



MINUTES for Regular Board Meeting May 19th, 2021

Meeting Logistics:
05/19/2021 7:30am Mountain Time

Location:
Zoom Meeting
<https://zoom.us/j/8256677745>
Meeting ID: 825 667 7745

ATTENDEES

Presiding Officer:

Carson Rivers – **Chair**

Board Member Attendees:

Rohan Shahani – **Vice Chair**
*Joined at 7:47am
 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 7:33 AM Mountain Time by Carson Rivers.

Welcome Guests & Housekeeping (Carson Rivers)

Reading of the ACCT Mission Statement (Connor)

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 (Connor)

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:	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

Approval of Previous Meeting Minutes (Carson & Korey)

Motion:	Approve minutes from meeting held May 5 th , 2021.
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

Executive Director's Report (Shawn) see report

- April Financials
- FY22 Budget
- October Face to Face
- Finance Committee Meeting (5/19)
- ACC Meeting (5/20) – Shawn, Cameron, Carson, and two (2) Finance Committee members will join the meeting
- Conference Presenter Agreements
- New Member Campaign
- International Calls

Discussed the possible financial benefits of hiring a marketing firm to promote and advertise conference, since increased attendance could amount to a significant financial difference that would cover that cost.

Rohan joined at 7:47am

Treasurer's Report (Cameron): The Finance Committee is still working on the draft budget. They are also discussing strategies to minimize the budget for conference, and how we could avoid paying a



large attrition bill, that could realistically be \$75K. Discussing things like reduced registration for staying at the hotel, discounts for new members, etc.

October Face to Face Board Meeting (Carson)

- Confirm New Dates – Conference hotel can't accommodate us on the dates we scheduled because of a home football game. Propose moving it travel 22nd and 25th, meet 23rd and 24th. All in attendance today can do those dates.

ACTION ITEM – Korey: Follow up with Billy to confirm that those dates work for him.

Accreditation and Certification Committee's (ACC) Insurance Questions (Korey)

- Letters were distributed, via their respective liaisons, to the Insurance & Risk Management (IRMC) and International Committees (IC) requesting feedback by June 15th. They have no new input at this time.

ACTION ITEM – Korey: Follow up with ACC to find out what they would propose in lieu of requiring proof of insurance from individuals seeking ACCT certification (i.e. ICE).

The BOD continues to maintain that altering the insurance requirement is a significant move that would increase the liability exposure of the Association and should ultimately be a BOD decision. Discussed getting all parties on a call together to facilitate communication. Representatives from each committee (IRMC, IC, ACC) should prepare their position for discussion on the call.

ACTION ITEM – Korey, Bahman, Keith: invite representative(s) from their respective Committees to speak on behalf of their Committees at the BOD meeting on June 16th.

Executive Director Transition Planning (Carson & Rohan)

- Development and Release of a Board Statement – Rohan is working the draft with Matt Marcus, Chair of the PR and Marketing Committee.

ACTION ITEM – Rohan: present a draft statement for review at the 6/2/22 BOD meeting.

Standards Development (Connor, Victor, and Shawn)

- Update on Consensus Group Secretary job description: The job posting should be ready to go out. Discussion was had about if there are any pieces/responsibilities of the overall job description that should be delegated to staff, Shawn will advise on that moving forward. Applications for the position should be provided for the Board to review, and that candidate should be voted on by the BOD because the way this position is set up, this person is officially provided by the Secretariat (the BOD). The CG is willing and able to have representatives on the Task Force that interviews applicants, so they can have some level of input. If the job is posted soon, and given a 30-day window for applying, that would put the application deadline around the June 21-25th timeframe, meaning that they should be ready for review at the July 7th BOD meeting.



ACTION ITEM – (Shawn & Connor) Shawn will send out the job posting announcement and create the application structure for that. Connor will make sure that applications get into a folder for the BOD to review prior to the meeting.

- Update on development of a document outlining responsibilities that should remain with ACCT Staff. Connor can talk with Shawn and Scott to flush this out. They'll get on a call next week.

ACTION ITEM – (Connor) consult with ED and Policy Director and outline any responsibilities that should go to the staff, and propose that to the BOD for review at the June 16th meeting

- ANSI Audit Preparation – we are due to have this done in 2022. BOD members need to read and review the report from the last audit, to be informed and prepared.
- Consensus Group (CG) Process and Progress – the next CG meeting is June 2nd 12pm MST and this is an extended meeting. If someone wants to attend a CG meeting (all are invited), they just need to request an invite. Discussion followed regarding the CG process for addressing comments.
- Concerns from TIRE – there is a perception that response time is delayed, and they are requesting more timely feedback.
- Next Steps – encourage and/or facilitate direct communication between CG and TIRE to address concerns. Discussed having BOD members listen in on this and future CG meetings.

ACTION ITEM – (Korey) post all upcoming CG meetings on the Board calendar and include link to request an invite.

ACTION ITEM – (Victor) encourage Rich to listen in on the next CG meeting

Discussion was had around the idea of having a regularly scheduled meeting of Committee/Group Chairs that are involved with standards writing process, potentially facilitated by a third party (a BOD member for example).

