



MINUTES for Regular Board Meeting July 21st, 2021

Meeting Logistics:
07/21/2021 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**
 Shawn Tierney – **Executive Director**

Quorum?

Yes
 No

Guests:

Heather Brooks
Melissa Webb
Micah Henderson
Scott Andrews
Yen Kai (Lye)

Meeting called to order at 7:34 AM Mountain Time by Carson Rivers.

Welcome Guests & Housekeeping (Carson Rivers)

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:	Rohan
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

Approval of Previous Meeting Minutes (Carson & Korey)

Motion:	Approve minutes from meeting held July 7 th , 2021.
Made by:	Connor
Seconded by:	Cameron
Discussion:	None.
Vote:	In Favor – N/A Opposed – 0 Abstaining – Billy
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Executive Director Report (Shawn) see 2021-07-21 REPORT_ED TO BOD.pdf

- June Financials
- Budget Call
- International Calls
- Cleveland Conference – staff are working with an OSHA representative to draft an exhibitor policy and will present at the August 4th BOD meeting.

Conference schedule discussion – Melissa let Carson know she can accommodate a 90-minute BOD conversation (instead of proposed 60-minute) by pushing back the welcome reception by that time.

Operation Accreditation in Singapore (Heather)

- Overview of the Opportunity – see *OA in Singapore Background.pdf* file
They have questions about the Operation Agreement and other questions related to their position as a government entity outside of North America.
- Requests for support from the staff – see *MOE Questions.docx* file.
The BOD needs to read and approve any changes in agreements that are entered into between MOE and ACCT.



- ACC perspective – Discussed encouraging participation from other countries and other types of entities (such as governments or private organizations with many sites, etc.) and creating a pathway that is repeatable. Also discussed what the process would look like for a potential revision of the agreement and any indemnification, insurance, and waivers policies currently under discussion.
- Board perspective – There is general support for working through the details with legal counsel, ACC/OAP, and other stakeholders/relevant parties so that we can move forward with this opportunity.
- Next Steps – Staff will need to talk with Singapore MOE further. Have a follow-up conversation with interested BOD members and staff to that there are more clear answers to the questions posed thus far.

ACTION ITEM – (Korey) evaluate the availability of and set up a meeting with Carson, Korey, Micah, Heather, Shawn, Rohan, Cameron, and Yen Kai.

Treasurer's Report (Cameron)

- The Finance Committee wants to join the BOD Finance call(s) so that they can use their meeting time as a work hour versus spending time updating the BOD during their monthly calls.
- FY21 Q3 Financial Statements – see *2021-07-15 Report June Financials - DRAFT*

Motion:	To approve FY21 Q3 Financial Statements for public distribution.
Made by:	Cameron
Seconded by:	Billy
Discussion:	none
Vote:	In Favor – Rohan, Korey, Connor, Cameron, Billy, Opposed – none Abstaining – Carson
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

FY21 Q4 Financial Statements – Update: \$153K was the approved deficit moving forward, but it will likely end up at more like \$85K. The deficit would have been \$28K, however the PPP won't be forgiven until FY22 which is what pushed the deficit to \$85K. Checking balance is \$280K, operating savings \$80K, reserves are in the 400's.

ED Search Updates (Rohan) see *TOR Process Design Task Force 2020-07-18 DRAFT*

- General Updates – we have an archive of the process from last time we hired an ED, from application to offer. The Process Design Task force will need to review and update that process. Having a reasonable timeline is one of the goals deemed most important this time around.

Motion:	To form the Process Design Task Force to assist in the recruitment and selection of a new Executive Director and approve the Terms of Reference (TOR) for this Task Force.
Made by:	Rohan
Seconded by:	Billy
Discussion:	none



Vote: In Favor – Korey, Cameron, Victor, Connor, Billy
Opposed – none
Abstaining – Rohan, Carson

Motion Carries: Yes
 No

A public announcement has gone out requesting volunteers for this Task Force (TF). Applications will be organized, and the TF will begin to be populated in the next few weeks. Consider a BOD member to liaison to this TF.

