



## MINUTES for Regular Board Meeting January 5th, 2022

### Meeting Logistics:

01/05/2022 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:

Heather Brooks

Melissa Webb

Erik Marter

Ryan Olson

Kristin Vines, HPN

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

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

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

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** (Connor)

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>	Bahman
<b>Seconded by:</b>	Billy
<b>Discussion:</b>	Discussed Bahman's belated request to add IAPA (International Adventure Park Association) to the 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

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

<b>Motion:</b>	Approve minutes from meeting held December 15 <sup>th</sup> , 2021.
<b>Made by:</b>	Keith
<b>Seconded by:</b>	Bahman
<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

#### Executive Director Report (Shawn) see 2022-1-05 Report\_ED to BOD

- About 375 attendees and 45 exhibitors have registered at this point, for about \$244K net revenue. We had projected about \$450K revenue at this point, so we're \$206K under budget.
- Current operating and savings accounts are at a total of \$158K, reserves are at \$354K.
- Smart Waiver has agreed to provide a waiver platform for conference, and the setup is nearly done.

**Treasurer's Report (Cameron):** Deadlines related to our financial obligations for the Portland conference are coming soon, and we need to consider revising our room blocks so that we don't suffer significant financial losses, which will be more impactful if our reserves have been further depleted by that time.

#### ACCT Conferences (Shawn, Melissa, Kristin, & Carson)

- 2022 Cleveland - Current State of Affairs: Shawn wants to reach out to Cleveland to talk to them about the likely prospect that we won't make our projected numbers. The hope is that



they can work with us in a good faith effort to help us cut our losses, especially given the timing of the latest COVID variant surge. Food and beverage (F&B) minimums at the convention center should be ok, but at the hotel we will likely fall far short of the projected F&B minimum. We are also far behind on our room block; we are at about 37% and are obligated to pay for 80% of the room revenue that we contracted. That affects a lot of things budget-wise such as conference rooms, concessions, etc. If needed for negotiation purposes, we could consider returning to the hotel in Cleveland at a future time, but this won't be a negotiation strategy we would employ with the conference center since we are much closer to our targets there. However, it wouldn't be optimal 'geographically' (based on our historical norms for conference location) to return to Cleveland in 2024, immediately following Portland in 2023; that would have to wait until 2025.

- Kristin Vines – Cleveland has peaked in omicron cases, and we have absolutely no reason to believe that the situation will get so significantly worse that force majeure would apply, so we will not be released from our contractual obligations there. They will talk with Cleveland to see what compromises they are willing to make, considering the financial losses that come with us moving forward with the conference. Being a non-profit association could potentially help us in this discussion. It is also important to note that all the things we have added in an effort to mitigate for COVID will cost us more than a "normal" conference budget and will be above and beyond the currently projected deficit.
- The BOD confirmed full confidence in, and support for the conference team to negotiate with Cleveland representatives as needed.
- COVID Testing Recommendations – Discussed the conference team's suggestion of increasing the attendee requirements to include a negative test regardless of vaccination status. However, given the prospects of tests becoming harder and harder to get, including in Cleveland, the BOD decided not to implement requiring testing.
- ECI Proposal – Their proposal for services such as exhibit hall policy enforcement and disaster plan management was quoted at \$20K plus per diem, travel, and lodging - for a projected total bill of approximately \$35K. Discussed benefit versus cost, and the BOD agreed not to move forward with contracting them for the conference. Additionally, the BOD talked about more economical options for enforcement assistance, especially from those companies that are local to Cleveland. All policies that have been established in the conference planning process (i.e. exhibit hall and COVID mitigation strategies) remain unchanged regardless of ECI involvement.

**ACTION ITEM** – Melissa: follow-up with professionals that Rohan has previously identified as options for this effort, as well as any other potential resources.

- 2023 Portland - Proactive financial risk mitigation: Given the ongoing nature of the COVID situation and the financial risk that the conference exposes us to, we need to be realistic with our expectations and reasonable about what we commit to. This may mean reducing the room block, while simultaneously recognizing that we don't want to overly limit our growth potential, since conference is also our biggest financial opportunity. The sooner we reach out to Portland the better. Kristen advised that in lieu of significantly reducing room blocks (our room block was already smaller than it is in Cleveland), we could request things like pushing the deposits due dates back and negotiating attrition at various points in time (milestones leading up to conference). In Portland, all the meeting space is in the conference center, unlike with Cleveland. Moving forward with conference site selection, we should consider smaller venues. Palm Desert and Savannah were good examples of this.



For the large hotels, our conference timing is better for colder weather destinations where the January/February time frame is their low season.

**ACTION ITEM** – Carson/Korey: Add continued future conference contracting discussions to the BOD F2F meeting on Tuesday (2/8/22) and invite Kristin to join the conversation again.

**TIRE Leadership** (Victor) – Rich Klajnscek would like to step down as TIRE Committee Chair, and Michelle Hepler is willing and able to step into the role.

