MINUTES for Regular Board Meeting
December 1st, 2021

<u>Meeting Logistics:</u>
12/01/2021 7:30am Mountain Time

<u>Location:</u>
    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**	☒ Bahman Azarm – **Member**	☒ Connor James – **Member**
☒ Korey Hampton – **Secretary**	☐ Victor Gallo - **Member**	☒ Billy Simpson – **Member**
☒ Cameron Annas - **Treasurer**	☒ Keith Jacobs – **Member**	☒ Shawn Tierney – **Executive Director**
	left 9:08am MST	joined at 8:58am (after ED search topics)

Quorum?

☒ Yes
☐ No

Guests:
John Voegtlin (designated recording secretary)
Leslie Sohl
Deidra Goodwin
Heather Brooks
Melissa Webb

Meeting called to order at 7:33 AM Mountain Time by Carson Rivers.

Welcome Guests & Housekeeping (Carson)

Reading of the ACCT Mission Statement (Cameron)
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 (Cameron)
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:	Keith
Seconded by:	Rohan
Discussion:	None.
Vote:	In Favor – N/A
	Opposed - 0
	Abstaining - 0
Motion Carries:	☒ Yes
	☐ No

Approval of Previous Meeting Minutes (Carson)

Motion:	Approve minutes from meeting held November 17th, 2021.
Made by:	Keith
Seconded by:	Connor
Discussion:	None.
Vote:	In Favor – N/A
	Opposed – 0
	Abstaining – Cameron, Bahman
Motion Carries:	☒ Yes
	☐ No

ED Search (Rohan & Leslie)

- General Updates & Introductions (Rohan)
- Process Design Task Force Recommendations (Leslie): see "*11-1-21 Recommendations from PDTF to BOD*"
- Discussed and reviewed the recommendations from the Task Force. Proposed plan accomplishes the task within the allotted budget. Acknowledged that this was a shorter than ideal time frame to develop a detailed hiring plan, but we hope to have the job listing up soon. Additionally, this plan should be able to be utilized in future executive hiring.

Motion:	To approve and adopt the ED hiring process as presented by the Process Design Task Force.
Made by:	Rohan
Seconded by:	Keith
Discussion:	none
Vote:	In Favor – Rohan, Korey, Cameron, Bahman, Keith, Connor, Billy, Carson
	Opposed – none

	Abstaining – none
Motion Carries:	☒ Yes ☐ No

- Hiring Task Force (Rohan)**:** Discussed current members of the group and categories of membership that still should be represented, while acknowledging that the BOD is just voting on creating the TF, and the Chair will continue the population of the TF with direction from Rohan.

Motion:	To approve the creation of the ED Hiring Task Force in accordance with the Terms of Reference as presented.
Made by:	Rohan
Seconded by:	Bahman
Discussion:	none
Vote:	In Favor – Rohan, Korey, Cameron, Bahman, Keith, Connor, Billy Opposed – none Abstaining – Carson
Motion Carries:	☒ Yes ☐ No

ACTION ITEM – Rohan: Obtain an accurate description of the current health insurance benefit and craft a wording to add to the ED job description.

ACTION ITEM – Rohan: Draft and send a recognition letter for the great work that the Process Design Task Force has done.

Motion:	To approve Kurt Damron as the chair of the ED Hiring Task Force.
Made by:	Rohan
Seconded by:	Billy
Discussion:	none
Vote:	In Favor – Rohan, Korey, Cameron, Bahman, Keith, Connor, Billy Opposed – none Abstaining – Carson
Motion Carries:	☒ Yes ☐ No

ACTION ITEM – Rohan: Provide updates on the buildout of this task force as applicable.

ED Report (Shawn) see "*2021-12-01 Report_ED to BOD*"
- 2022 Conference Updates
- Other Updates

Treasurer's Report (Cameron)

ACTION ITEM – Cameron: Straighten out balances reflected on the working budget

General Updates & Reminders (Carson)
- BOD Elections: reminder of recently published dates for each step of the process

- PVM Symposiums (Dec & Feb): upcoming PVM symposium will be held via Zoom, starting at 4pm MST on 12/7/21. February PVM symposium will be in person at the conference in Cleveland.
- AGM Preparation: each BOD member should connect with their respective Committees to inform them about the request for a video-taped update on their progress in 2021, and plans for 2022.

