MINUTES for Face-to-Face Board Meeting February 7th, 2022

Meeting Logistics:
02/07/2022   8:00am – 5:00pm Eastern Time

Location:
Hilton Cleveland Downtown | Cleveland, OH
with Zoom Link: 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**

Quorum?

☒ Yes
☐ No

Guests:
John Voegtlin
Erik Marter
Randy Smith
Jennifer Marter
Rebb Gregg
Ryan Olson
Heather Brooks

Meeting called to order at 8:06 AM Eastern Time by Carson Rivers.

Welcome Guests & Housekeeping (Carson Rivers)
- Waivers and Vaccine/Testing Documentation – reviewed and confirmed that in-person attendees at the meeting had submitted the required documentation.

Reading of the ACCT Mission Statement (Rohan)
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 (Rohan)
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:	Keith
Discussion:	Reminder for the BOD to review ED hiring TF materials
Vote:	In Favor – N/A
	Opposed - 0
	Abstaining - 0
Motion Carries:	☒ Yes
	☐ No

Executive Director Report (Shawn) *see "2022_02_04 _ED Report to BOD"*
General Conference Updates: Registered attendees is nearing 600 now. Much of this has happened very recently. With the Hilton contract negotiations and the improving registration numbers, we are at only about a $89K deficit now - between revenue received and revenue planned for - which is not necessarily the same as what we will "lose" overall, so the overall financial picture can and will change once we settle all our conference related financial obligations.

Treasurer's Report (Cameron): through the end of December, we are at about -$93K net income for the fiscal year. Next week when we get the January numbers, we will have a more complete picture of where we stand, since so much of financial significance happens in January. The BOD discussed getting guidance from the Finance Committee on whether we will want to put money back into the reserve account once we get the EIDL loan, given the inherent level of uncertainty around ongoing COVID concerns and their effects on future conference revenue. Also discussed how to communicate to our community about the value of having significant reserve funds, especially since negotiations with Cleveland and the PPP and EIDL moneys contributed greatly to our minimized losses, and it could have been significantly worse without that. For reference, we're at half the revenue of a typical year, compared to the last two.

Office Manager Report (John) *see "2022_02_06 Board Report"*
Discussed the new CG secretary role, challenges with billing for additional sub-accounts, goals for updating the ACCT website header and navigation bar, updating the Regulation map on the website, and the need for more PR & Marketing workgroup members.

Board Elections Update (Billy)

Discussed that Victor and Cameron have chosen not to run for another term, and that Rohan has - so he has recused himself from facilitating the actual election and will only be handling policy-related questions. The PVM election is running the same as it did at last year's virtual conference, and the general membership was aligned to the same timeline. At the AGM on Thursday, we will encourage voting participation, introduce all candidates, and remind people how to vote. We reviewed the voting process for general membership, which does not allow sub-accounts to vote – only one vote per organization. Discussed how to update bylaws to reflect that we would like to continue with digital voting, without having to re-confirm this each year – which will require a motion and a majority vote at a future meeting.

Simultaneous Board and Committee Service (Carson): Discussed clarifying the policy on this. Is it appropriate and/or allowed, and are concerns based on perceived conflict of interest, workload concerns, or other issues? Acknowledged that there are BOD members (and Board Emeritus members) currently serving in other volunteer roles with the association. Discussed possible ways to address this, like allowing a BOD/Board Emeritus member to consult with a volunteer group but not be a voting member of that group or encouraging recusals from BOD conversations that involved topics brought to the BOD by that member's volunteer group. Further discussed reviewing and either re-affirming or updating all the policies once the new Executive Director is in place, perhaps as part of a strategic planning process.

ACTION ITEM – Korey: add this topic to an upcoming F2F meeting.

Break
Meeting called to recess at 10:00AM Eastern Time by Carson Rivers.
Meeting called back to order at 10:15AM Eastern Time by Carson Rivers.