Consensus Group Secretary (Connor)

- General Updates – There are no new applications for CG secretary at this time, and the CG has been made aware of this.
- TIRE is talking about several PINS submissions, discussed process details.
- The CG is creating an administrative Task Force (TF) to address the comments from the last audit, this TF should be pulled together in the next few months.
- Board Report from Current CG Secretary – established that those should be submitted with other committee reports prior to the BOD “quarterly” meetings. The current CG Secretary will do a report for the next meeting to update us on current CG status, and another report for the Fall F2F.
- TIRE had a meeting last week - they are looking more closely at the status of the standards and the process of updating.

Re-visited the OA conversation when Yen Kai joined the call at 9am MST. He helped clarify the organizational structure of the Singapore MOE and the affiliated courses. Re-iterated that insurance, waivers, and indemnity are going to be challenging concepts to address given their government status and the nature of how things work in Singapore.

BOD Elections (Rohan)

- Election Procedures – see *Proposed Change to By-laws & Election*
Reviewed PVM election procedure updates from early 2020, and discussed possible revisions to the overall process, including online and in-person voting, and revisions to the timing. Continue this conversation moving forward.

Meeting Closing (Carson)

Motion: Motion to adjourn the meeting.
Made by: Billy
Seconded by: Rohan
Discussion: None.
Vote: In Favor – N/A
Opposed – 0
Abstaining – 0

Motion Carries: Yes
 No

Meeting adjourned at 9:29AM Mountain Time.



To: ACCT Board
From: Shawn Tierney, Executive Director
Date: 7/21/21

RE: July Board Report

Summary

June Financial Statement

The June monthly financial statement is in the [Finance Drive](#) (Finance - FY21 Financial Planning – Monthly Statements and Financial Reports).

Budget Call

The next budget call will be held on Friday, July 23rd at 1pm mountain time for whoever wishes to attend. The GoToMeeting invite is below:

Budget Mtg: Every Other Friday 1:00 p.m. MST

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/611869773>

You can also dial in using your phone.

United States: [+1 \(408\) 650-3123](tel:+14086503123)

Access Code: 611-869-773

International Calls

The next international calls will be held on Friday, 7/30. The SE Asia call will be at 2am MST, and the Latin America call will be at 8am MST. The Zoom call information is below for whoever wishes to attend:

- **Topic: Asia Region International Call**

Time: Jul 30, 2021 02:00 AM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84549414002?pwd=U2p6dlhpY0xiZDhyY1NHNWZieWNLZz09>

Meeting ID: 845 4941 4002

Passcode: 871319

- **Topic: Latin America Region International Call**

Time: Jul 30, 2021 08:00 AM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83270990286?pwd=MUI3VDNYcDRIVCtzSIFPMzhaTWZVZz09>

Meeting ID: 832 7099 0286

Passcode: 978726

Singapore OA Opportunity

See summary from Heather and my notes regarding questions from the Ministry of Education regarding operation accreditation.

Cleveland Conference

- Registration - we will be launching registration in mid-August.
- Presenter Agreement -in the final stage of completion, and will be ready the week of July 26th.
- Exhibitor Policies -in process, and a draft for BOD review will be completed by August 4th.

In February there unfortunately was a fatality in Singapore. Since this time, from my understanding, Yen Kai has been a part of the conversation with the Ministry of Education to work out possible remedial actions which could include ACCT Operation Accreditation.

I have had a few conversations with Yen Kai on this subject. I also received an email from Celine at the Outdoor Education Unit of the Ministry of Education in April with these original questions:

“We have challenge courses that are under our purview and are planning to register to undergo an ACCT operations review for our centres. As we are a government agency, we do have some questions regarding some of the terms stated in the application form.

Could you direct me to where I can find the following 2 documents that is mentioned in the attached application form please?

Item 9 – Read and adhere to the ACCT digital information confidentiality and use document

Item 13 – To sign and adhere to the Accreditation Program Agreement

We would also like to check if /when we attain the accreditation will it be a must to:

Item 5 – display and use the ACCT Accredited Operation Logo according to the ACCT Logo Use Policy (is it ok if we choose not to display the logo?)

Item 1c – add site name and information to the ACCT Website of Accredited Operations (is there an option not to have our site displayed on the ACCT website?)”

After consulting with the OAP, we all agreed that if an operation wished NOT to display their accreditation, that would be fine.

I then (on June 17th) received the following information and the list of questions that Shawn has added to your meeting folder.

