



# MINUTES for Regular Board Meeting June 16<sup>th</sup>, 2021

Meeting Logistics:  
06/16/2021 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**

Bahman Azarm – **Member**

Billy Simpson – **Member**

Korey Hampton – **Secretary**

Victor Gallo - **Member**

\*Dropped at 9:15am MST

Cameron Annas - **Treasurer**

Keith Jacobs - **Member**

Connor James – **Member**

Shawn Tierney – **Executive Director**

### Quorum?

Yes

No

### Guests:

Erik Marter  
Melissa Webb  
Heather Brooks  
John Voegtlin  
Micah Henderson  
Colin Caines  
Kennerly deForest

Meeting called to order at 7:32 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)

<b>Motion:</b>	Review and approve the meeting agenda
<b>Made by:</b>	Keith
<b>Seconded by:</b>	Victor
<b>Discussion:</b>	None.
<b>Vote:</b>	In Favor – N/A Opposed - 0 Abstaining - 0
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

#### Approval of Previous Meeting Minutes (Carson & Korey)

<b>Motion:</b>	Approve minutes from meeting held June 2nd, 2021.
<b>Made by:</b>	Keith
<b>Seconded by:</b>	Connor
<b>Discussion:</b>	None.
<b>Vote:</b>	In Favor – N/A Opposed – 0 Abstaining – 0
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

#### ED Report (Shawn) (see "2021-06-16 REPORT\_ED TO BOD" file)

- Updated the draft budget to reflect a projected conference attendance of 1,000 people. Added a few line items that have been discussed since our last meeting, in preparation for today's vote.
- PPP forgiveness may not show up in time to be recorded on this year's budget, which will make the FY21 deficit look greater, and the FY22 deficit look flatter.

#### FY22 Budget (Shawn & Carson)

<b>Motion:</b>	Approve the proposed FY22 budget.
<b>Made by:</b>	Rohan
<b>Seconded by:</b>	Bahman
<b>Discussion:</b>	None
<b>Vote:</b>	In Favor – Rohan, Korey, Bahman, Victor, Keith, Connor, Billy



<b>Motion Carries:</b>	Opposed – none
	Abstaining – Carson
	<input checked="" type="checkbox"/> Yes
	<input type="checkbox"/> No

**Insurance Considerations for ACC Programs (Korey & Carson)**

- Micah presented a document summarizing the ACC's position (see the file: "ACC Position on Insurance"). The ACC agrees that providers of services should carry appropriate insurance, that all accredited organizations should be required to provide proof of insurance, that insurance requirements should be developed by the IRMC and approved by the BOD (the ACC requests the ability to give input), and that the ACCT should have protections in place to protect the organization.
- The ACC has concerns about potential market confusion resulting from the appearance of endorsing a service provider versus credentialing the knowledge of an individual, concerns that the current approach only allows certification to be valid when an individual is employed (and cannot be easily transferred to multiple employers), and concerns about the problematic nature of insurance requirements as they relate to non-US based individuals/companies.
- The ACC would like to find a different strategy moving forward, especially as new certification programs are being developed within the ACC.

Discussion was had about any possible parallels with other organizations like NAARSO or AIMS. Reiterated that the BOD is also not in favor of dropping insurance requirements. Discussed some of the current difficulties with, and possible strategies to improve, the administrative burden of the insurance verification process, as well as various other ideas for a different type of process that still assures that providers are carrying appropriate insurance, protecting the ACCT, and providing better clarity to the general public. For example: requesting individuals include contractual language protecting ACCT, making certifications valid only while the provider is insured, educating end user to ask for proof of insurance, removing company names from list of certified individuals, separating the exam registration process from insurance verification process, indemnification provisions, and having ACCT ask for the insurance of provider (with OR reports submitted to ACCT). Discussed challenges with some of these strategies, and the potential need to consult legal counsel before any major changes are made to the process.

Further discussed the work that has been done on international insurance waiver, how it limits the provider to a certain geographical area, and how it can seem to cause confusion, barriers to entry, and restrict international members from performing services in multiple non-US countries. Suggestion was made that the IRMC (Insurance and Risk Management Committee) could help with evaluating waiver requests.

**ACTION ITEM** – Request that the ACC develop a list of strategies, processes, and/or ideas that the BOD can evaluate.

**ACTION ITEM** – BOD should also consider 'creative' solutions and ideas, and continue this conversation moving forward. Additionally, attend international member calls, when possible, to gain perspective on that part of the issue.



**ED Search** (Rohan): Reminded the BOD that the draft task force announcement and proposed timeline files are in the meeting folder for our review.

