



MINUTES for Regular Board Meeting November 17th, 2021

Meeting Logistics:

11/17/2021 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:

Melissa Webb

Heather Brooks

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

Welcome Guests & Housekeeping (Carson Rivers)

Reading of the ACCT Mission Statement (Korey)

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 (Korey)

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 October 26th, 2021.
Made by:	Connor
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

Motion:	Approve minutes from meeting held October 27th, 2021.
Made by:	Keith
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

Executive Director Report (Shawn) see 2011-11-11Report_ED to BOD

- October Financial Statement
- 2020 990 - was filed 11/7/21
- Budget Call - will likely be postponed due to Thanksgiving holiday
- SBA EIDL Loan
- Cleveland Conference Update - registrations are slowly trickling in. Most people typically wait until January to register anyways, so once we get to that point, we will have a good indicator of where we stand.
- Conference Waiver – Attorney Rebb Gregg is sending the waiver to one more lawyer to review. Once that is complete and the BOD has approved it, Shawn will determine the



method of dissemination so that it gets in attendee's hands before arrival. The staff will at least announce it on the website and embed it there for signing. Paper copies will be made available on site for signing at the conference site. Once the attorneys are done reviewing the waiver, the BOD will review and make a motion to approve.

- Discussed some BOD concerns regarding if the Association's liability regarding the mask policy – i.e., what if, despite our best efforts we are ultimately unsuccessful at enforcing the mask mandate.
- Emergency Concierge International: reviewed their proposed agreement. The BOD has clarifying questions that need follow-up.
- Health Considerations document – reviewed and finalized for distribution.

ACTION ITEM – Shawn will pass on the waiver to Rebb and the other attorney, and then get it back to the BOD for final approval

ACTION ITEM – Shawn and Melissa will meet with ECI to clarify what they are offering, per BOD questions.

ACTION ITEM – John and staff will revise and publish the Health Guidelines

- Singapore Ministry of Education Operation Accreditation Update – the OA agreement has been revised by the attorney to include the arbitration provision and governing law for dispute resolution. Given lawyers' fees on this one applicant, this would not be financially feasible, but the hope is that this effort will help facilitate future international applications.

Annual General Meeting Preparation (AGM) (Carson) – Planned for Thursday night of Conference from 3:30 – 5pm, between the conclusion of pre-conference sessions and the conference hall opening. We can speak to the elections at the AGM, including who's running and how to vote. Committee updates via short video last year allowed for a concise, polished, and focused delivery of content, so we will continue that model moving forward. That will also allow us to share those updates more widely after the fact.

ACTION ITEM – Carson and Korey: Review and finalize the AGM agenda, confirm time blocks necessary for each Committee.

ACTION ITEM – All BOD liaisons: ask their respective committee chairs or designees to begin preparing a video presentation about general update since the last AGM, key successes, and key initiatives for the upcoming year, keeping in mind what day this will be broadcast. Committees shall also provide a one-page/screen set of bullet points to go along with the video. All material will need to be submitted by January 15th, 2022.

ACTION ITEM – Carson, Melissa, and John: consider if it's feasible to record and/or live stream the AGM.

Board Elections (Rohan): The election announcement went out last week, and information regarding the upcoming elections will be published in every newsletter until the conclusion of the election. The LNC is preparing resources to publish regarding how to run, what to expect while serving on the BOD, the differences between BOD and Committee work, etc. The election timeline is as follows:

- Preferred nomination submission date: 12/13/21



- Latest that nomination will be accepted: 1/25/22
- Beginning of voting period: 1/27/22
- AGM: 2/10/22
- End of voting period: 2/11/22 (1pm MST)
- Announcements: 2/12/22

ED Search (Rohan) – The Process Design Task Force (PDTF) is nearing completion. A representative from the PDTF will attend the next BOD meeting to present their final work product. Rohan is preparing the Terms of Reference (TOR) for the next step, which will be the hiring task force. This will mark the shift from designing the hiring process plan and steps to beginning the actual hiring process. About half of the PDTF are expected to continue to the next group, which needs to be fully populated asap. They will be seeking additional members that together form a representative group from all categories of membership.

ACCT Newsletter (Rohan and Korey)

- New Proposed Section: “Message from the Board of Directors”. Discussed past examples of this type of messaging in Parallel Lines newsletters, and conveyed intentions to provide content that helps to inform and engage our membership. Given realistic expectations for additional workload, we discussed how to leverage content that is already being created, but potentially not being seen by the average member, including BOD meeting minutes and the Executive Director report, for example.

ACTION ITEM – Korey: connect with staff to talk about how to move this initiative forward

Practitioner Certification (Carson & Shawn): Reviewed the timeline of the Practitioner Certification Standards, and how they went from being in the standards to being removed and accessed separately behind a membership paywall. Currently they are hard to find, and perhaps are not clearly understood. However, they are fundamental to the PVM accreditation process, and relevant to members that want to know how they become an L1, L2, or CCM. Discussed generating an educational piece that clarifies things like how individuals can get certified, and how PVMs are a part of that process.

ACTION ITEM – Shawn and staff, including Heather and the relevant volunteer groups: make a proposal for how to simply clean up and publish the Practitioner Certification document, including clarifying terminology, at the next BOD meeting.

Meeting Closing (Carson)

Motion:	Motion to adjourn the meeting.
Made by:	Keith
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 9:37AM Mountain Time.

APPROVED



To: ACCT Board
From: Shawn Tierney, Executive Director
Date: 11/11/21

RE: November Board Report

Summary

October Financial Statement

The October monthly financial statement is in the Finance Drive (Finance - FY22 Financial Planning – Monthly Statements and Financial Reports).

2020 990

The 990 was filed via certified mail on 11/7.

Budget Call

The next budget call will be held on Friday, November 26 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. I have signed all the final paperwork, and anticipate receiving the funding in the next 2 weeks.

2nd PPP Loan Forgiveness

The 2nd PPP loan application for forgiveness of the \$61,400 amount was submitted on September 28th. We received confirmation that the loan has been forgiven on 10/26.

Cleveland Conference (as of 11/12)

- Registered attendees: 240
- Exhibitors / Sponsors: 37
- Gross revenue: \$186,000

Conference Waiver

Reb has prepared a waiver / release for the conference that all attendees will need to sign. The waiver is in the BOD meeting folder and is ready for approval on the 11/17 meeting.

Revised conference Health Considerations

The revised conference health guidelines document is in the meeting folder and ready for approval on the 11/17 meeting.

Emergency Concierge International

A Letter of Agreement from ECI is in the 11/17 meeting folder and is awaiting review and approval from the BOD prior to signing.

Singapore MOE /Revised OA Agreement

The OA agreement has been revised by Paul Homsey, a NY city attorney with international experience. The revisions address governing law, dispute resolution, and arbitration with the jurisdiction of those matters being handled in NY, NY and not in Colorado. The revised agreement is now ready to be sent to the MOE.