



MINUTES for Virtual F2F Board Meeting 12 April 2021

Meeting Logistics:

04/12/2021 Morning Session: 9:30am – 12pm Mountain Time

Afternoon Session: 2pm – 4:30pm Mountain Time

Location:

Zoom Meeting

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

Meeting ID: 825 667 7745

MORNING SESSION | 9:30am-12:00pm Mountain Time

ATTENDEES

Presiding Officer:

Carson Rivers – **Chair**

Board Member Attendees:

Rohan Shahani – **Vice Chair**

Korey Hampton – **Secretary**

Cameron Annas – **Treasurer**

Bahman Azarm – **Member**

Victor Gallo – **Member**

Keith Jacobs – **Member**

Connor James – **Member**

Billy Simpson – **Member**

Shawn Tierney – **Executive Director**

Quorum?

Yes

No

Guests:

None

Meeting called to order at 9:33 AM Mountain Time by Carson Rivers.

Welcome Guests & Housekeeping (Carson Rivers)

Reading of the ACCT Mission Statement (Keith)

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.

Reading of the ACCT Anti-Trust Statement (Keith)

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 (Carson)

Motion:	Review and approve the meeting agenda
Made by:	Cameron
Seconded by:	Keith
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 (Carson & Korey)

Motion:	Approve minutes from meeting held March 17 th , 2021.
Made by:	Keith
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

Executive Director's Report (Shawn) See attached ED Report to the BOD

- March Financials
- PPP Funding
- 990 Tax Return
- FY22 Budget
- 2021 COI's (per Billy, there are still some that need to be reviewed, and he will keep us posted on their progress)
- Employee & Volunteer Tech Use Policy
- Membership Metrics
- International Committee Meeting
- Staff Reports
- Other ED Tasks
- 2022 Conference

Treasurer's Report (Cameron)

- Brief Updates: We are in solid financial shape, in part because of the PPP money we have received. We should consider exploring additional revenue streams as we move forward, since in-person conference has been such a large part of our association's income in past years.



Hubbell Advisory

- The BOD discussed the current situation with Hubbell, particularly how to give direction to our membership while acknowledging that this is an evolving situation, and that we are still gathering information.
- Also discussed who or what group should craft and/or review our public response.

ACTION ITEM – (Victor) Reach out to TIRE to set up a meeting with key people to solicit their input

ACTION ITEM – (Shawn) Confirm that the second Hubbell statement was published on our social media outlets

Consensus Group Secretary (Connor) See attached draft of Consensus Group Secretary position for approval. Re-confirmed that the Board has approved this to be a volunteer position.

- Update on Job Description

Motion:	Approve Job Description for Consensus Group Secretary.
Made by:	Rohan
Seconded by:	Bahman
Discussion:	none
Vote:	In Favor – Rohan, Korey, Cameron, Bahman, Victor, Connor, Billy Opposed – none Abstaining – Keith, Carson abstains as Chair
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

- Next Steps: As the CG liaison, Connor will spearhead the forming of a task group to assist with hiring and training of the new Secretary. Moving forward we need to publish the position opening, publicize the requirements, and put out the volunteer application.

ACTION ITEM – (Connor) Let Consensus Group know that the CG Secretary job description has been approved and let them know we will look to them to assist with some aspects of the job search process.

ACTION ITEM – (Shawn) publicize the job CG Secretary opening in all the appropriate ACCT channels.

Affinity Group Name Changes (Shawn)

- Educational Use Affinity Group wants to become Facilitated Use

Motion:	Approve request from Educational Use Affinity Group to change their name to the Facilitated Use Affinity Group.
Made by:	Billy
Seconded by:	Keith
Discussion:	none
Vote:	In Favor – Rohan, Korey, Cameron, Bahman, Victor, Keith, Connor, Billy Opposed – none Abstaining – none
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



- Universal Design Affinity Group wants to become Universal Design, Accessibility, and Inclusion Affinity Group

Motion:	Approve request from Universal Design Affinity Group to change their name to Universal Design, Accessibility, and Inclusion Affinity Group.
Made by:	Billy
Seconded by:	Keith
Discussion:	none
Vote:	In Favor – Rohan, Korey, Cameron, Bahman, Victor, Keith, Connor, Billy Opposed – Abstaining – Carson abstains as Chair
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

ACTION ITEM – (Shawn) Communicate with both groups to inform them of their respective changed names and ensure that the updates get made in any necessary places on the website or other places where their name appears.