“We do have some further concerns with regard to some of the requirements for accreditation as the Ministry Of Education Outdoor Adventure Learning Centres (MOE OALCs) are owned and operated by the Government of Singapore. We noted that some of our legal frameworks and government policies may not match the requirements spelt out in the Accreditation Agreement with ACCT.

Below, I have listed some questions and hope that you will be able to help us assess how we can move forward.”

I was able to answer a few of the questions and asked Shawn to answer those questions I was not able to.

The government, under the Ministry of Education headquarters (MOE HQ), runs four Outdoor Adventure Learning Centres (OALCs) with similar challenge courses.

- Out of the four OALCs, two are run by our own teachers (about 100 staff in total) and we have full control of operations and training of staff. We call these two OALCs our “insourced centres”.
- The other two OALCs are “rented” out to schools (schools do not have to pay us since we are in the same government body) to conduct their programmes themselves, either by their own qualified staff, or by qualified service providers. However, there is an MOE HQ admin manager and an MOE HQ operations manager deployed at the two centres full time, to oversee the operations of the schools and commercial vendors when they are at our OALCs. We call these two OALCs our “outsourced centres”.
- Schools book the OALCs through MOE HQ for their programmes, as such the agreement is between schools and MOE HQ when they book the OALCs.
- Insourced centre staff and staff from schools and service providers must meet a set of qualification criteria in order to operate at our OALCs. MOE HQ safeguards this by only accepting ACCT certifications or the Outward Bound Singapore (OBS) Challenge Course Instructor Certification (MOE works closely with OBS to ensure the delivery and content of the OBS certification is relevant for each OALC site).

This is as far as the conversation has gone. They are hoping to submit applications in September.

*What I (Heather) needs as this time is two things

1. Since the questions are currently surrounding a legal agreement, I need the Board to answer the questions we (Shawn and I) are not totally able to answer. I am ok if the answer is a question back to the MOE if we need more clarification to move forward.
2. The blessing and ability to make small changes to the program without Board approval if need be to find a way to uphold the program and meet what this government needs in Singapore.
 - a. The Board will receive updates on the process as we move forward if you would like.
 - b. ***If any major changes are found that might need to be made, I will follow the appropriate steps to get that approved.

Question from Singapore MOE
July, 2021

1. Section II Para 2: "Certificate of Good Standing or equivalent"
Question 1-1: Is the concept of Certificate of Good Standing applicable to a government body/
state actor? **Not applicable.**

Here in the US, a Certificate of Good Standing is a certificate that is received from the state that indicates whether or not a business is allowed to legally conduct business. If there is an equivalent you would receive from your government body that is what you would submit. If there isn't this would be a conversation between myself and Shawn about when your next step could possibly be to help meet this requirement piece.

2. Section II Para 23: "Release of Liability Agreement".

Question 2-1: May we clarify if the purpose of the agreement is to release ACCT from liability in the event any of any loss or damage suffered by users and employees while on the MOE OALCs premises? **The purpose of a waive is to protect ACCT in the event of a lawsuit.**

Shawn: Would you be able to answer this question.

Question 2-2: Does this oblige MOE OALCs to obtain a signed waiver for all its "clients, customers and employees" (in our case, "clients" and "customers" would refer to our school teachers and students)? **Not applicable in this situation.**

Shawn: Would you be able to answer this question.

3. Related to question 3 above, Section V Para 4 requires MOE OALCs to indemnify ACCT against any claims against ACCT arising out of ACCT's accreditation of the centres, MOE's business operations, and any negligent act or omission of MOE OALCs or its employees, representatives or agents.

Question 3-1: Does this mean that MOE OALCs will be required to indemnify ACCT even if ACCT or one of its employees was negligent? **Possibly through the creation of a separate agreement between ACCT and OOE.**

Shawn: Would you be able to answer this question.

Question 3-2: What happens should MOE OALCs be unable to obtain indemnification or Release of Liability from users or employees? **ACCT would need to agree to this.**

Shawn: Would you be able to answer this question.

4. Section V Para 1 and 2 requires MOE to purchase Commercial General Liability Insurance and auto insurance; and to submit with its application a signed letter "outlining the insurance requirements of their jurisdiction" and "proof of appropriate insurance".