Committee Reports (Carson) *see attached reports as applicable*
- Finance – They have increased their membership by one, but still need more volunteers. Cameron will consider volunteering to join after he completes his BOD term.
- Technical Information Research and Education (TIRE) – Discussed their question about term limits for their members.
- Consensus Group – They estimate that the new standard will be ready for review in about 3 months, depending on how the public comment period is structured.
- Insurance & Risk Management (IRMC) – discussed insurance policy proposed revisions, requested clarity on status of the process with regards to ACC input and readiness for review by the BOD.

ACTION ITEM – Bahman: Follow up with IRMC Chair Randy Smith on status and next steps.

- International – They have been active creating space for dialogue via regular Zoom meetings. BOD discussed budget, resources, and support for an international conference.
- Leadership & Nominations – They have identified priorities for their continued work (i.e. support, education, and resources for volunteers and potential volunteers, a mentorship program, and creating a standing panel that helps with the election). They are actively seeking more volunteers to assist with their work.
- Accreditation and Certification (ACC) – Discussed membership succession plan and new members, current progress updates on projects including Trainer Curriculum, QCP, Universal

Portfolio, and Vendor Design. Discussed requests for support including updated auditor requirements, and financial approval of a Learning Management System (LMS) for ICE. Discussed whether future program changes that have financial implications should be approved by the BOD before they are implemented by the ACC. Restated ACC's request for financial information updates on programs.

ACTION ITEM – Korey: get info from Program Manager Heather Brooks on options for a LMS.

ACTION ITEM – Rohan: Explore how we can we go about replacing the term "grandfathered" in our association documents and policies.

ACTION ITEM – Korey and Cameron: follow up on getting the ACC the appropriate financial information.

Break
Meeting called to recess at 12:07PM Eastern Time by Carson Rivers.
Meeting called back to order at 1:01PM Eastern Time by Carson Rivers.

ED Shawn Tierney not in attendance at the call to order of the meeting

Ethics Committee (Billy & Jennifer): Reviewed their latest progress, and their request for guidance moving forward. They are seeking confirmation that the BOD still approves of their proposed changes, especially given the impact on multiple stakeholders in our association. Discussed other committees that have been, or should be, brought in for input/collaboration during this process moving forward. They are first seeking approval on Committee's proposed name change, and an approval of an updated Terms of Reference (TOR) reflecting that change. Following that, they will seek guidance on the rest of their draft documents, but they are not ready for final approval at this time. Discussed at length, the meaning of the word ''compliance and implications of that new name.

Motion:	Change the name of the Ethics Committee to the Compliance Committee
Made by:	Billy
Seconded by:	Bahman
Discussion:	No further discussion
Vote:	In Favor – Cameron, Connor, Billy, Victor, Rohan, Bahman, Korey
	Opposed – Keith
	Abstaining – Carson
Motion Carries:	☒ Yes
	☐ No

ACTION ITEM – Billy: submit the updated TOR, with the new name, for tomorrow's BOD meeting. Also, update the number of Committee members to something more than three (3), to account for the occasional need for member recusal.

Proposed Awards Committee (Carson & Randy) *see "ACCT Awards Committee-1-22"*
Discussed forming a committee or staff workgroup to manage awards and create new ones if desired. There are many volunteers contributing to association work and having a way to acknowledge them is important.

Motion:	To approve the formation of an awards workgroup
Made by:	Bahman
Seconded by:	Billy
Discussion:	Next steps are to find a Chair and receive formal TOR's
Vote:	In Favor – Rohan, Korey, Cameron, Bahman, Billy, Victor, Keith, Connor
	Opposed –
	Abstaining – Carson
Motion Carries:	☒ Yes
	☐ No

ACTION ITEM – Shawn: Identify which staff member could coordinate this workgroup.

ACTION ITEM – Rohan: reach out to potential volunteers and/or Chairs

ACTION ITEM – Shawn: Update the ACCT organizational chart with the addition of the Awards Committee, and with the name change from Ethics Committee to Compliance Committee.

