



MINUTES for Regular Board Meeting October 6th, 2021

Meeting Logistics:
10/06/2021 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 meeting at 9:15am

Shawn Tierney – **Executive Director**

Quorum?

Yes

No

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

Guests:

Heather Brooks

Melissa Webb

Welcome Guests & Housekeeping (Carson Rivers)

Reading of the ACCT Mission Statement (Victor)

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 (Victor)

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:	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 September 22nd, 2021.
Made by:	Billy
Seconded by:	Connor
Discussion:	None.
Vote:	In Favor – N/A Opposed – 0 Abstaining – Bahman
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Executive Director Report (Shawn) see "2022_10_04 Report_ED to BOD" file and "Health Considerations" file

- SBA EIDL loans – Shawn was advised that applying for the grants (non-repayable loans) can slow down processing of the larger loans, and therefore he refrained from applying for those at this time. The loan amount was automatically generated by the SBA, based on our gross revenue and expenses that were entered into the application, and the SBA calculated that we were eligible for \$169.4K. The BOD is now aware of the reason for the difference between the \$150K amount previously approved by the BOD and the amount applied for. The BOD determined that we could wait until the application is approved to make a motion to approve the larger loan amount, or we could only accept \$150K from the SBA, as was originally approved. Discussed how we can defer making payments for 2 years if it is financially necessary, but that we may want to begin making payments before the 2-year mark to offset the interest that will accrue during that time. Additionally of note given this, Shawn will not need to tap into the reserve accounts anymore.
- Conference Updates – only a small number have registered so far. There are many conference-related items, including those listed in Shawn's report, that the BOD will need to continue to discuss at the F2F, including member questions and concerns about the COVID mitigation strategy. The "Health Considerations" document is posted on the website. Discussed making this more publicly visible, as well as refining and clarifying the statement



itself. Also discussed what plans/people we can put in place to facilitate enforcement of COVID policies during the conference. The BOD will be meeting with ECI (Emergency Concierge International) during the upcoming F2F and once we have their guidance the BOD will finalize and vote on that plan.

ACTION ITEM – Shawn: Send the “Health Considerations” document to the PVM list serve.

Financial Report (Carson & Shawn)

- FY 21 990 – BOD needs to review and be prepared to vote to approve at F2F, same with the “Financial Policies” document.

ACTION ITEM – All BOD: Review “FY 21 990” and “Financial Policies” documents

ED Search (Rohan)

- General Updates – The Process Design Task Force (PDTF) is up and running, and membership is growing. There are currently seven members, and Leslie Sohl is Chair. They are meeting every other week.

PDTF Questions for the BOD. See “21-10-05 NOTES Questions for BOD” file. The PDTF kindly requests answers as soon as we can get them so that they can proceed with their work accordingly and in a timely fashion. Some of the questions are meant to help refine the job description and some are meant to help describe the type of person we are looking for. The BOD discussed putting this on the agenda for the F2F meeting and asked the Vice Chair (Rohan) to begin formulating a response to the PDTF that will be reviewed and approved by the BOD. The documents will represent the official response of the BOD as a collective.

ACTION ITEM – Rohan: draft a response to the PDTF questions.

ACTION ITEM – BOD: review the draft document.

Board Elections (Rohan)

- Leadership and Nominations Committee (LNC) – They are working on recruiting candidates and facilitating the Board election process, including creating documents for potential candidates that explain what the position entails. “PVM election procedures” file in the meeting folder is what the BOD voted on before last year’s conference - it needs to be formatted and put on official letterhead.

ACTION ITEM – Rohan and Corey: put this document on official letterhead and file.

- Discussed potential revisions and clarifications for the PVM voting policy moving forward, including having the digital election process continue into and through the AGM so that paper, in-person ballots are eliminated. Also discussed having an LNC liaison designee from the BOD (other than Rohan) to facilitate election follow-up since Rohan’s current term is up and he is eligible to run in this election. The LNC also has recommendations about the general election. There wasn’t an official guiding document, so they pulled all things written in other places together and matched the format of the PVM election policy. See the “2021-10-01 Policy General Election Procedures Draft” file. Three things are new here: aligning the



timeline with the PVM election, establishing that ties require a runoff, and that timeline shall be set by the BOD, and clarifying the one member/one vote concept.

Billy left the call at 9:15am

- Discussed the possible contradictions with and implications of the PVM election policy allowing new candidates up to 48 hours out when the digital voting begins 30 days out. The PDTF will continue to work on revisions.

ACTION ITEM – Carson and Rohan: identify key items to finalize.