<b>Motion:</b>	To approve Michelle Hepler as the Chair of TIRE
<b>Made by:</b>	Victor
<b>Seconded by:</b>	Keith
<b>Discussion:</b>	Rich will stay on the TIRE committee, just not acting as the Chair. Besides Michelle, no one else has expressed interested in the Chair role at this time. Also discussed that per policies, yearly re-affirmation of the Chairs must be done, and it should be done at the Conference F2F meetings.
<b>Vote:</b>	In Favor – Rohan, Korey, Keith, Bahman, Victor, Cameron, Connor, Billy Opposed – none Abstaining – Carson
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**ACTION ITEM** – Carson/Korey: Add yearly re-affirmation of the Committee Chairs at the F2F meetings.

**ED Search** (Rohan) – the ED Search Task Force has met, and all the TF members have access to the hiring platform. There are already multiple applicants for the position, and the TF has sent out emails to those people to begin the process accordingly. The TF is slightly ahead of their projected schedule and will provide an update on the next BOD call.

**BOD Elections** (Rohan) – Billy has agreed to help orchestrate the election voting process since, although Rohan would typically manage that in his position as Vice Chair, he has declared that he will run for a Board seat again. There have been no other nominations/candidate submissions at this time.

*Rohan left at 9:16am Mountain time*

Cameron and Victor have stated that they will not run again, and the Board expressed their thanks for their service. Carson and John Voegtlin have discussed how to continue to get the info out about running – including in the newsletter and social media platforms, as well as the PVM list serve.

**New BOD Member Onboarding** (Carson) – Carson will coordinate new Board member onboarding and liaison selection in the same fashion as it was done last year. A virtual BOD meeting has been scheduled for the Wednesday after the conference, and an invite has been sent to BOD members.

**Consensus Group & ANSI Updates** (Connor) –

- Membership: There have been a few recent changes to the CG, additions as well folks stepping away.



- The CG had a facilitated conversation about the upcoming ANSI audit and the previous response to the audit. They discussed the addition of a 4th category, called “associations”.
- Michelle Helper was a guest of the CG from TIRE- Some CG members will be meeting with her and other TIRE members to discuss an informational piece on Accredited Standards Development for the ACCT Academy
- Critical Ropes Systems & Guy Anchors will be included in the consideration for draft changes.
- The CG Accredited Procedures Task Force's next meeting will be 1/5/22 @ 12pm MST
- The Draft Standards Formatting Task Force TOR has been accepted and will include members of CG and TIRE.

**ACCT Awards** (Carson) – The Board Emeritus had suggested forming an Awards Committee to advise on and manage the current and proposed awards processes. There is a proposal for such in the Board folder, to be reviewed.

**IAPA** (Bahman) – IAPA (International Adventure Park Association) now represents adventure parks in Europe, and Bahman is a member. Their Chairperson has reached out to him to let him know that they are coming to our conference, and they would like to speak to ACCT representatives to explore collaboration opportunities. Discussed having a small group (potentially Carson, Shawn, Bahman) set up a time for them to meet and evaluate the possibilities.

**ACTION ITEM** – Bahman: follow up with those IAPA representatives and establish a meeting plan for conference.

#### Meeting Closing (Carson)

<b>Motion:</b>	Motion to adjourn the meeting.
<b>Made by:</b>	Connor
<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

Meeting adjourned at 9:33AM Mountain Time.



**To: ACCT Board**  
**From: Shawn Tierney, Executive Director**  
**Date: 1/5/22**

**RE: January Board Report**

## Summary

### December Financial Statement

The December monthly financial statement will be in the Finance Drive (Finance - FY22 Financial Planning – Monthly Statements and Financial Reports) once completed the week of 1/10.

### Cleveland Conference (as of 1/4)

- Registered attendees: 369 (Amount due: \$11,000 )
- Exhibitors / Sponsors: 45 (Amount due:20,00)
- Net revenue: \$244,000
- Budgeted through January \$450000
- Actual through Jan4: \$244,000
- Under budget:\$206,000

### Health Guidelines

Melissa and I are recommending requiring proof of a negative PCR Covid Test 72 hours prior to arrival for **all attendees** regardless of vaccination status.

### Live Oak CD Maturity

Per the recommendation from the finance committee, I have withdrawn a \$91,000 6-month CD that matured on 1/3. The transaction takes 1-3 days before those funds will be deposited into our Chase account.

### Cash Position on 1/4

- Chase Operating: \$118,000
- Chase Savings: \$40,000
- Total: \$158,000
- Reserves: **\$354,826**
  - Live Oak: \$132,048
  - TIAA: \$131,603
  - First Internet: \$91,175

**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

**Smart Waiver**

All set up and ready to go, minus a few minor edits

**SBA EIDL Loan**

Approved but not yet deposited. (\$169,400)