IRMC insurance policy documents (Randy):
They have reviewed the feedback from ACC. The documents are not ready for approval at this point. They are seeking further feedback and will aim to bring updated versions to the next BOD meeting.

Break
Meeting called to recess at 2:51PM Eastern Time by Carson Rivers.
Meeting called back to order at 3:07PM Eastern Time by Carson Rivers.

Cameron Annas not in attendance at the call to order of the meeting

PVM Annual Reporting (Carson & Reb)
Discussed questions about the PVM annual report that were prompted by concerns from one of our PVM members. Attorney Rebb Gregg shared his opinion and informed the BOD that he has reached out to other legal counsel for further guidance. Further discussed potential implications for the newly created Operation Accreditation annual report, as well as a brief history of the report form and questions asked on that form.

Cameron re-joined the meeting at 3:32PM

The current Vendor Accreditation review process has been paused while legal review is underway. Discussed options for modifying reports, those submitted and those not, once clarity has been established and the process moves forward again. Discussed having the BOD review and comment on the report to expedite legal review.

ACTION ITEM – all BOD: review and comment on the file "2021 Annual Report Questions". Consider how the questions serve the public and contribute to assessing compliance with accreditation requirements. Also, review OA annual reports with same goals in mind.

Program Manager Report (Heather) *see "2022.01.2. Heather Brooks Board Report- Programs"*
Discussed ongoing process of proposed revisions to insurance policies for Accreditation and Certification programs, Inspector Certification updates and upcoming testing events, ICE prep

course updates, Vendor Accreditation PVM audit updates, Operation Accreditation marketing needs and annual reporting, and various Task Force updates.

Operation Accreditation Benefits and Responsibilities (Korey) The BOD briefly discussed initial thoughts on accredited organization voting and potential symposium participation by accredited operators.

Meeting Closing (Carson)

Motion:	Motion to adjourn the meeting.
Made by:	Cameron
Seconded by:	Rohan
Discussion:	None.
Vote:	In Favor – N/A
	Opposed – 0
	Abstaining – 0
Motion Carries:	☒ Yes
	☐ No

Meeting adjourned at 5:11EST Time.

To: ACCT Board
From: Shawn Tierney, Executive Director
Date: 2/4/22

RE: February Report

Summary

January Financial Statement
The January monthly financial statement will be in the Finance Drive (Finance - FY22 Financial Planning – Monthly Statements and Financial Reports) once completed the week of Feb 14th.

Q2 Financial Statement
The Q2 statement is in the finance drive.

Cleveland Conference (as of 2/4)
- Registered attendees: 557
- Exhibitors / Sponsors: 46)
- Gross revenue: $361,000
- Budgeted through January $450000
- Actual through 2/4: $361,000
- Under budget:$89,000

Cash Position on 2/4
- Chase Operating: $192,386
- Chase Savings: $131,299
- Total: $3323,687
- Reserves: **$354,826**
  - Live Oak: $132,048
  - TIAA: $131,603
  - First Internet: $91,175

SBA EIDL Loan
Approved but not yet deposited. ($169,400)

In the 2/7&8 meeting folder

- Committee Reports
    o AIC
    o TIRE
    o I&RM
- Staff Reports
- Conference Order of Events
- PVM Symposium Agenda

To: ACCT Board

From: John Voegtlin, Office Manager [& Secretary to the Consensus Group]

Date: 02/06/2022

Staff Board Report

1. Office Manager: General office duties are still going fine, not using the office space as much as I'd like to due to the ongoing pandemic, but only *need* to go there occasionally.

Continuing projects due to Scott Andrews' departure: As mentioned in the last report, access was removed but many of the accounts needed to be retained in some capacity in order to reassign duties and fully grasp what roles like the Consensus Group secretary entails. I'm still learning that role and fear that I won't ever have the full grasp on the whole process that he had, due to his experience with the process in so many different capacities, but I am continuing to make progress there.

