



## MINUTES for Regular Board Meeting December 15th, 2021

### Meeting Logistics:

12/15/2021 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

Kurt Damron

Reb Gregg

Desi Whitney

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

### **Welcome Guests & Housekeeping** (Carson Rivers)

### **Reading of the ACCT Mission Statement** (Keith)

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** (Keith)

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)

<b>Motion:</b>	Review and approve the meeting agenda
<b>Made by:</b>	Cameron
<b>Seconded by:</b>	Keith
<b>Discussion:</b>	None.
<b>Vote:</b>	In Favor – N/A Opposed - 0 Abstaining - 0
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

#### Approval of Previous Meeting Minutes (Carson & Korey)

<b>Motion:</b>	Approve minutes from meeting held December 1st, 2021.
<b>Made by:</b>	Rohan
<b>Seconded by:</b>	Cameron
<b>Discussion:</b>	None.
<b>Vote:</b>	In Favor – N/A Opposed – 0 Abstaining – Victor
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**Executive Director Search Update** (Rohan & Kurt): The ED hiring Task Force (TF) is up and running, there are six (6) members on it currently, with one more needed. The ED job posting went live on multiple job sites on Friday, and 6 candidates have applied so far. The TF is slightly ahead of their projected timeline for hiring and are scheduled to have their first meeting in late December. All TF members have been given access to the application management system. The ACCT newsletter goes out tomorrow, and the job listing will be posted in there as well.

#### Executive Director Report (Shawn) see Report\_ED to BOD

- November financial statement is in the GDrive
- We currently have 340 people registered for conference, not including another 100 or so from exhibitor booths. Early bird pricing just ended, but historically it has been common to get a significant number of registrations in January.
- Exhibitor sponsors: currently 39
- That puts us at about \$145K under what we had budgeted for revenue at this point
- We will likely need to tap into the reserves, maybe \$90K to start, in January some time
- We haven't received the EIDL loan yet, but there is no reason for concern there, it will hopefully come in sometime in January



- If we end up with between 500 and 750 attendees as the various budget projections modeled, we'd be at a slight deficit for conference, but 750 attendees is the projected minimum attendance before we'd break even.

## 2022 Conference (Carson, Shawn, & Melissa)

- Melissa: Would like the BOD to look at "BOD Decisions for 12.15.2021" – Regarding conference concerns for 2023 and decisions that need to be made by 2/1/2022, which is before the upcoming conference. Need to make big picture, conceptual decisions about factors like projected size, number of rooms, food and beverage, etc.

### ACTION ITEM – BOD: review the above file and consider our options

- Exhibit Hall: Hours and General Plan – reviewed exhibit hall times, listed in "BOD Decisions for 12.15.2021". Discussed which times there will be food and beverage served there, and again acknowledged that these are times when the mask expectations may be lower since attendees will be taking them off to eat & drink.
- Conference Waiver Finalization: Rebb Gregg joined the call at 8:05AM. Discussed how communicating the mask policies and enforcing them are two different topics. Rebb suggested that inadvertently creating a specific duty (via stated policies) to enforce masking could put us at legal risk if some attendees don't comply. So even though we are changing the waiver language from "masks are required" to "masks will be expected", we can still step in and manage or influence behavior, but we walk the fine line that keeps us from creating that duty. According to Rebb, we could also "shrink the scope of the document" to be expressly limited to ACCT-only spaces so that we are not liable for spaces we can't control. Some have expressed concern about the last line of the document that says the waiver is "legally binding upon me, my spouse, children, other family members, heirs, executors, etc...". We could eliminate that entirely and probably be covered by the earlier indemnity provision, or we could 'soften the language to just something like "estate and family". These aren't major changes, so the group agreed that Rebb can decide on and make the discussed changes and move forward. If any attendees or exhibitors that have already registered are not willing to sign this, we will give them a full refund.

### ACTION ITEM – Carson: find a waiver sign company that can manage these waivers. Consider asking one of them to sponsor the cost.

Melissa would prefer that all waivers are done digitally (versus paper) even if done on site, and ACCT staff/volunteers can assist attendees with completing those.

- Mask Policy Details
  - Review mask requirements
  - Enforcement Plan: Discussed reminding attendees at registration that we expect them to wear a mask. Desi Whitney joined the call at 9:30am. Discussed plans for conveying (i.e. signage and announcements) and enforcing mask expectations (i.e. "friendly reminders" from BOD, staff, yellow hats, outside security companies, etc.) as well as strategies for escalation management.

### ACTION ITEM – Shawn and Melissa: Build a written, detailed escalation plan (who, when, how). Determine from there whether we need additional resources.



- Mask policy continued..
  - After Hours Reception Requirements – i.e. sponsored events off-site: Discussed whether it's realistic to expect to enforce the same mask policies that are in place at the on-site conference events, especially given that there will be eating and drinking in what are likely to be public spaces we can't control. Discussed how we can be transparent and honest about this and help inform attendees about the difference.
  - Potential Presenter Alternatives: Decided to allow presenters to be unmasked if they wish to be, as long as we manage appropriate social distancing from the presenter.
  - Potential Medical Exemptions – Decided that we are not allowing medical exemptions to mask wearing.
- Exhibitor Policy Enforcement Plan: ECI will help with enforcement there. The "BOD Decisions for 12.15.20219" document includes a plan for escalation of enforcement. Discipline measures are applied to the organization represented at that booth, even if the conversation is being had with the person in charge on site.
- Vaccine/Testing Screening Management Plan: Discussed concerns and possible solutions regarding how to collect attendees' vaccine or testing information, i.e. whether that should be done by staff/volunteers at registration or if that could create a perception of lack of confidentiality. Additionally, the extra time required could bottleneck the registration.