ACTION ITEM – (Connor and Victor plus Carson) have a small group meeting of interested BOD members and create an agenda for a meeting with representation of leadership in TIRE and CG.

- Carson – Reminded the BOD that all members are encouraged to suggest agenda topics for meetings, whether they be new business or ongoing issues that need continued attention.

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 9:22 AM Mountain Time.

APPROVED



To: ACCT Board
From: Shawn Tierney, Executive Director
Date: 5/17/21

RE: May Board Report

Summary

April Financial Statement

The April 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.

FY22 Budget

A first draft of the FY22 budget is currently being reviewed by the finance committee. The draft is based on a scaled back 750-person event in Cleveland.

October F2F BOD meeting

It appears we will need to find new dates for the October BOD meeting, as the host hotel does not have availability for the original dates chosen by the BOD.

From Melissa:

I wanted to pass along some information re: a F2F in Cleveland in hope you could discuss with the rest of the BOD on your upcoming call tomorrow. Unfortunately, the host hotel doesn't have availability for your requested meeting dates (10/20 arrival - 10/22 departure) as they are sold because of a Cleveland Browns home game.

They **could** accommodate that same week anything between Sunday arrival 10/17 and Thursday departure 10/21. The hotel is so close to the Browns stadium they serve as a host for the away team. Thus, we need to avoid when there will be home games. I'll list those below.

- Sunday 9/19
- Sunday 9/26
- Sunday 10/17
- **Thursday 10/21**
- Sunday 10/31
- Sunday 11/21
- Sunday 12/12
- Sunday 1/9

That said, I told them I would come to you to see if there was any flexibility with meeting earlier that week OR if you had other dates that could work for the group that I can check on availability for. Let me know what direction you want to go!

We do have a concession in our group contract for 2022 conference for them to offer 16 sleeping rooms at our conference rate for a F2F BOD meeting up to 6 months prior to our annual during mutually agreed upon dates.

5/19 Finance Meeting

The Finance Committee has 2 new members, and I will join their call to discuss the following information:

Agenda: May 18, 2021 10 am EST

- 2022 Proposed Budget
 - Proposed working budget.
 - 1st discussion at May 18th meeting.
 - Responses/answers from board follows.
 - June 15th committee meeting: committee approval.
- Project: Membership Dues
 - Explore and analyze Membership Dues being split out of current PVM Dues, and PVM Dues being a separate Accreditation Dues (\$1,950 current dues) – Deadline June 1st 2021
 - Need more information. Would breakout be for internal accounting or is it outward facing change? One flat accreditation fee or should PVM's pay fee for each service they offer (building, inspection, training, etc.)
- Project: Cleveland Conference Attrition
 - Currently contracted for 1300 rooms (this is 80%) and based on 2020 attendees / hotel room nights ratio we would land at 950 hotel room nights with a 750-attendee conference in 2022 – Deadline July 1st 2021
- Additional Resources Discussion
 - When does the Association look to spend money and invest in resources?
- Membership Metrics
 - Review Membership Metrics Monthly –
- Audit
 - Explore options and get estimated costs to build into the FY22 Budget – Deadline June 1st 2021
 - The intention is to build the audit into the '22 budget and execute after the '22 conference if the budget can accommodate it.
 - Greg, Jen, Brian could secure quotes but we will need a scope of work for apples to apples quote.
 - Why are we planning a full-scale audit? Is it necessary? Would a review only suffice?
- Project: Review Financial Policies and Procedures Document

- Review and finalize commented document (Shared via Drive) from the BOD
 - Deadline July 1st 2021
 - Cheyne and Brian will review the boards comments and bring thoughts to next committee meeting, May 18th.

- April '21 Financials Review

April reports:

Working annual budget:

- Project: Review TORs
 - Ensure committee members are in agreement, and priorities are accurate – Deadline September 1st 2021. No action yet. Unclear to committee if TOR's were officially adopted by board - needs clarification.

5/20 ACC meeting

The ACC has requested a meeting with the budget group to review and understand the financial components of credentialing programs- i.e., profitability, historical overview, and how revenue and expenses are calculated and accounted for in the ACCT budget. Providing the overview will be myself, Cameron, Carson, and Cheyne.

Conference Presenter Agreements

The Virtual conference presenter agreement is getting updated (addressing ownership of content, and checking with presenters to see if they will allow their content to be housed in ACCT Academy), and the Cleveland conference presenter agreement is getting updated to addressing both ownership of content, and whether presents will be willing to have their content monetized with a possible revenue share.

New Member Campaign

John and I attended a call with Higher Logic (our automated marketing platform) to gather ideas and best practices for setting up new member campaigns. We are hoping to launch the campaign on July 1, targeting a list of non-member B2C's. The membership workgroup will be assisting with the drafting of content.

International Calls

The second of our monthly international calls will be held on May 31. The SE Asia call will be at 2am MST, and the Latin America call will be at 8am MST. The Zoom call links will be established this week, and will be sent to both Colin and Pavel.