There is an outstanding set of tasks that Scott did in regards to tracking and reporting on regulation that I think may be able to be taken on by volunteers or a volunteer group. The RegMap website is a functional website that could take submissions from accounts assigned to volunteers and approved before going live. There's already an approval flow plug-in installed there. Editing the map itself isn't particularly intuitive, but could also be learned by a volunteer. Identifying the right people for these tasks probably starts with the Government Relations Work Group.

Much of my time and the time of the Staff Work Groups that I interact with has shifted focus to make the Cleveland conference as successful as possible. The office phones and emails weren't quite as busy as the lead up to Raleigh, but they were busy enough to take priority and push other projects out of priority.

2. Work which coincides with Board Priorities

    a.   Increase Membership and Value:
- Informz Marketing Platform

        o   Membership work group's efforts on generating/splitting up content for an email welcome campaign seems like it will also be useful in retention campaigns and new member acquisition campaigns. The work has been logged in an Asana project.

            ▪   Earlier in the process Shawn had proposed lending his voice to the first email in this campaign(s), but the thinking now is that it would probably be a better fit for the new ED, so that one will have more of a generic tone.

        o   We started efforts to better categorize our "Target" groups, due to the unsubscribe option currently being a universal unsubscribe from all communications sent through Informz. Higher Logic announced upcoming features in July and our customer rep seemed to indicate that I should hold off

on building a smarter unsubscribe page (that would let users choose the information they might want to continue to receive) as an upgrade to both the YourMembership integration and a new feature-set that included smarter unsubscribes was "coming soon." Will follow up again.

- ● ACCT Academy has started hosting webinars presented by the TIRE's Member Education Panel. The panel has also presented me with an approved list of changes in the organization of content already held on the Academy pages and I've been trying to implement those changes when I have time. I attend as many of their meetings as I have time for, and this group has also recently shifted focus to conference related tasks.

- ● We would still like to refresh and redesign the main header of the ACCT site and apply any new branding to all ACCT sites (regmap, certifications, etc.) These changes require YM support, so we'll have to experiment in a test environment, and contact them when we're ready to make the change. Perhaps the newly reformed PR & Marketing committee will have input or expertise to lend to this project.

   b. Transparency
- ● Membership Work Group's form to collect information for public volunteer group website pages has received a few responses from program-related groups (mostly Heather's effort). Melissa's call for clarification on volunteer group rosters also made mention of this form and I received a few new responses. I had a goal of getting pages for each of those groups done and making the necessary changes to the "committees" menu in the navigation bar before the conference, but I've not had the time to make that happen. I still do have draft pages for the groups that I received form responses from earlier and I imagine that new board reports from committees may provide some updated information.

3. Membership Workgroup:

- ● Membership Work Group's Volunteer Intake project is still running well, though it was fairly quiet until recently. We expect the usual increased interest from the conference.
- ● 2020's excellent Volunteer and Membership presentation has been split into two separate shorter presentations for use on ACCT Academy, the ACCT booth at our conference, and perhaps our booth at the AEE virtual conference(?). Members of this group plan to spend some time at the booth in Cleveland.
- ● Heather started a list of companies for outreach to prospective members and I will be re-introducing that data to the group for future tasks after the conference (another potential Informz campaign).

4. PR & Marketing Workgroup:

- ● Matt has been (nearly single-handedly?) handling the conference promotional duties that Melissa needs.
- ● Matt made an excellent audit document of our current platforms and communications and potential new efforts
- ● Would like to involve them in crafting new campaigns for Informz and website/branding tweaks

- Need more group involvement so we don't burn Matt out.

5. IT Workgroup

- All owned domain names now redirect to one of our existing sites
- There's been mention of some of the domain names that we identified as "*kinda should be ours*" but are owned by other companies being transferred to our ownership. I think the details of the transfer need to be worked out before any of the technical details can be considered.
- Outstanding/ongoing goals
    - A Calendar exists to help avoid Zoom use conflicts, but getting all groups to check it before scheduling their calls doesn't always happen. Some volunteer group chairs were given access to the office zoom account to schedule their own meetings, but they are unaware of the conflicts/limitations that a Host license comes with. That access was taken away and all zoom scheduling has been done by office staff to avoid conflicts. Rescheduling meetings takes a little more time and effort for those groups that used to have *too much* access, but things have always worked out.
    - Technology Use Policy has been deployed, but Chairs may not realize that it is one of the expected forms that every volunteer needs to fill out
    - Evaluate other tech services to be sure we're using them to their potential.