Face to Face Meeting (Carson)

- Travel Logistics – Shawn will post everyone's arrival and departure times so that we can coordinate transportation. Discussed transportation options.
- Reimbursement Policies – BOD members can claim meeting-related travel expenses, and reasonable meal expenses if needed, although some meals will be provided. Shawn will share general guidelines document with the BOD.
- Submissions for Agenda Items – requests shall be submitted to Carson. BOD members should check in with the groups they liaison with to see if there are items that should be included on the agenda, and then put all relevant documents in the meeting folder.
- COVID policies – We will wear masks while indoors at the F2F and will share vaccination status with one another. We are in a larger meeting room. Message Carson if we have specific requests.

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 9:36AM Mountain Time.



To: ACCT Board
From: Shawn Tierney, Executive Director
Date: 10/4/21

RE: October Board Report

Summary

September Financial Statement

The September monthly financial statement will be placed the Finance Drive (Finance - FY22 Financial Planning – Monthly Statements and Financial Reports) once completed the week of 10/11.

2020 990

A draft of the 2020 990 (covering the fiscal period from July 1, 2020 to June 30, 2021) is currently ready for review and approval.

Budget Call

The next budget call will be held on Friday, October 15th 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

SBA EIDL

The SBA EIDL loan application for a \$169,400 low interest loan (2.75% with 2 year deferred monthly payments), has been completed and was submitted on 10/1. Processing the application takes 3-4 weeks.

Cleveland Conference (as of 10/4)

- Registered attendees: 24
- Registered Exhibitors/Sponsors: 17
- Revenue BVA
 - Budgeted for August: \$95,000
 - Actual for August: \$0

- Budgeted for September: \$75,000
- Actual for September: \$51,617
- Variance: - \$118383

From Melissa “A few things to request to be on the agenda for the BOD F2F in Cleveland”

- Advance purchase of PPE supplies etc. for conference.
- Post Early Bird Deadline revenue flow between 10/18 - January when we anticipate a lot of folks might wait to register.
- Portland Deposit / Cancellation / Possible Max Capacity Restrictions
- Future event contracting / plans for future
- ACCT Booth Coverage
- BOD Support plugging the conference to let folks know we’re excited to see them in Cleveland. Maybe do a quick video of the BOD in Cleveland while there for the meeting.

HEALTH CONSIDERATIONS

32ND INTERNATIONAL ACCT CONFERENCE & EXPO – CLEVELAND

CONFERENCE MEETING CONSIDERATIONS

At this time ACCT intends to proceed with hosting our 32nd Annual International ACCT Conference and Expo February 10-13, 2022, in Cleveland, OH. We will continue to monitor local, state, and federal regulations related to group gatherings and will adjust when and where necessary.

Please be aware that the following considerations are subject to change.

ACCT is focused on a multilayered approach to mitigating the risk of COVID-19 and related illnesses at all ACCT in-person events. Toward that end, the following precautions have been established for health and comfort of all conference attendees.

CONFERENCE ATTENDEES

- Please bring and wear your face mask or covering at all times when indoors and when physical distancing is difficult outdoors, regardless of your vaccination status.
- While indoors and in close proximity to others, we expect physical distancing.
- When possible, eat outdoors. If eating indoors is required, physically distance from other participants.
- Cover coughs and sneezes and [wash hands](#)
- Stay home if you are sick or have any [symptoms of COVID-19](#) (including any variance of COVID-19), and get tested for COVID-19.
- Those who are not fully vaccinated and/or have been in close contact with someone with a confirmed case of COVID-19 within 21 days should [quarantine](#) and get tested for COVID-19.
- Proof of a negative COVID test will be required for all attendees. More information will be forthcoming.

ATTENDEE WAIVER

All conference attendees will be required to read and sign the *ACCT Attendee COVID-19 Release of Liability Agreement* waiver. In that document attendees will, among other things, be asked to acknowledge that, notwithstanding any representations to the contrary, from any source, attendees at the conference will be exposed to certain risks, including COVID-19, its variants, and other viruses. No one will be admitted without a signed waiver.

HOTEL & MEETING SPACE

We are adapting the traditional conference/meeting layouts to include opportunities for physical distancing when possible and will work with the convention center to address site-specific issues such as adequate ventilation. Additionally, we will monitor local and state regulations related to group gatherings and adjust when and where necessary to maintain quality operations.

COVID RELATED COSTS

Register with confidence. We want you to feel comfortable attending the conference and attend only if you are feeling well. If you need to cancel your registration due to COVID (documentation will be required), we will issue a credit toward a future ACCT conference. We are happy to work with you on registration fees paid to ACCT but cannot refund any out-of-pocket expenses for transportation, lodging, or meals.

QUESTIONS ON YOUR HEALTH DURING THE CONFERENCE?

We know you might have more questions, and we're here to answer those questions and hear your thoughts for this event. Please feel free to send questions and concerns to events@acctinfo.org as well as continue to check the ACCT conference [website](#) for updated information.