Question 4-1: As there is no legal requirement in Singapore for a government body like MOE OALCs to buy insurance, will ACCT be able to waive this requirement? **Upon approval from our Board of Directors.**

We do have insurance waivers when it comes to operations and vendors working outside the US where insurance requirements may be different or not available. Once you have submitted the waiver, that would be reviewed and approved by ACCT

5. Question 5-1: Has ACCT has entered into similar agreements with governments of other countries? If so, were there any differences in the agreements entered into with government bodies/ state actors to that of private parties **We have not.**

At this time with Operation Accreditation Program, we have not worked with a governing body.
- Shawn, would you be able to give insight if this has happened anywhere else in the association?

Management Report

Association for Challenge Course Technology
For the period ended June 30, 2021



DRAFT

Prepared by
Verity Solutions, LLC

Prepared on
July 15, 2021

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Association for Challenge Course Technology
Balance Sheet
As of June 30, 2021

	Total
ASSETS	
Current Assets	
Operating Bank Accounts	
Chase Operating	200,012.50
Total Operating Accounts	\$ 200,012.50
Reserve Accounts	
TIAA - CD	91,495.40
TIAA - Money Market	40,055.75
1st Internet Bank - CD	50,383.06
1st Internet Bank - Money Market	40,606.28
Live Oak - CD 0748	91,412.45
Live Oak - CD 1088	90,955.02
Live Oak - Savings	40,260.55
Chase Savings	40,131.11
Total Reserve Accounts	\$ 485,299.62
Total Bank Accounts	\$ 685,312.12
Total Other Current Assets	\$ 0.00
Total Current Assets	\$ 685,312.12
TOTAL ASSETS	\$ 685,312.12
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Chase Card - Beg Bal	4,110.91
Chase Card - Activity	2,500.04
Total Chase Card	\$ 6,610.95
Total Credit Cards	\$ 6,610.95
Total Other Current Liabilities	\$ 0.00
Total Current Liabilities	\$ 6,610.95
Long-Term Liabilities	
First Home Bank PPP	\$ 61,400.00
Total Long-Term Liabilities	\$ 61,400.00
Total Liabilities	\$ 68,010.95
Equity	
Retained Earnings	700,717.91
Net Income	-83,416.74
Total Equity	\$ 617,301.17
TOTAL LIABILITIES AND EQUITY	\$ 685,312.12

Association for Challenge Course Technology Profit and Loss by Class June 2021

	1. Event	2. Membership	3. Standards	4. Program	5. Inspector	6. Vendor	7. Overhead	TOTAL
Income								
Income								
Other / Interest Income								
Standard Income		13,580.00	1,471.16			487.50	143.11	143.11
Total Income	\$ 0.00	\$ 13,580.00	\$ 1,471.16	\$ 0.00	\$ 0.00	\$ 487.50	\$ 143.11	\$ 15,681.77
Gross Profit	\$ 0.00	\$ 13,580.00	\$ 1,471.16	\$ 0.00	\$ 0.00	\$ 487.50	\$ 143.11	\$ 15,681.77
Expenses								
Bank Fees								
Merchant Service Fees		490.64	25.00				19.95	535.59
Other Bank Fees							4.00	4.00
Total Bank Fees	\$ 0.00	\$ 490.64	\$ 25.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 23.95	\$ 539.59
Employee Benefits	859.93	1,078.93	126.27	86.71	130.06	130.06	301.17	2,713.13
Insurance								
Workers Comp	30.12	41.54	5.46	7.08	12.62	12.62	10.16	119.60
Total Insurance	\$ 30.12	\$ 41.54	\$ 5.46	\$ 7.08	\$ 12.62	\$ 12.62	\$ 10.16	\$ 119.60
Licenses, Taxes & Fees								
Meals & Entertainment							309.00	309.00
Payroll							39.97	39.97
Payroll Processing Fees	89.12	122.94	16.15	20.97	37.33	37.33	30.16	354.00
Payroll Taxes	689.75	951.49	125.00	162.34	288.91	288.91	237.20	2,743.60
Salaries & Wages	6,139.25	8,468.78	1,112.63	1,444.83	2,571.43	2,571.43	2,076.29	24,384.64
Total Payroll	\$ 6,918.12	\$ 9,543.21	\$ 1,253.78	\$ 1,628.14	\$ 2,897.67	\$ 2,897.67	\$ 2,343.65	\$ 27,482.24
Postage & Shipping			10.00					10.00
Printing and Publication								0.00
Professional Services								0.00
Accountant							309.30	309.30
Total Professional Serv	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 309.30	\$ 309.30
Rent & Storage	326.00	436.00	58.00	77.00	136.00	168.00	310.00	1,511.00
Technology							3,571.80	3,571.80
Travel							76.95	76.95
Total Expenses	\$ 8,134.17	\$ 11,648.31	\$ 1,478.51	\$ 1,798.93	\$ 3,176.35	\$ 3,208.35	\$ 7,295.95	\$ 36,740.57
Net Operating Income	-\$ 8,134.17	\$ 1,931.69	-\$ 7.35	-\$ 1,798.93	-\$ 3,176.35	-\$ 2,720.85	-\$ 7,152.84	-\$ 21,058.80
Net Income	-\$ 8,134.17	\$ 1,931.69	-\$ 7.35	-\$ 1,798.93	-\$ 3,176.35	-\$ 2,720.85	-\$ 7,152.84	-\$ 21,058.80