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:	☒ Yes
	☐ No

Meeting adjourned at 9:35am Mountain Time.

3 Goals for next Executive Director (ED); see Job Posting for details:

1. Enhance *Membership Engagement*
   a. Increase the number of new active members
   b. Enhance communication with existing members
   c. Establish benefits for members
   d. Engage volunteers, including working with the Board of Directors
2. Develop *Public Relations*
   a. Establish relationships with stakeholders impacted by the ANSI/ACCT standard, including Regulatory agencies
   b. Network with tangential trade associations, and industries
   c. Increase sponsorships of ACCT events
   d. Increase international presence/visibility of the Association
   e. Enhance avenues for information sharing (2-way)
3. Maximize *Financial Growth* opportunities
   a. Maximize the annual conference, including sponsorships
   b. Establish other avenues for professional development for members that maintain certifications and other industry stakeholders
   c. Support access for international members &/or international events/opportunities for members
   d. Harness technological advances to benefit ACCT accreditation and certification programs (as well as association membership)

Process Recommendations

1. ***See timeline document***
   a. Process designed to take ~3 months
   b. The PDTF agrees that candidates should attend at least a few hours of the conference; this forces a tight timeline to complete round 1 interviews
      i. ACCT will provide up to $1,000 reimbursement for travel, meal, and lodging expenses (receipts must be provided) for expenses incurred to be in Ohio Thursday 2/10 (see timeline for details)
      ii. If candidates wish to attend additional days of the conference they will not be charged a registration fee, however other costs are not covered (maybe if they have not yet reached the $1,000 limit yet)
      iii. Need decision to finalize Round 2 email
   c. In the future, this process should start as soon as an ED announces their plan to leave - volunteers deserve more time to facilitate processes.

2. ***Recruiting tools:***
   a. **JazzHR**: recruiting management software that posts jobs on multiple platforms
   b. Post job on Acctinfo.org career page
      i. Need to coordinate Kurt or Leslie with John V to do this.
   c. Suggest ACCT also post on The Center for Association Leadership (ASAE)
      i. $445 will post the job for 30 days and give access to the Resume Search feature - need Board approval
      ii. This can get linked to JazzHR
   d. *ACCT should also announce the opening in its newsletter, media sources, etc.*
      i. *Need John's help*

3. ***Hiring Task Force suggestions:***
   a. Total # of people: 5-8
   b. Representation: if possible, at least 1 type of each membership category
   c. *PDTF to Hiring TF crossover*: Recommend at least 2 (prefer 3) members continue into the next TF:
      i. Kurt Damron (JazzHR key person) - consider for Chair.
      ii. Matt Hammons
      iii. Jim Wall
   d. Roles and Responsibilities:
      i. Chair: facilitate meetings and direct the process
      ii. Secretary: Document meetings and manage the correspondence and other files related to the hiring process
      iii. All members must be available during the recommended timeline, at least to the point that they can perform assigned tasks by suggested deadlines. *Include timeline in TOR*
      iv. Will use Calendly to create interview time slots that applicants can self-schedule for (Hiring Task Force to complete this step)

4. ***Items for job posting:***
   a. Advertisement (includes supplemental questions, simplified timeline, etc)
   b. Example of an Auto response template (when applicants initially apply)
   c. hiring@acctinfo.org will be used as a cover email

5. ***Steps in the process:***
   a. *12/20/21: Job posted/recruitment starts* if not earlier (auto response set up)

i. Applicants submit cover letter, resume, answer 3 supplemental questions *(all of which relate back to the 3 Goals)*:

b. Interview #1
  i. Auto-email to applicants to self-schedule for Interview 1
  ii. 10 questions that address the following experience/skills: 501c6 Leadership; membership engagement; financial management; technology, personnel management; & overall impression (eg public speaking)

c. Reference check & *Logistics Questions*:
  i. Auto-email to applicants asking for reference contact info and answers to:

d. Selected for Round 2!
  i. Auto-email to applicants to self-schedule for Interview 2
  ii. Email should include instructions for [video] Assignment
  iii. Email includes sharing the ACCT data from 2016 - 2021
  iv. Email includes instructions for [optional] Day at the Conference

e. Day at the Conference
  i. See timeline

f. Interview #2 & Assignments
  i. Interview: 10-11 questions that address the following experience/skills: Public speaking; strategic planning, revenue generating; membership engagement; event planning; professional development &/or certifications; personnel management; & overall impression (eg technology)
  ii. Video Assignments: 5-8 minute video presentation/pitch