6. Miscellaneous Requests

- Accredited Vendor dues were modified so that the cost of the B2B membership is a separate line-item from the additional accreditation fees. The hope was that when we export the monthly income that we can apply the appropriate amounts to the Membership Budget and Programs Budget. This part is still being done manually by our accountant Laura because of the *type* of export we are giving her (monthly payments received - which is most useful when trying to line up the income with the bank statements), but with new Accredited Operation billing (and renewals) coming up, we should go back and look into other reports that would have this separation reflected in it, while still providing Laura with what she needs.
- Many members made inquiries into adding sub-accounts to their membership while considering conference attendance this year. Since we still offer "Additional individuals may be added to the organization's membership roster at an additional cost of $50 per additional member." on the join page, I attempted to find a way to bill those organizations within YourMembership. This is not a standard practice/feature within the platform. Currently, I have an optional "modifier" that an organization can choose at sign-up or renewal, but no smooth way to add those additional accounts, and properly bill them, in the middle of their year of membership. Still looking into more flexible options to handle it.

Board Report – Accreditation and Certification Committee (ACC)

Submitted: January 25, 2022

Committee Member	Email Address
Micah Henderson (2018) - Vice Chair	micahmmh@gmail.com
Kennerly DeForest (2017) - Chair	kennerlydeforest@gmail.com
Brian Lisson (2017)- Secretary	brian@adventureworks.org
Rich Petteruti (2017) -	rich@theadventureguild.com
Niels Damman (2017) -	niels@damman.us
Mike Smith (2019) -	adventuresmith@gmail.com
Michael Misenheimer (2020)	michael.misenheimer@gmail.com
Lauren Stover (2021)	lmstover@ncsu.edu

Board Liaison – Korey Hampton

Purpose (Re-approved February 5,2019)
The purpose of the Accreditation and Certification Committee is to ensure that our accreditation and certification programs are coordinated, complementary to each other, relevant, and meet high standards of quality.

Terms of Reference (Re-approved February 5,2019)
1. Ensure that ACCT accreditation and certification programs meet the emerging needs of the industry.
2. Ensure harmonization between accreditation and certification programs.
3. Approve policies for eligibility, assessment, documentation, and awarding of all ACCT accreditation and certification programs.
4. Ensure that ACCT accreditation and certification programs meet current ACCT policies for accreditation and certification, as well as overarching Association policies.
5. Ensure that ACCT accreditation and certification programs meet the ACCT mission and build the ACCT brand.
6. Create, manage, and eliminate accreditation and certification panels and task forces as needed.
7. Create, maintain and update Terms of Reference for all accreditation and certification panels and task forces and appoint chairs to those groups.

8. Ensure ongoing communication is effective between ACCT staff, committee, panels, and task forces.

9. Oversee ongoing review and audit of all accreditation and certification programs on a regular basis to ensure quality, and relevance.

10. Support the ACCT staff in administering and delivering accreditation and certification programs.

11. Create and maintain an appeals process for all accreditation and certification programs.

12. Submit an annual meeting schedule to the Board of Directors for approval, including at minimum one face to face meeting per year.

13. Submit annual budget requests, including sub-group requests, to the Board of Directors for approval no later than March 15th of each year.

ACC Committee Projects: Identify projects or initiatives that are currently being pursued within the committee and write a brief description of the status of each project identified.