Thursday, Jul 15, 2021 09:43:15 AM GMT-7 - Cash Basis

Association for Challenge Course Technology
Profit and Loss by Class
July 2020 - June 2021

	1. Event	2. Membership	3. Standards	4. Program	5. Inspector	6. Vendor	7. Overhead	TOTAL
Income								
Other / Interest Income	125,495.89	188,703.00	13,811.30	5,942.12	52,175.43	67,572.65	64,548.39	64,548.39
Standard Income	\$ 125,495.89	\$ 188,703.00	\$ 13,811.30	\$ 5,942.12	\$ 52,175.43	\$ 67,572.65	\$ 64,548.39	\$ 64,548.39
Total Income	\$ 125,495.89	\$ 188,703.00	\$ 13,811.30	\$ 5,942.12	\$ 52,175.43	\$ 67,572.65	\$ 64,548.39	\$ 518,248.78
Gross Profit	\$ 125,495.89	\$ 188,703.00	\$ 13,811.30	\$ 5,942.12	\$ 52,175.43	\$ 67,572.65	\$ 64,548.39	\$ 518,248.78
Expenses								
Advertising and Promotions	177.84			69.00				246.84
Bank Fees						15.00		15.00
Bank Service Charges		6,830.71	194.08			2,586.56	239.40	9,850.75
Merchant Service Fees							191.00	191.00
Other Bank Fees								
Total Bank Fees	\$ 0.00	\$ 6,830.71	\$ 194.08	\$ 0.00	\$ 0.00	\$ 2,601.56	\$ 430.40	\$ 10,056.75
Continuing Education	5.00			8,125.00			332.00	8,457.00
Dues and Subscriptions	9,436.32	11,842.57	1,381.15	972.10	1,458.09	1,458.09	3,280.88	29,829.20
Employee Benefits								
Insurance								
Conference Cancellation	1,776.64							1,776.64
Cyber Policy								
Directors & Officers								
Foreign Liability Insurance								
General Liability								
Office Property								
Professional Liability								
Workers Comp	356.27	480.90	64.19	83.69	149.00	180.97	7,105.00	7,105.00
Total Insurance	\$ 2,132.91	\$ 480.90	\$ 64.19	\$ 83.69	\$ 149.00	\$ 180.97	\$ 25,469.37	\$ 28,561.03
Licenses, Taxes & Fees								
Meals & Entertainment	964.38		22.00					1,095.00
Miscellaneous	3.75							1,253.70
Office Supplies	402.63							1,303.81
Payroll								716.54
Payroll Processing Fees	1,318.30	1,777.94	237.60	310.51	552.65	647.71	437.29	5,282.00
Payroll Taxes	6,683.09	9,041.68	1,207.19	1,570.63	2,795.35	3,633.68	2,579.42	27,511.04
Salaries & Wages	80,550.33	108,479.95	14,489.83	18,836.53	33,524.93	43,641.64	26,574.86	326,098.07
Total Payroll	\$ 88,551.72	\$ 119,299.57	\$ 15,934.62	\$ 20,717.67	\$ 36,872.93	\$ 47,923.03	\$ 29,591.57	\$ 358,891.11
Postage & Shipping	925.40		352.03		819.22			1,164.43
Printing and Publication								
Professional Services								
Accountant								
Attorney	500.00							5,795.30
Conference Serv Provider	45,450.00			5,940.00				8,340.00
Other Professional Serv	7,576.54			150.00				1,900.00
PR/Marketing	606.25							9,239.04
Total Professional Services	\$ 54,132.79	\$ 0.00	\$ 0.00	\$ 6,090.00	\$ 1,512.50	\$ 0.00	\$ 7,695.30	\$ 69,430.59
Rent & Storage	6,927.30	5,237.75	685.32	924.39	1,627.97	2,014.84	3,722.43	21,150.00
Technology	24,495.38	15,247.76	1,195.68	6,206.44	1,195.71		13,532.05	61,873.02
Telecommunications	455.46						1,480.00	1,935.46
Travel	4,122.62			591.65		344.72	454.35	5,741.01
Venue Fees	-1,500.00							-1,500.00
Total Expenses	\$ 191,233.50	\$ 159,313.29	\$ 28,409.26	\$ 35,654.94	\$ 43,160.92	\$ 54,632.84	\$ 89,260.77	\$ 601,665.52
Net Operating Income	\$ 65,377.61	\$ 29,389.71	\$ 14,597.96	\$ 29,712.82	\$ 9,014.51	\$ 12,939.81	\$ 24,712.38	\$ 83,416.74
Net Income	\$ 65,377.61	\$ 29,389.71	\$ 14,597.96	\$ 29,712.82	\$ 9,014.51	\$ 12,939.81	\$ 24,712.38	\$ 83,416.74