6. ***Measuring applicants:*** Matrix
  a. This matrix may get integrated into JazzHR or be facilitated through JazzHR & live in Google Drive
    i. Leslie & Kurt working with JazzHR currently to finalize this
  b. Recommend candidates to the board based on the Matrix.
    i. Must have a Total score of 5.9 or higher to qualify for an offer
    ii. Must have a sub-total score of 4.24 or higher for Assignment(s) & Second interview, etc block to qualify for an offer
    iii. Must have a subtotal score of 1.02 to qualify for a reference check/logistical questionnaire (which you must have at least a .18 to qualify for a second interview)
    iv. Must have a sub-total score of .45 to qualify for a First Interview
  c. *Methodology:*
    1. All interviews will be recorded so that all Hiring TF members can score it.

2. Reference checks can be done by 1 person from the TF & others can read the form to score afterwards.
3. Supplemental Questions and Assignments are written &/or recorded for all to score.

   ii. *Matrix Instructions:*

   1. Google Sheet; make copies of the sheet/tab - 1 for each applicant
   2. Colored cells are NOT to be modified - only enter data in white cells
   3. Hover over grey cells to determine if an applicant should move onto the next step
   4. TF members can modify scores as an applicant moves further in the process. EG: Technology experience may initially be scored a 3 and can be increased to a 4 if TF member learns more and wants to up that cell's rating.
   5. Scores are based on experience (or demonstrating skills) applicable to that item.
   6. 1 = no experience or skill; 2 = less than average expectation; 3 = average; 4 = above average skill or experience; 5 = ideal!

While not a part of the PDTF TOR, you might consider this [updated job description](#) (to align with what was advertised).

To: ACCT Board
From: Shawn Tierney, Executive Director
Date: 12/1/21

RE: December Board Report

Summary

November Financial Statement
The November monthly financial statement will be placed in the Finance Drive (Finance - FY22 Financial Planning – Monthly Statements and Financial Reports) once completed the week of 12/6.

Cleveland Conference (as of 12/1)
- Registered attendees: 267 (Amount due: $10,000)
- Exhibitors / Sponsors: 37 (Amount due: $17, 500)
- Net revenue: $172,000
- Budgeted through Nov: $303,000
- Actual through Nov: $172,000
- Under budget: $131,000

Cash Position on 12/1
- Chase Operating: $124,000
- Chase Savings: $40,000
- Total: $164,000

Due to insufficient conference revenue, I anticipate needing to tapping into our reserves (or use the EIDL money) at the end of December to cover operating expenses for the next 6-10 weeks.

- Budgeted expenses for December: $67,000
- Budgeted expenses for January: $311,000
- Total: $378,000
- Total estimated amount requested for approval: $175,000 - $225,000 (roughly 40% to 50% of our reserves, _unless we use the EIDL money_)

Budget Call
The next budget call will be held on Friday, December 10th 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
Access Code**:** 611-869-773

Health Considerations / Guidelines
Reb requested the immediate removal of any reference to mask "enforcement" in our health considerations document on the website due to increased liability for the association if we are not able to "enforce" the mask requirement 100%. Reb intends to use the waiver to ensure compliance with mask wearing with a clause that attendees **will be expected to wear a mask at all times while indoors** unless actively eating or drinking. All attendees must sign and agree to the conditions outlined in the waiver (i.e., all attendees are agreeing to wear a mask).

Conference Waiver
Reb is finalizing the waiver and expects to have it completed by early next week.

December 15th Board Meeting

Melissa and I are compiling a list of DECISIONS the Bod will need to make on the 12/15 meeting, such as on-site Covid testing, presenter face coverings, what specifically are the PPE items will we need to order, etc. (Basically, all of the items that were tabled from the F2F meeting in October).

 The conference is 2 months away, and these critical decisions cannot be tabled any further. The Dec 15th meeting is also the last meeting until January.

Melissa and I have invited Reb and Desi from ECI to the next BOD meeting to get everyone on the same page, ask questions, and more importantly, make final decisions on all of these unresolved issues.