



MINUTES for Regular Board Meeting August 18th, 2021

Meeting Logistics:
08/18/2021 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**
**Left the call at 8:30am*
 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:

Randy Smith
Heather Brooks
Melissa Webb
John Voegtlin (joined at 9:03am)

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

Welcome Guests & Housekeeping (Carson Rivers)

Reading of the ACCT Mission Statement (Bahman)

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 (Bahman)

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:	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 August 4 th , 2021.
Made by:	Keith
Seconded by:	Cameron
Discussion:	Minor edit of spelling
Vote:	In Favor – N/A Opposed – 0 Abstaining – Rohan, Victor
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Executive Director Report (Shawn)

- Conference Updates: close to launch, should be early next week. Waiting on floor plan approval by the Fire Marshall.
- Singapore Ministry of Education Update: Heather has been working with MOE regarding their Operation Accreditation questions, and specifically the agreement.
- A Memorandum of Understanding (MOU) has been drafted for the Alliance Collaborative for an ICE inspector training and testing in October. The Alliance is hosting the event, and ACCT will do the testing. See 'Alliance MOU DRAFT' file.

ACTION ITEM – BOD should review the MOU and follow up if there are any concerns or requests for edits.

- Policy Director Departure [Closed Session]

Motion:	To move into closed session.
Made by:	Keith
Seconded by:	Rohan
Discussion:	none



Vote:	In Favor – Rohan, Korey, Cameron, Bahman, Victor, Keith, Connor, Carson Opposed – none Abstaining – none
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Meeting moved to closed session at 7:45 am Mountain Time.

Meeting returned to open session at 8:24 am Mountain Time.

Executive Director (ED) Search Update (Rohan)

There are currently three applications for volunteer positions on the Task Force. BOD should continue to reach out to other potential members. The Task Force should probably include a Board Emeritus member, and if that is not possible, we should at least continue to consult with them.

Rohan left the call at 8:30am Mountain Time.

Organizational Structure (Shawn)

- Future of Policy Director position: ED is proposing that we re-allocate funds from the Policy Director position. Discussed various options. In the interim while we don't have a Policy Director, the ED will handle any critical regulatory issues or questions.
- Proposed Membership & Marketing Coordinator position: Discussed contracting a marketing firm versus having an in-house person or having a combination of both. Also discussed the value that ACCT brand awareness and credibility brings to the government relations effort.
- Consensus Group (CG) Secretary position: we need someone to take over these responsibilities as soon as possible since the PINS process has begun. Discussed creating an "interim CG Secretary" position and checking in with the CG regarding giving that task to Office Manager John Voegtlin.

ACTION ITEM (Connor and Shawn) - get on a call with CG leadership to discuss above.

Office Manager John Voegtlin joined the call at 9:03am Mountain Time.

Discussed the interim CG Secretary position with John, and he is open to taking on that role. He is familiar with the technological side of things (hosting meetings, creating and receiving JotForms, file storage and management, etc.) and is confident that he could manage it effectively.

Consensus Group (CG) Updates (Connor)

- PINS Submission Update: Shawn reported that the PINS appeared in the ANSI standards action announcement on 8/20/21, and the public comment period for that will end 9/19/21. Once that is done, we will file a public comment announcement for the proposed standards revisions.
- The CG would like to request a quarterly meeting with the Secretariat, so there are more meetings, not just with leadership but with the whole CG. Reserve some time during the F2F to check in with the CG

ACTION ITEM (Connor) - get with the CG and schedule a time block with them during the BOD Fall



F2F meetings in Cleveland (they can join remotely). Additionally, remind them that the current Secretariat meetings are not exclusive to leadership, all members are welcome to attend.

Treasurer's Report (Cameron)

- FY21 Q4 Financials: in Finance folder. See "2021-07-22 FINAL 4th quarter financials". These have been approved by the Finance Committee. There is \$200K in the operating account and \$485 in the reserve account (which hasn't changed in roughly 1.5 years).