Project Name	Task Description	Description of Status
1. Vendor Accreditation 2021 plan	2021 plan in place and on-going	2021 reviews in process Vendor design TF has work out for public comment
2. Program Development Process Policy	Develop written policy and procedures as well as associated forms to guide in the development of new programs and the revamping of existing programs	Draft policy created, requires continued edit and voting by ACC. . IN PROGRESS
3. QCP Document Plan	The ACC continues to get questions about how to edit the QCP document to align with program requirements and changes.	ACC has created and approved ToR for QCPTF. Chair assigned and work will begin once UPTF breaks to allow work on QCP – no work completed – see Staff report
4. "Complaints" process development	To align programs with the current BOD certification and accreditation policies requirement for a process to	Initial conversations between the ACC chair and the Ethics Committee have begun. All parties are still in the information gathering phase. Board

	levy complaints is being considered.	Emeritus is engaged as well. IN PROGRESS – no progress to report
5. Trainer Curriculum	Received work from TF and disbanded. ACC to re-format materials for release for public comment	In Process- Intent is to have complete to submit for public comment and receive feedback.
6. Committee Members	create succession plan for members who have met term limits	Over the next 12 months, 4 current members will roll off the committee. Approved Lauren Stover 12/2021 Approve Jeffrey Chua to join 2/2022 Continuing the recruitment for additional members

Upcoming ACC Meeting Schedule:

1. Face to Face February 8, at conference site
2. 3rd Thursday of each month -

Requests for Support– Identify types of support, approvals or direction requested from the ACCT Board of Directors or the ACCT Staff. Please include timelines and financial impacts that these requests may include.

1.

Volunteer groups managed by ACC

1. **Vendor Accreditation Panel (VAP):**

Panel Member	Email Address
Wayne Berger - Chair	wayne.berger5@gmail.com
Andrew Hubert - Vice Chair	andrew@challengesunlimited.com
Brenda Reed	brenda@ropeworksinc.com
Chris Ortiz - Secretary	adventureortiz@gmail.com
Alicia Bourke	aliciabourke86@gmail.com
Lye Yen-Kai	lyeyenkai@gmail.com
Robb Krug	RobbKrug@gmail.com
Lori Pingle	lori@adventuredevelopmentteam.com
Austin Paulson	apaulson@pa.org

ACCT Staff & ACC Liaison - Heather Brooks

Identify projects or initiatives that are currently being pursued within the work group, panel or task force. Identify and write a brief description of the status of each project identified.

GENERAL:
● Monthly conference calls to keep accreditation processes moving forward and to remain updated on changes and issues in the industry and within ACCT that relate to the Vendor Accreditation Panel.

Project Name	Task Description	Description of Status
1. Annual Reports	Review 2021 Annual report	Annual Report format and questions were modified as necessary, agreed upon and the reports have been distributed to vendors. Deadline of submission was 1/14/22 and the process of reviewing these reports has just begun and should be completed by 1/28/22.
2. 2021 Site Audits	PVM Site Audits (Please reference Staff Report for specifics)	Site Audit reports are once again slow to be completed with most delays somehow associated with Covid-19. Panel has been managing requests for extensions and scheduling changes. Reports are being reviewed as they are submitted by auditors.
3. 2022 Site Audits	PVM Site Audits	Thanks to Heather's hard work, the process of scheduling of the upcoming audits has already begun. It is hoped that this early start to this process will provide the foundation for a more timely completion of this process. Time will tell if this is in fact the case.

4. VAP Leadership / Membership	Recruiting new members for role of Chair and Secretary	Wayne and Chris have reached (exceeded) term limit. Wayne will resign after the F2F (virtual) meetings in January. Austin Paulson has agreed to become the Chair; with the approval of the ACC. For a variety of reasons, Chris has determined that it is best for him to step down from his role as Secretary and to vacate his membership on the VAP. Clearly identifying the role of VAP Secretary and finding ways to reduce the VAP's dependency on Heather is a priority topic for the coming virtual meetings. After the clarity of roles has been discussed, a new Secretary will be selected. With both Wayne and Chris leaving the VAP with others scheduled to leave the VAP in the coming years, the need for new members is significant. It is a longstanding appreciation that it takes at least a year for any new member of the VAP to become fully acclimated and engaged in the processes involved. This increases the need to recruit new members now so that members can roll off the panel when their term has expired.