Recess (Carson)

Motion:	To recess until 2:00pm.
Made by:	Cameron
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

AFTERNOON SESSION | 2:00pm-4:00pm Mountain Time

ATTENDEES

Presiding Officer:

Carson Rivers – **Chair**

Board Member Attendees:

Rohan Shahani – **Vice Chair**
 Korey Hampton – **Secretary**
 Cameron Annas – **Treasurer**

Bahman Azarm – **Member**
 Victor Gallo – **Member**
 Keith Jacobs – **Member**

Connor James – **Member**
 Billy Simpson – **Member**
 Shawn Tierney – **Executive Director**

Quorum?



- Yes
 No

Guests:

None

Meeting called to order at 2:01 PM Mountain Time by Carson Rivers.

Welcome Guests & Housekeeping (Carson Rivers)

Continuation of any Morning Session (As Required) Shawn reports that he spoke with Scott during the break, and he had already begun crafting a statement. The BOD can review and kick to TIRE only if still necessary.

Leadership & Nominations Committee (Rohan)

General Update & Discussion:

- They are currently working on revising the TOR and will submit for approval once updated. Factors they have discussed are “how many people”, making the committee sustainable (avoiding burnout).
- They have 4 current members and have put together a description of what they are looking for in incoming members.
- They are discussing a list of issues/subjects they want to get involved with, and then propose to the BOD. This is what they see so far: 1. Support Membership Group and PR & Marketing 2. Production of educational materials such as: how to fill out a Board report, what are TOR, a “new chair” packet, supporting and coordinating with staff 3. Developing a mentorship program: taking experienced volunteers and pairing them up with new volunteers as “shadows”. 4. Support the nomination and election process. Administer the election alongside the staff.
Discussion was had around Board support for these ideas. Recognized that these are lofty, time-heavy goals. Perhaps ask them for their list of priorities and timeline to avoid burnout.

Accreditation & Certification Committee (Korey)

- Administrative Reviewers (AR's) for Vendor Accreditation: The ACC and the ACCT staff have requested the ability to refine the qualifications for AR's, and gain clarity on who/what group is responsible for hiring, supervising, and terminating those staff.
- Discussion including clarifying that these are staff positions, and therefore should be under the direction of staff.
- Additionally, the BOD requests that the ACC propose a job description for the AR's (the ACC can craft it themselves or delegate it to an appropriate sub-group of the ACC) and submit it to the BOD for approval so that the hiring of additional AR's can begin soon.

ACTION ITEM – (Korey) Relay the request for a draft AR job description to the ACC

- There was further discussion regarding the ACC's questions about insurance requirements for programs (presented originally at the 2021.03.03 meeting) and how to best continue to address their concerns and research possible alternatives.



ACTION ITEM – (Korey) Revise and re-share (with Keith and Bahman) the letters drafted to the IRMC and International Committees

ACTION ITEM – Make this insurance topic a focus of a future BOD meeting and invite one or more representatives from IRMC, International Committee, and ACC (and potentially Robert Monaghan) to a future BOD meeting, possibly 2021.05.19.

- Strategic Goals for programs – The ACC requested clarity on strategic goals for current and future programs in the ACC. Discussion included the following:
 - It is the opinion of the BOD that the primary focus of any program should be to influence and improve the overall safety of the industry, by encouraging improvement in the segment of the industry that the program serves. Potential ways to evaluate this metric could include reviewing industry-wide loss runs. However, in the absence of comprehensive data, this could be considered more of a goal or “aspiration” of the program and may be used primarily to guide policy decisions.
 - Second, the program shall be at least financially self-sustaining (aka net neutral) and shall bring in revenue whenever possible or feasible. Discussion centered around generating and/or presenting an ACC-specific financial report at their meetings periodically, so that this metric can be tracked and evaluated appropriately.
 - Lastly, the BOD’s perspective is that in the creation of programs and qualifications/requirements for those certifications and accreditations, quality of participants/organizations should be favored over quantity. However, where possible we want to take actions that promote accessibility to a wider audience. Effort should be made to educate participants and potential candidates, and also to encourage their professional development to improve participation. Discussion on this topic included supporting the marketing efforts of programs, including informing the membership and the general public about the value of these programs.

