflict and its resolution will remain confidential to the involved parties, the mediation team, the Executive Director of ACCT, and the Ethics Committee.
 2. Document retention shall be filed in a confidential and secure location determined by the ED.

Summary

It is important to note that the ACCT Code of Ethics and Grievance and Mediation Procedure is a reference for ethical behavior and actions as well as a framework to help resolve conflicts and misunderstandings between parties associated with ACCT. Behaviors that are deemed by the ACCT Ethics Committee, the ACCT Board of Directors, or the Executive Director to violate the Code of Ethics may result in steps including dialogue with the organization(s) and/or individual(s) responsible for the behavior, with the intent of resolving any ethical misconduct or perception of misconduct. In the event that resolution cannot be reached, ACCT may take action depending on the ethical misconduct.

DRAFT

Policy:

To qualify for and maintain Professional Vendor Member (PVM) status, the company shall have personnel who meet the minimum experience requirements for the service area(s) for which they are accredited. (i.e. Installation, Inspection, Training, Certification)

Purpose:

To outline the minimum experience requirements for PVM accreditation.

Requirements:

All Accredited Vendor applicants must:

- Have been in business for at least one year.
- Have been a Business to Business member of ACCT for at least a year
- Have insurance appropriate for the services being offered and in the location services are being provided. Reference the ACCT Insurance Policy (Guidelines) as appropriate; may not apply to all international vendors
- Have a demonstrated understanding of ACCT Standards having been actively involved in the industry for an extended period of time.
- Demonstrate in-depth knowledge of a wide variety of course designs, techniques, equipment, materials, and systems.
- A letter of reference written by an ACCT PVM who is familiar with your company's services. This narrative should include a reference to your knowledge of and compliance with ACCT Standards in relation to accreditation categories being applied for.
- Have at least one person (owner or employee) who meets the minimum Qualified Course Professional (QCP) guideline in each service area for which they are applying for accreditation.
- Provide current resumes and portfolios for employees that meet QCP requirements for each category of accreditation.

Installation

- Work at height plan for employees
- Quality Assurance Program including installed components
- At least one person employed with 200 builder days
- At least one full time employee who meets the QCP requirements for Installer
- Provide evidence that all installations are approved by a Designer that meets QCP.

- A current inspection report for a recently built course which demonstrates that installations meet the ANSI/ACCT Standards. The inspection report should be representative of your current best installation practices. This inspection report should be conducted by an ACCT PVM using their senior inspection staff and with the knowledge that it will be used for the PVM preliminary application process. It should be a full tactile inspection and should include additional narration about your installation and inspection practices as compared to the general PVM pool. Course must have been built for a client.
- Attach contacts for the past five Installations, along with descriptions of each installation
- A process for commissioning new or modified courses
- Provide written criteria for staff members who perform installations for the company.

Inspection

- Work at height plan for employees
- Quality Assurance Program including inspection processes
- At least one person employed with 200 builder days
- At least one full time employee who meets the QCP requirements for Inspector
- Professional and Acceptance Inspection process and report formats
- Employee practices related to employee competence and employee supervision
- Provide the written criteria for staff members who perform inspections.

Training

- Work at height plan for employees
- Quality Assurance Program including training processes
- At least one person employed with 200 trainer days
- At least one full time employee who meets the QCP requirements for Trainer
- A current peer review report for your training services that is representative of your current best practices. This report should be conducted by an ACCT-PVM using their senior staff and with the knowledge that it will be used for the PVM preliminary application process. It may be the result of a site visit where an actual training session was observed, or it may be a review of your training materials and should include additional narration about your training practices as compared to the general PVM pool.

- Attach contacts for the past five trainings, along with descriptions of trainings (including length of the trainings and number of students)
- Provide evidence that all training manuals, curriculum, syllabi, evaluation and marketing materials related to the company's training services meet the ANSI/ACCT Standards.
- Provide written description of adaptations the company has made to accommodate people with disabilities. Examples could include adaptations for people with physical disabilities and/or learning disabilities.
- Provide written criteria for all staff members who train facilitators and operators.

Certification

- Have been an accredited for Training prior to applying for Certification
- Work at height plan for employees
- Quality Assurance Program including certification processes
- At least one full time employee who meets the QCP requirements for Certification **Trainer/Tester**
- Provide evidence that all training manuals, curriculum, syllabi, written and practical tests, evaluation and marketing materials related to the company's training services meet the ANSI/ACCT Standards and ACCT Practitioner Certification Standards.
- Provide written description of adaptations the company has made to accommodate people with disabilities. Examples could include adaptations for people with physical disabilities and/or learning disabilities.
- Provide written criteria for all staff members who conduct certification testing.