**Oct Face to Face Meeting Logistics** (Carson)

- Oct Face to Face logistics: meeting date is finalized, and BOD can begin to plan their travel.
- Future Board Meeting Access: Carson has been working with the ACCT Office Manager to refine Zoom meeting settings and improve access strategies for guests that would like to (virtually) attend BOD meetings.

**Meeting Closing** (Carson)

<b>Motion:</b>	Motion to adjourn the meeting.
<b>Made by:</b>	Keith
<b>Seconded by:</b>	Rohan
<b>Discussion:</b>	None.
<b>Vote:</b>	In Favor – N/A Opposed – 0 Abstaining – 0
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

APPROVED



**To: ACCT Board**  
**From: Shawn Tierney, Executive Director**  
**Date: 6/16/21**

**RE: June Board Report**

### **Summary**

#### **May Financial Statement**

The May monthly financial statement is in the Finance Drive (Finance - FY21 Financial Planning – Monthly Statements and Financial Reports). The current projected deficit for **FY21** is **(98,000)** which is significantly less than was approved by the BOD (\$154,000) in June 2020. *See note below.*

#### **FY22 Budget**

A final draft of the FY22 budget has been reviewed and approved by the finance committee. On 6/15. **See copy in meeting folder.**

#### **From Cameron:**

“I just finished up the ACCT Finance Committee call. The budget was approved at the 1,000-event level, contingent upon the PPP forgiveness revenue being added into FY22. It does not look like that will happen before the end of FY21. This will make the deficit for FY21 look far greater, but bring the deficit for FY22 to about flat. [@Shawn Tierney](#) can you make this adjustment and send the link for the FINAL FY22 budget to the group for approval on tomorrow's call?”

#### **Conference Presenter Agreement**

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

#### **International Calls**

The next international call will be held in late June, on a date yet to be established by the AIC. However, the SE Asia call will be at 2am MST, and the Latin America call will be at 8am MST. Once a date has been established I will send the zoom link to both Colin and Pavel, and the BOD for whoever wishes to attend.

**Staff Evaluations**

I am currently in the process of conducting annual staff evaluations and hope to have them all completed by the end of July.

## ACC Position on Insurance - DRAFT

1. The ACC agrees that anyone providing a service should carry appropriate insurance.
2. The ACC agrees that all Accredited Organizations (Operation, PVM) be required to provide proof of insurance to the ACCT on an ongoing basis as a requirement of accreditation.
3. The ACC agrees that insurance requirements be developed by the IRMC and approved by the BOD. An ACC representative would request to participate in this development.
4. The ACC agrees that protections need to be in place to protect the organization.

### Concerns:

1. Seems like the current approach makes it appear that the ACCT is endorsing a service provider as opposed to credentialing the knowledge of an individual. Current approach is being carried out almost like a "mini-accreditation" which contributes to market confusion.
2. Current approach only certifies when a person is employed.
  - a. It can inhibit people from working for multiple companies and makes it difficult to sub-contract because the certification is attached to one company
  - b. What if the individual is between jobs, wants to leave a job, or become certified in order to get a job? Surely their knowledge is not less valid because they are no longer attached to an entity.
  - c. What are the implications of this approach toward Practitioner Certification or other programs that credential individuals.
3. Insurance requirements for international members are problematic and difficult to assess. Allowing waivers for some can seem unfair to others that are not able to apply for a waiver.
4. The ACC would like to find a different path for certified individuals in the future.
  - a. Explore the use of contractual arrangements, indemnifications to protect the ACCT.
  - b. Adding language to the certificate and website saying the purchaser of the service is responsible for confirming that the inspector has adequate insurance coverage.
  - c. The ACCT should be promoting the Accredited Vendors as the service providers and not the individuals that hold a certification. Possibly removing the company names from the list of certified individuals.
  - d. Develop a set of "Accepted Business Practices in the Challenge Course Industry" which would be published and built into any contractual agreement. Additionally, this could be used for accredited organizations. ACC is willing to set-up a Task Force to begin this process.

Association for Challenge Course Technology  
 DRAFT - Total (Collapsed)  
 Fiscal Year 2022