● Four members of the VAP, Wayne, Andrew, Yen Kai and Alicia are also on the Design Task Force; although due to scheduling conflicts, Wayne has had VERY limited involvement in the Task Force.

Upcoming Meeting Schedule:
Meeting schedule for 2022 will be determined during the two days of virtual meetings scheduled for January 27 and 28, 2022. Likely to remain similar to past schedules which was the second Friday of each month at 10:00 am eastern.

Requests for Support– Identify types of support, approvals or direction requested from the ACC Committee, the ACCT Board of Directors or the ACCT Staff. Please include timelines and financial impacts that these requests may include.

1. The need more qualified and reliable auditors continues. This may require changes to the requirements to become an auditor. Finding folks who have been out of the field for the specified length of time who still have an interest and knowledge of sufficient to be an auditor may be a bit of a stretch.

This is being addressed, but needs to be better documented and refined. There have been "emergency" changes made to the requirements and these changes need to be vetted and verified as being the requirements going forward. Once this is complete, the position as an auditor needs to be promoted to the larger membership so that recruiting can be more widespread.

The Revamp Task Force is working hard and their efforts are greatly appreciated. At the same time, completing this task will be greatly appreciated. Continuing to maintain a program that has is held together with programmatic and administrative change band-aids, remains challenging.

The finalization of these changes also needs to assure that the entire ACCT is in agreement that Vendor Accreditation is a worthy and necessary program. The evaluation of this program cannot be based solely on the financial impact to the ACCT. It needs to be evaluated on the importance to the ACCT and the industry. If there is any doubt regarding the need for this program, it needs to be stated and addressed. If the program is going to continue, it needs to be supported and marketed appropriately – to the end consumer who is the beneficiary of the program. The end consumer needs to know the value and importance of the Vendor Accreditation Program.

2.   Implementation of the new Accredited Vendor Program will require support from various aspects of the ACCT. Prior to the actual implementation, clear communication with the VAP as to when the roll-out will occur will be key. There are long timelines on many of the processes that the VAP implements. Being able to coordinate these processes well in advance will greatly help with a smooth transition to the new accreditation program. While members of the VAP are active with the Re-Design Task Force, it should not be their responsibility to communicate details, timelines, etc. to the rest of the VAP. This needs to be an organized and specific task of, at a minimum, the ACC, if not the BoD.

3.   Wayne and Chris have offered to remain engaged with the VAP in an emeritus role. Having clarity regarding this role and its possibility from the ACC and above will be important to help move this forward. Their offer is welcomed by the remaining members of the VAP especially during the leadership transition and for their historical perspective.

2. **Operation Accreditation Panel (OAP):**

Task Force Member	Email Address
Tim Prairie - Chair	timp@campshiloh.com
Andy Brash- Vice Chair	acbrash@gmail.com
Kyle Hansen – Secretary	khansen2@unl.edu
Erik Marter	erik@teamsynergo.com
Kara Ridenhour	kara@alpinetowers.com
Dick Hammond	Dickhammond2019@gmail.com
Brandon Jacobs	JayBrandonJacobs1992@gmail.com
Heather Brooks- ACCT Staff & ACC Liaison	

Identify projects or initiatives that are currently being pursued within the work group, panel or task force. Identify and write a brief description of the status of each project identified.

Project Name	Task Description	Description of Status
1. OA Clarifications	Answer questions and solve problems as they arise in the OA world.	Ongoing

2. Assist in reviewing operation applications, operation reviews & trainer portfolios.	Assist ACCT staff in reviewing the submitted documents for operations in process of becoming accredited.	Ongoing
3. Assist in Portfolio and Application review as necessary	Assist ACCT staff in looking over OR portfolios and OA applicants as needed.	Ongoing
4. recommend changes to the program as necessary	Report to the ACC and recommend changes to the program based on industry need, standard compliance or promotion of the ACCT.	Ongoing
5. Add members to the OAP	Find and recruit qualified quality people to help on the OAP	Ongoing
6. Assist in OR trainings and approvals	Assist ACCT staff in developing and implementing trainings for reviewer approval as well as portfolio review of those seeking to become approved reviewers for OA.	Ongoing

Upcoming Meeting Schedule:
Every two weeks or more as needed.