ACTION ITEM – (Korey) Relay this to the ACC and draft a written response to their request for BOD approval.

Meeting Closing (Carson)

Motion:	Motion to 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 4:33 PM Mountain Time



To: ACCT Board
From: Shawn Tierney, Executive Director
Date: 4/8/21

RE: April Board Report

Summary

March Financial Statement

The March monthly financial statement is in the Finance Drive (Finance - FY21 Financial Planning – Monthly Statements and Financial Reports). The current projected deficit for FY21 is \$28k, which is down significantly from the \$154k approved by the BOD in June 2020.

PPP funding

ACCT received a second round of PPP funding in February, bringing the total received in FY21 to \$122,800. I have completed the loan forgiveness application for the first loan received in July, 2020, and the application has been approved, and the first loan for \$61,400 has been forgiven. See confirmation notice in the meeting folder.

990 Tax Return (for the fiscal year ending June 30, 2020)

The 990 was filed with the IRS via certified mail on March 30.

FY22 Budget

I have a first draft of a FY22 budget, and have shared it with the budget group from the finance committee. The draft is based on a scaled back 750-person event in Cleveland. The projected FY22 deficit at this early stage is (-\$35,000). The next meeting of the budget group is on 4/16 at **1pm MST**.

2021 COI's

The notice for collection of 2021 COI forms went out to all volunteers in early February, and the office is tracking returns on a spreadsheet prepared by the office manager (which was placed in the BOD meeting folder on the 3/3 mtg). At the date of this report, we have a total of 120 COI's returned, and it appears that all currently known volunteers have completed COI's at this point, but this will be verified in the next week.

Employee and Volunteer Tech Use Policy

Comments from the one BOD member who commented on this document have been resolved and the policy is ready to be distributed following the virtual BOD mtgs.

Membership metrics / revenue from FY19, 20, 21

Prepared by the Office Manager and ready BOD review during the April virtual meetings.

AIC

Here is the agenda from the April 8th International Committee Call:

AGENDA FOR MEETING ON 8TH April 2021 BETWEEN AIC AND SHAWN

- Updates from Shawn on the directions of BOD
- Updates from AIC on courses of actions proposed to be taken as follows:
- 1st International dialogue on 30th April 2021
- Responses from International Members
- Setting up the zoom call at 2 separate times - 4am EST and 10am EST
- Colin being host for the 4am and Pavel being host for the 10am session
- The possibility of the on-line (Zoon) regional conference in late October 2021. Two ½ days total)

I plan to attend both calls on 4/30 (2a.m. MST for the SE Asia call, and 8a.m. MST for the Latin America call) BOD members are both welcome and encouraged to attend these calls.

Staff Reports

In meeting folder.

Tasks Assigned to the ED by the BOD in Asana – Completed or Pending Final Approval

- Send ACCT Academy survey to BOD
- Approve Universal Affinity Name change (pending)
- Approve Educational Use Affinity Name change (pending)
- Approve tech use policy (pending)
- Provide Membership info by category (including revenue) to BoD via slack, report to include member tracking by category for FY19, FY20, FY21
- Verify that 2021 COI process is complete (pending)

Secretary Job description:

Summary of Position:

The ANSI/ACCT standard Consensus Group (CG) is the body responsible for the approval of standards under the ANSI Accredited Procedures. The Consensus Group is made up of 15 people from a balanced selection of materially affected parties in the industry. The Secretary position is a critical support person for the group, ensuring that the work of the CG is accurately recorded, maintained, and shared with the public and affiliated persons, as applicable.

As required by section 3 of the document *Procedures for Organization, Development, and Maintenance of Challenge Course Standards by the Association for Challenge Course Technology (ACCT), approved 2/2020*, the Secretary is provided by the Secretariat (ACCT Board of Directors).

This is a part-time volunteer position with some flexibility in work hours. This is a remote position, with a potential for 1 in person meeting annually; associated travel expenses reimbursed.

Key Attributes of CG Secretary

A Secretary is:

- Dependable - Able to attend all meetings and serve as a consistent support person for CG officers and the CG as a whole, and follows through on assigned tasks in a timely manner;
- Organized - Excellent at record keeping, version control, and file sharing as pertains to minutes, agendas, draft & final versions of document, and other administrative tasks and file structures;
- Communicative - Strong communication skills, able to recognize the varied communication needs of CG members and industry subject matter experts;
- Objective - As described by *Robert's Rules for Dummies*, the ability to refrain from editorializing is a key attribute of a successful secretary.