**ACTION ITEM** – Melissa, staff, and BOD willing: Have a separate call to finalize the vaccine/testing management plan

- Covid Testing: Onsite Rapid Testing and International Travel Departure Testing – could we produce resources (even if it's just listings of nearby testing locations) especially for international attendees that will need to test to be able to go home. Reportedly the Cleveland airport and Cleveland clinic have testing options.

**ACTION ITEM** – Melissa: develop a list of locations for COVID testing, and info on scheduling.

*Bahman left at 9:31am*

**Meeting Closing** (Carson)

<b>Motion:</b>	Motion to adjourn the meeting.
<b>Made by:</b>	Keith
<b>Seconded by:</b>	Connor
<b>Discussion:</b>	Connor is invited to provide his CG update in other channels since we didn't get to it on today's agenda
<b>Vote:</b>	In Favor – N/A Opposed – 0 Abstaining – 0
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Meeting adjourned at 9:33am Mountain Time.



**To: ACCT Board**  
**From: Shawn Tierney, Executive Director**  
**Date: 12/14/21**

**RE: December Board Report #2**

### Summary

#### **November Financial Statement**

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

#### **Cleveland Conference (as of 12/14)**

- Registered attendees: 340 (Amount due: \$13k)
- Exhibitors / Sponsors: 39 (Amount due: \$21k)
- Net revenue: \$209,000
- Budgeted through December \$354,000
- Actual through Dec 14: 209,000
- Under budget: **\$145,000**

#### **Cash Position on 12/14**

- Chase Operating: \$107,000
- Chase Savings: \$40,000
- Total: \$147,000
- Reserves: \$485,000

#### **Budget Call**

The next budget call will be held on Friday, January 7th 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

**Conference Waiver**

In the meeting folder. Melissa and I have invited both 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. The list of decisions is in the meeting folder.

**SBA EIDL Loan**

Has not yet deposited.

# Cleveland BOD Decisions:

- ECI Agreement - Already paid for Emergency plan with rollover from Spokane
  - What do we want them for?
    - 2 ppl...Incident Commander / Exhibitor Policy Safety Officer to Monitor & Document Violations
- What is the plan for Exhibit Policy Enforcement for those non-compliant?
  - 1st offense: Verbal conversation with ACCT Staff / BOD with follow-up written warning post conference from ACCT Staff / BOD
  - 2nd offense: Suspension from Exhibiting for a year
  - Repeat offenses (3 or more) - no longer allowed to Exhibit at ACCT Events
- What is the plan for Mask Enforcement for those non-compliant?
- Presenter Mask Wearing
  - Plexiglass, face shield, no mask, clear mask
    - Are we providing any of these alternatives?
- What is the mask policy for After Hours Receptions where a sponsorship is secured?
- On-site COVID Rapid Testing?
  - For who?
  - By Who?
  - What test?
- Internationals
  - Are we providing departure COVID testing options?
- Medical Exemptions
  - How are we handling this?
- Conference Waiver w/ Reb Revisions
- Health Considerations Guidelines -
  - Removal of Mask Enforcement language per Reb
- Expo hours specifically to be designated as no F&B / Masks required: 9a - 11a Friday and Saturday.
  - Open Expo Hours:
    - Thurs. 5:30 - 9:00p
    - Fri: 9:00a - 1:00p (Lunch break from everything is 11:45a - 1:00p) | 5:00 - 9:00p (F&B served during reception 6:00 - 8:00p)
    - Sat: 9:00a - 1:00p (Lunch break from everything is 11:45a - 1:00p)
- Are we looking for a platform for folks to upload their COVID Screening information or are we wanting someone to come on-site to handle that as well as testing?

## Concerns for 2023 & Decisions that need to be made by 2/1/2022:

- We need to start mitigating damages for both 2022 & 2023.
  - 2022:

- Are we okay to start this dialogue to reduce room block, reduce F&B minimum, are you wanting us to offer re-booking for a future conference for bargaining?
  - Is this something we want to do given potential financial short-comings we might experience post Cleveland?
- Currently we've picked up \$84,000 in room revenue we're on the hook for \$294,214.00
- 2023:
  - We should seriously consider mitigating potential damages for Portland now.
    - We have a deposit due to Portland 2/1/2022
      - Should we look into trying to reduce our room block now?
      - Should we attempt to shift everything to the hotel exclusively now?
        - If we did this we'd need to consider potentially maxing out in some ways. I.e. the largest ballroom at the hotel would only hold 60 10X10 booths.
    - Cancellation for Hotel is currently \$72,000 until 2/1/2022
    - Cancellation for Convention Center is currently \$20,000 until 2/1/2022
- Future planning:
  - I would like to request time for the F2F meeting in February to discuss future planning. Kristin Vines with HPN would like to join this dialogue.