



MINUTES for Regular Board Meeting July 7th, 2021

Meeting Logistics:
07/07/2021 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**

Korey Hampton – **Secretary**

Cameron Annas - **Treasurer**

Bahman Azarm – **Member**

Victor Gallo - **Member**

Keith Jacobs - **Member**

Connor James – **Member**

Billy Simpson – **Member**

**left the call at 9:05am MST*

Shawn Tierney – **Executive Director**

Quorum?

Yes

No

Guests:

John Voegtlin

Melissa Webb

Meeting called to order at 7:35 AM Mountain Time by Carson Rivers.

Welcome Guests & Housekeeping (Carson)

Reading of the ACCT Mission Statement (Billy)

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 (Billy)

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 June 16 th , 2021.
Made by:	Keith
Seconded by:	Victor
Discussion:	Clarifications on a few motions.
Vote:	In Favor – N/A Opposed – 0 Abstaining – Billy, Cameron
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Board Meeting Logistics (Carson)

- **Agenda Posting:** Occasionally we have received feedback that it can be difficult to find minutes from previous meetings and agendas for upcoming meetings. Carson has been working with ACCT Office Manager John Voegtlin to change how the BOD page on ACCT website displays that to make it easier to find, and they have started to post agendas the day before the meeting. It was clarified that login credentials are the same for every meeting, so once someone has been given that info, they can re-use it for future calls. Since the only reason for the attendance request process versus a public notice of call-in info is to make sure this is a genuinely interested party (versus a hacker), we are okay with this.
- **Attendance Requests:** Currently the process for joining the meeting is to email Carson. He and John have also been working on a JotForm that asks a few questions like: “who are you, why do you want to join the meeting, are you a member?”. Once the form is received and approved, that person would automatically receive the call-in info.
- **Use of Breakout Rooms:** Under this new Zoom format, the board meeting would occur in a Zoom waiting room, and there would also be a separate live waiting room so that John can verify the participant's identity before he transfers them over to the meeting. This can also be used to facilitate closed sessions, since you can just put guests back in the waiting room instead of making them hang up and having to reach out to them when the BOD is done with the closed session.



- Oct face to face meeting Tuesday Oct 26th and Wednesday Oct 27th, 2021 from 8am-5pm (travel Monday and Thursday). BOD members need to book their own flight/driving plans. A JotForm will be put together to organize/coordinate travel from airport to hotel. Members should be fiscally responsible when booking travel and can request full reimbursement if desired. Shawn will share forms for that, and also the JotForm. All rooms will be single occupancy to acknowledge COVID concerns.

ACTION ITEM (all BOD members) – Book travel to Cleveland and share details with Event Coordinator Melissa Webb ASAP, but at least before October 1st.

ACTION ITEM (Shawn) – share forms for reimbursement and the JotForm for arrival and shuttle coordination.

Executive Director's Report (Shawn)

- Domain registrations: the Association currently owns multiple website domains related to our primary website address. We need to decide if we want to continue to keep those domains and continue to pay for them (see “APlus to Blend_Google migration Status” file). Additionally, are there others we want to acquire? Either way, when we move to the new hosting site, we will want to forward those websites to the appropriate ACCT website page (main page, conference page, etc).

ACTION ITEM – Discuss before/by the July 22nd so that we can advise on the BOD perspective regarding John's proposal. Are there more that we want to get?

- International Calls: there were no calls in June. Next call is Friday July 30th 2am and 8am MST.
- 2022 Conference Registration will go live soon
- Consensus Group Secretary Update: no applications received yet. The listing has been up for 30 days. The listing will remain up and we should continue to actively recruit and “get the word out”.

Treasurer's Report (Cameron) nothing new to report. BOD approved proposed budget at the last meeting. All documents are in the FY22 Financial Planning folder. There is a budget meeting this Friday.

2022 Conference Considerations (Shawn & Melissa)

- Schedule of Events – awards dinner is contracted to be scheduled for Saturday night. PVM symposium is scheduled for Wednesday. AGM is tentatively scheduled for Thursday afternoon, but could be moved. The Open Forum/Dialogue with BOD is currently scheduled for a lunch block, unlike last year when it was a 90-minute session block. Discussed various implications of schedule as it relates to voting process, and possible other options. If we decide we need to re-work the schedule significantly, Melissa will need to know that ASAP.