Association for Challenge Course Technology
Budget vs. Actuals: FY 2020-21
June 2021 and Year to Date

	Jun 2021				Year to Date			
	Actual	Budget	Variance from Budget	% of Budget	Actual	Budget	Variance from Budget	% of Budget
Income								
Income								
Other / Interest Income	143.11	401.00	-257.89	35.69%	64,548.39	65,812.00	-1,263.61	98.08%
Standard Income	15,538.66	9,950.00	5,588.66	156.17%	453,700.39	477,798.00	-24,097.61	94.96%
Total Income	\$ 15,681.77	\$ 10,351.00	\$ 5,330.77	151.50%	\$ 518,248.78	\$ 543,610.00	-\$ 25,361.22	95.33%
Total Income	\$ 15,681.77	\$ 10,351.00	\$ 5,330.77	151.50%	\$ 518,248.78	\$ 543,610.00	-\$ 25,361.22	95.33%
Gross Profit	\$ 15,681.77	\$ 10,351.00	\$ 5,330.77	151.50%	\$ 518,248.78	\$ 543,610.00	-\$ 25,361.22	95.33%
Expenses								
Advertising and Promotions		0.00	0.00		246.84	650.00	403.16	37.98%
Bank Fees								
Bank Service Charges			0.00		15.00	0.00	-15.00	
Merchant Service Fees	535.59	355.00	-180.59	150.87%	9,850.75	13,990.00	4,139.25	70.41%
Other Bank Fees	4.00		-4.00		191.00	0.00	-191.00	
Total Bank Fees	\$ 539.59	\$ 355.00	-\$ 184.59	152.00%	\$ 10,056.75	\$ 13,990.00	\$ 3,933.25	71.89%
Continuing Education		0.00	0.00		5.00	2,000.00	1,995.00	0.25%
Dues and Subscriptions		0.00	0.00		8,457.00	7,835.00	-622.00	107.94%
Employee Benefits	2,713.13	2,900.00	186.87	93.56%	29,829.20	34,800.00	4,970.80	85.72%
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	119.60	150.00	30.40	79.73%	1,432.92	1,512.00	79.08	94.77%
Total Insurance	\$ 119.60	\$ 150.00	\$ 30.40	79.73%	\$ 28,561.03	\$ 25,301.00	-\$ 3,260.03	112.88%
Licenses, Taxes & Fees	309.00		-309.00		1,095.00	0.00	-1,095.00	
Meals & Entertainment	39.97	60.00	20.03	66.62%	1,253.70	900.00	-353.70	139.30%
Miscellaneous			0.00		1,307.56	0.00	-1,307.56	
Office Supplies		150.00	150.00	0.00%	1,119.17	1,650.00	530.83	67.83%
Payroll								
Payroll Processing Fees	354.00	215.00	-139.00	164.65%	5,282.00	2,580.00	-2,702.00	204.73%
Payroll Taxes	2,743.60	1,912.50	-831.10	143.46%	27,511.04	27,278.02	-233.02	100.85%
Salaries & Wages	24,384.64	25,000.00	615.36	97.54%	326,098.07	325,000.00	-1,098.07	100.34%
Total Payroll	\$ 27,482.24	\$ 27,127.50	-\$ 354.74	101.31%	\$ 358,891.11	\$ 354,858.02	-\$ 4,033.09	101.14%
Postage & Shipping	57.99	175.00	117.01	33.14%	1,393.86	1,575.00	181.14	88.50%
Printing and Publication	10.00	10.00	0.00	100.00%	819.22	5,610.00	4,790.78	14.60%
Professional Services								
Accountant	309.30	750.00	440.70	41.24%	5,795.30	9,650.00	3,854.70	60.05%
Attorney		0.00	0.00		8,340.00	5,000.00	-3,340.00	166.80%
Conference Serv Provider		0.00	0.00		45,450.00	68,013.00	22,563.00	66.83%