Motion:	To approve the FY21 Q4 financials.
Made by:	Cameron
Seconded by:	Keith
Discussion:	None.
Vote:	In Favor – Korey, Cameron, Victor, Bahman, Keith, Connor Opposed – none Abstaining – Carson
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Meeting Closing (Carson)

Motion:	Motion to adjourn the meeting.
Made by:	Cameron
Seconded by:	Connor
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 9:27 AM Mountain Time.



Memorandum of Understanding

Association for Challenge Course Technology
Box 19797 Boulder, CO 80308, USA
Phone: 800-991-0286
www.acctinfo.org

Memorandum of Understanding (MOU) between The Alliance Collaborative and The Association for Challenge Course Technology (ACCT) (Date: 08/11/2021)

I. Objective

The following MOU is to serve as a framework for organizing and implementing an ACCT Testing Event hosted by **The Alliance Collaborative**.

II. ACCT Personnel

In an effort to maintain consistency and the integrity of the Inspector Certification program, the following personnel and structure has been established.

- **ACCT Staff Representatives** - ACCT will provide the following administrative support in advance and on-site:
 - Off-Site, ACCT Program Manager – serve as official ACCT agent and liaison to ICP
 - On-Site, ACCT Program Manager - serve as official ACCT presenter and proctor

III. Roles & Responsibilities

- **ACCT Staff, Off-Site**
 - Manage on-line applications
 - Manage participant certification files
 - Manage distribution of study materials and practice test
- **ACCT Staff, On-Site**
 - Provide and manage testing materials on-site
 - Proctor on-site Exams
- **Host Site**
 - Secure event site
 - Provide Presenter ground transportation, accommodations and lodging throughout the event.
 - Provide fees to ACCT, based on the prescribed timeline found in section VI

IV. Event Dates & Location – *In accordance with the current Inspector Certification Program Policy, XX shall provide in writing the date, time, location and estimated number of exam applicants at least 30-days in advance of the examination date.*

- **Location** – 230 Trail's End RD Beach Lake, PA
- **Dates** – October 1-3



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V. Program Outline

- **Day 1 – ACCT Inspector Certification Testing (4-hours)**
 - Written Exam

VI. Financial Responsibilities

- **ACCT Fees** - Fees include ACCT administrative, and proctor time and materials. Rates are based on a flat \$750 per proctor. In addition, **The Alliance Collaborative** will also be responsible for Proctor/s travel expenses. ACCT will invoice **The Alliance Collaborative** for the Proctor/s travel expenses within 15-days of the completion of the event.
 - Fees are based on a maximum Presenter/Participant ratio of 1/20.
 - Fees are assessed to **The Alliance Collaborative** on the following timeline:
 - \$375 deposit to be made to ACCT upon the signing of this MOU
 - Balance to be paid (includes proctor travel expenses and may include second presenter/proctor) within 30-days of the completion of the event.
- **Application / Registration** - ACCT will provide an application site for participants to complete and submit their on-line application, submit their certification files, and make testing fee payments. **NOTE: ACCT is only collecting participant testing fees.**

VII. Term, Amendment and Voluntary Dissociation

This MOU is a nonbinding agreement that both parties have entered into in good faith. Either party may disassociate from the effort without penalty or liability by notifying the other in writing. Written notice must be sent no later than 30-days prior to the event to qualify for a 50% deposit refund. *Deposits are forfeited for cancellation less than 30-days prior to the event.* Both parties reserve the right to renegotiate this Memorandum upon the mutual consent of the other party. This Memorandum represents the entire understanding of both parties with respect to this partnership. Any modification of this Memorandum must be in writing and signed by the parties.

Shawn Tierney
ACCT Executive Director

Date

Bill Weaver
The Alliance Collaborative

Date

Management Report

Association for Challenge Course Technology
4th Quarter ended June 30, 2021



Prepared by

Verity Solutions, LLC

Prepared on

July 22, 2021

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Association for Challenge Course Technology
Balance Sheet
4th Quarter: 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