ACTION ITEM – (all BOD) Consider AGM timing as well as the election timeline and process

- Exhibitor Hall Policies: Discussed past issues with setup and breakdown of booths that may have violated OSHA or other safety standards. Following past violations, policies were drafted by ACCT staff, but there is currently no process for enforcement of those policies.
- Discussed ideas for managing issues moving forward.



Billy dropped the call at 9:05am MST

ACTION ITEM – Shawn will draft an exhibitor policy for review, and a letter to the “repeat offenders”. Board will review before release.

ACTION ITEM – Shawn, Carson, and Melissa need to connect about the “new Board” meeting after elections to get it on the conference schedule and determine if it will be held in person or virtually.

Executive Director Search Update (Rohan): There is an ED search timeline in the Board drive, which will also be included in future meeting folders so we can continue to talk about it. Board members shall review existing documents from the previous ED search process. There will also be a Search Task Force TOR posted for us to review at an upcoming meeting. Proposed timeline includes July/early August to populate the Task Force, August/ September for the TF to do that work. October/Nov the hiring Committee would begin their work, and they would attempt to synchronize the final interviews by the F2F preceding the conference.

Meeting Closing (Carson)

Motion:	Motion to adjourn the meeting.
Made by:	Rohan
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

Meeting adjourned at 9:28am Mountain Time.

As you may remember, Jeremiah Calvino at Blend Marketing offered to take over the hosting of our external websites (external to acctinfo.org, which is hosted by YourMembership) due to the extensive downtime we were experiencing leading up to the conference last year. His offer was for *free* hosting at a reputable and reliable service provider, so we took him up on it. Moving the sites involves a copy of each site be installed on their servers, checking that the staging copy is functioning properly, and then switching the domain records so that they point to the staging copy instead of the Aplus servers. We're just finishing up the switch with the first domain, acctcertifications.com, today (conference and regmap sites should follow shortly). This will eventually allow us to cancel our Aplus account. There is some housekeeping to do first and that's where I'd like some Board input.

Our websites were hosted with Aplus AND all of our domain names are/were registered there (except acctinfo.org). We moved the domain registrations of the three external sites to a service built into our Google Workspace account, as it was both easy to use and cheaper than Aplus (and most other domain registrars). However, there is a catalog of "parked" domain names in our Aplus account. The practice of buying up domain names that are similar to yours, or that seem related to your business, is fairly common, especially among tech companies, though, not unheard of in our industry (see acctcertification.com, for example), as a way to pre-emptively curtail competitors from stealing your potential traffic. Some of this catalog is definitely that, and some of it seems like potential projects/additional sites that never came to be. For each domain, **we need to decide if we want to keep it or let it expire**. If we keep it, we *can* forward it to any of our existing sites for free (something I attempted to do at Aplus, but was never successful, it is probably a feature I can add at a price). As a reminder, the three main domains of our external sites are ACCTConference.com, ACCTCertifications.com, and ACCTRegMap.org.

acctcertifications.biz, .net, & .org	ropescourseconference.com, .net, & .org
acctconference.org	ropescourseinfo.com, .net, & .org
acctnews.com, .net, & .org	ropeslist.com, .net, & .org
acctnewsarticles.com, .net, & .org	zip-net.org
acctnewsupdates.com, .net, & .org	ziplineconference.com, .net, & .org
ansiacctstandards.com	ziplineforum.biz, .info, .net, & .org
challengecourseconference.com, .net, & .org	ziplinelistserve.biz, .com, .info, .net, & .org
challengecoursetech.com, .net, & .org	

The savings are already substantial with the move to Google for Domain Registrar and Blend's web hosting offer (over \$500/year - [savings are detailed in a spreadsheet here](#)). It could be even greater if we decide that we don't need to hold on to all of the above. Even if we keep them all, the actual value of being able to forward them to one of our existing sites seems like an improvement over just "parking" them so someone else can't have them.

Since each domain lives on its own line in the linked spreadsheet, that may be an easy place to leave comments and thoughts on each domain.