Other Professional Services		0.00	0.00		9,239.04	500.00	-8,739.04	1847.81%
PR/Marketing		0.00	0.00		606.25	416.00	-190.25	145.73%
Total Professional Services	\$ 309.30	\$ 750.00	\$ 440.70	41.24%	\$ 69,430.59	\$ 83,579.00	\$ 14,148.41	83.07%
Rent & Storage	1,511.00	1,316.67	-194.33	114.76%	21,150.00	15,800.04	-5,349.96	133.86%
Technology	3,571.80	634.00	-2,937.80	563.38%	61,873.02	54,264.00	-7,609.02	114.02%
Telecommunications		179.00	179.00	0.00%	1,935.46	2,748.00	812.54	70.43%
Travel	76.95	0.00	-76.95		5,741.01	5,200.00	-541.01	110.40%
Venue Fees		0.00	0.00		-1,500.00	5,000.00	6,500.00	-30.00%
Total Expenses	\$ 36,740.57	\$ 33,807.17	-\$ 2,933.40	108.68%	\$ 601,665.52	\$ 615,760.06	\$ 14,094.54	97.71%
Net Operating Income	-\$ 21,058.80	-\$ 23,456.17	\$ 2,397.37	89.78%	-\$ 83,416.74	-\$ 72,150.06	-\$ 11,266.68	115.62%
Net Income	-\$ 21,058.80	-\$ 23,456.17	\$ 2,397.37	89.78%	-\$ 83,416.74	-\$ 72,150.06	-\$ 11,266.68	115.62%



Process Design Task Force

Association for Challenge Course Technology
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Purpose:

Review and update the process, documents, and procedures pertaining to the recruitment, interview, and hiring of Association for Challenge Course Technology Executive staff.

Terms of Reference

1. Craft a list of recommendations for the recruiting and hiring process, to be approved and adapted by the Board of Directors.
2. Review and update the recruitment and interview timeline
3. Review and update the recruitment process, including any vendor relationships pertaining to recruitment
4. Review, update, and create any documents needed for the recruitment, interview, and hiring process

Leadership

- Chair- Appointed by the Board of Directors
- Vice Chair and Secretary to be elected by the members of the Committee
- Board Liaison – BoD member

Membership

- Not to exceed 9 members
- Members should have experience in recruitment, hiring, and Human Relations
- Membership should be balanced, seeking to represent a range of ACCT stakeholders and interest groups

Term Limit

- Members serve at the pleasure of the Board of Directors until the Terms of Reference are complete

Accountability

- The Process Design Task Force is accountable to the Board of Directors
- The BOD will provide a Liaison to the Process Design TF
- The Process Design Task Force will provide bi-weekly updates to the BOD

Strategic Plan

This Task Force supports the Strategic Plan by supporting the recruitment and hiring of the person who will drive the implementation of ACCT plans and goals