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Total
Income													
Standard Income	\$ 10,467.76	\$ 107,300.00	\$ 92,982.02	\$ 141,650.00	\$ 97,075.00	\$ 63,950.00	\$ 295,900.00	\$ 161,500.00	\$ 19,750.00	\$ 12,750.00	\$ 10,550.00	\$ 9,150.00	\$ 1,023,024.78
Other / Interest Income	\$ 307.19	\$ 324.80	\$ 304.44	\$ 401.00	\$ 401.00	\$ 401.00	\$ 401.00	\$ 401.00	\$ 401.00	\$ 401.00	\$ 401.00	\$ 401.00	\$ 4,545.43
Total Income	\$ 10,774.95	\$ 107,624.80	\$ 93,286.46	\$ 142,051.00	\$ 97,476.00	\$ 64,351.00	\$ 296,301.00	\$ 161,901.00	\$ 20,151.00	\$ 13,151.00	\$ 10,951.00	\$ 9,551.00	\$ 1,027,570.21
Expenses													
Advertising and Promotion	\$ 69.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750.00	\$ 1,100.00	\$ -	\$ -	\$ -	\$ -	\$ 1,919.00
Bank Fees	\$ 630.99	\$ 716.56	\$ 423.68	\$ 1,725.00	\$ 1,540.00	\$ 1,855.00	\$ 3,185.00	\$ 1,965.00	\$ 550.00	\$ 455.00	\$ 435.00	\$ 355.00	\$ 13,836.23
Continued Education	\$ 5.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5.00
Dues and Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,835.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,835.00
Employee Benefits	\$ 2,900.00	\$ 2,900.00	\$ 2,900.00	\$ 2,900.00	\$ 2,900.00	\$ 2,900.00	\$ 2,900.00	\$ 2,900.00	\$ 2,900.00	\$ 2,900.00	\$ 2,900.00	\$ 2,900.00	\$ 34,800.00
Insurance	\$ 30,233.25	\$ 75.99	\$ 114.38	\$ 78.00	\$ 78.00	\$ 1,017.00	\$ 78.00	\$ 78.00	\$ 78.00	\$ 78.00	\$ 78.00	\$ 78.00	\$ 32,064.62
Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses, Taxes & Fees	\$ -	\$ -	\$ 776.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ 1,076.00
Meals & Entertainment	\$ -	\$ -	\$ -	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 450.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 810.00
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ 287.53	\$ -	\$ 218.20	\$ 150.00	\$ 250.00	\$ 150.00	\$ 350.00	\$ 150.00	\$ 150.00	\$ 250.00	\$ 250.00	\$ 150.00	\$ 2,355.73
Payroll	\$ 28,925.26	\$ 28,925.26	\$ 43,280.38	\$ 28,925.26	\$ 28,925.26	\$ 28,925.26	\$ 28,925.26	\$ 28,925.26	\$ 43,280.38	\$ 36,460.75	\$ 28,925.26	\$ 28,925.26	\$ 383,348.81
Postage & Shipping	\$ 7.99	\$ 29.99	\$ 7.99	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 925.00	\$ 175.00	\$ 175.00	\$ 10.00	\$ 175.00	\$ 2,370.97
Printing and Publication	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 510.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 620.00
Professional Services	\$ 12,860.00	\$ 1,060.00	\$ 22,860.00	\$ 560.00	\$ 28,975.00	\$ 13,860.00	\$ 1,560.00	\$ 6,260.00	\$ 20,560.00	\$ 9,060.00	\$ 560.00	\$ 560.00	\$ 118,735.00
Rent & Storage	\$ 1,511.00	\$ 1,511.00	\$ 1,511.00	\$ 1,511.00	\$ 1,511.00	\$ 1,511.00	\$ 1,511.00	\$ 1,511.00	\$ 1,511.00	\$ 1,511.00	\$ 1,511.00	\$ 1,511.00	\$ 18,132.00
Technology	\$ 4,485.36	\$ 20,640.32	\$ 5,942.51	\$ 634.00	\$ 800.00	\$ 1,529.00	\$ 634.00	\$ 18,634.00	\$ 4,089.00	\$ 634.00	\$ 634.00	\$ 634.00	\$ 64,714.19
Travel	\$ -	\$ -	\$ -	\$ -	\$ 800.00	\$ -	\$ -	\$ 15,600.00	\$ 800.00	\$ -	\$ -	\$ -	\$ 18,700.00
Telecommunications	\$ -	\$ 150.00	\$ 320.00	\$ 179.00	\$ 329.00	\$ 179.00	\$ 179.00	\$ 329.00	\$ 179.00	\$ 179.00	\$ 329.00	\$ 179.00	\$ 2,531.00
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Venue Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 262,000.00	\$ 55,000.00	\$ -	\$ -	\$ -	\$ -	\$ 332,000.00
Total Expenses	\$ 81,925.38	\$ 56,019.12	\$ 78,364.14	\$ 36,877.26	\$ 68,747.26	\$ 67,141.26	\$ 310,622.26	\$ 133,837.26	\$ 74,642.38	\$ 51,772.75	\$ 37,367.26	\$ 35,537.26	\$ 1,032,853.55
Net Income	\$ (71,150.43)	\$ 51,605.69	\$ 14,922.32	\$ 105,173.75	\$ 28,728.75	\$ (2,790.26)	\$ (14,321.26)	\$ 28,063.75	\$ (54,491.38)	\$ (38,621.75)	\$ (26,416.26)	\$ (25,986.26)	\$ (5,283.34)