Responsibilities:

The following is a descriptive list of responsibilities, typical of a Secretary working with the CG. Other duties, as assigned, may be required.

● Communication Coordination

- Work with ACCT staff and other parties as needed to advise the industry of CG meetings, projects, and applicable materials. Some duties could include:
 - Coordinate web postings
 - Post meeting announcements, agendas, and minutes
 - Post and advertise public CG materials and projects, including press releases
 - Publish openings for membership as directed
- Communicate with CG members as assigned. Some duties could include:
 - Send meeting announcements/invites to CG members
 - Send out pre-meetings communications including files and agendas

- Following up post-meeting on tasks assigned to various CG members and support persons
 - Provide Administrative Updates during meetings as requested, including any communication with stakeholders and other interested parties.
- Act on behalf of, and under the direction of, the CG as the ANSI Standards Process Support person (below for details)

- **Record Keeping & File Structure Support**

- Assist the Chair and Vice Chair of the CG in development and maintenance of key meeting and scheduling documents/files. Some items could include:
 - Agendas
 - Calendars
- Record meeting minutes & maintain roll call of meeting attendance; record motions and the results of any votes that occur.
- Maintain accurate records of draft documents & final versions
 - Maintain accurate version history of draft documents
 - Ensure final versions are posted in the appropriate places (and drafts are archived)
 - Maintain files and file structures
- Correspond with ACCT staff as needed. Some items could include:
 - Coordinate reimbursements
 - Support scheduling of face-to-face meetings
 - Other duties as assigned as by chair

- **Logistical and Executive Support**

- Support the Chair and Vice-Chair as requested or assigned
- Coordinate meeting logistics and meeting space(s)
- Bring necessary material to the meetings
- Ensure Quorum is met at meetings
- Manage self and responsibilities with succession planning in mind to ensure information is not lost

- **ANSI Standards Process Support**

- Become familiar with the “Procedures for Organization, Development, and Maintenance of Challenge Course Standards by the Association for Challenge Course Technology (ACCT)”. Some actions could include:
 - Work with the CG & Secretariat to ensure this document is followed in all

matters, as applicable.

- Support the CG to ensure the document is updated annually as required by ANSI.
- Supports the CG in its responsibilities (section 2.3 of the Procedures document). Some actions could include:
 - Communication received or sent through the published comment portal will be part of the Administrative Update presented to the CG at meetings.
 - Draft and send ballots upon request. Accurately record and communicate the results.
- Collaborate with the Secretariat and the CG in regards to Committee Membership (section 4 of the Procedures document). Some actions could include:
 - Corresponding with the Secretariat and applicable ACCT staff, or other publication personnel, regarding membership vacancies.
 - Receiving, sharing, and filing applications for vacant positions.
 - Corresponding with applicants as to the status of their application.

Qualifications and Preferred Competencies

A qualified person will meet the following criteria, or have relevant alternative experience to substitute year for year:

- A degree from an accredited college or university, preference given to degrees related to administration, technical writing, policy, or related fields.
- At least 1 year of experience working as a secretary or administrative assistant, in either a paid or volunteer position.
- Computer literate, including experience with these or similar applications: Microsoft Office programs, Google Drive, Slack, email and online calendars, video/web conferencing tools.
- Able to attend a remote (phone & web based) monthly CG meeting (currently occurring the 1st Wednesday of the month in the early afternoon MST), and remote meetings with CG leadership to prepare for said meetings. Workload will fluctuate based on CG projects, and will average <8 hours a month.
- Because this position is required to work for the CG, in conjunction with paid ACCT staff and the ACCT Board of Directors, it is ideal if the selected person is not also a member of these groups or staff positions.

The ideal person will also:

- Be a member of ACCT in good standing;
- Be methodical, with a good eye for detail;
- Be well organised, with an orderly mind;
- Complete work in a timely manner, including dealing promptly with correspondence;
- Bring objectivity to the proceedings, ensuring all sides of a discussion are recorded;
- Respect confidentiality;

- Work closely with the CG leadership;
- Have knowledge or experience of committee procedures;
- Have knowledge or experience with the ANSI/ACCT standard and the process an ANSI standard goes through in being developed, maintained or changed.