Requests for Support– Updating QCP's for the industry at large and creating a better way to "vet" trainers, specifically in-house trainers would be awesome.

Notes-

- Both Kara Ridenhour & Brandon Jacobs were added to the panel in the last year.
- Emily Cosnet has been removed from the panel due to inactivity.
- We have completed annual reviews for accredited operations.
- The first round of reviewers have been re-approved through online live trainings.
- There is one operation that has submitted all necessary preliminary requirements for accreditation. As a panel we have requested some additional information and are waiting for clarification from the operation before granting accreditation.

- We have made significant progress with the ministry of education in Singapore. 4 operations have already been reviewed. We are anticipating their submittals very soon.
- We have worked on ongoing clarity in the process at large. Much time has been spent on trying to clarify and understand how to properly assess the training component of operation accreditation.
- We had planned on offering a training for reviewers at this year's conference but have canceled due to lack of sign-ups. We plan on offering a live online training in the near future.
- The OAP will be presenting at this year's conference with a focus on operations who are interested in accreditation but would like some more information or understanding of the process.

3. **Inspector Certification Panel (ICP):**

Panel Member	Email Address
Don Nagy - Chair	don@expsys.co
John Turman - Vice Chair	jturman@bonsai-design.com
Bodhi Ogle - Secretary	ogle.ross@gmail.com
Henry "Hank" Backofen	hank@4thcliff.com
Jonathan Lumb	jonathan@expsys.co
Mark Taber-Miller (on temporary leave)	spiritadventuresllc@gmail.com
Paul Hancock	paul@challengeworks.com
Luis Acevedo	airelibrepr@gmail.com
Adam Wood	awood@lajitasgolfresort.com

ACCT Staff & ACC Liaison **– Heather Brooks**

Identify projects or initiatives that are currently being pursued within the work group, panel or task force. Identify and write a brief description of the status of each project identified.

Project Name	Task Description	Description of Status
1. Document Updates	Revised ICE policy document	Completed
2. Implementation	Develop "Grandfather Clause" for new eligibility requirements	Completed
3. Budget Request	Learning Management System for educational opportunities through ACCT Academy	In progress.

4. CEU Form	Update CEU values and create a form that can be used remotely (to capture CEUs not obtained at the ACCT conference)	Completed
6. Policy	Develop a process for inspectors to attach their certification to multiple companies	Completed
7. Update Tests for upcoming certification cycle	Update and approve practice tests and evaluate options to address issues with being able to read test blueprints	Completed
8. Revise Tests	Revise tests by developing categories of questions and set a standard for how many questions from each category will be on each test.	Completed
9. Test Question	Develop an bank of questions that can be drawn from to change up the tests periodically	In Progress

Upcoming Meeting Schedule:

The ICP has a standing meeting time on the second Thursday of the Month from 9am to 11am MST

Requests for Support– Identify types of support, approvals or direction requested from the ACCT Board of Directors or the ACCT Staff. Please include timelines and financial impacts that these requests may include.

1.   Creation of Grievance Policy
2.   Request actuals/data/findings from 2021 (examples include certification #s, actual program finances, satisfaction levels related to program, an overview of any program issues)
3.   Learning Management System (Finance Approval)
4.   New Digital Blueprints

5. **Vendor Accreditation Redesign Task Force:**

Task Force Member	Email Address
Alicia Bourke – Chair-ish	alicia@abeeinc.com
Wayne Berger (mostly absent)	Wayne.berger5@gmail.com
Andrew Hubert (mostly absent)	andrew@challengesunlimited.com
Lye Yen-Kai	lyeyenkai@gmail.com
Morgan Wiseman (mostly absent)	mwiseman@advexp.com
Jeffrey Chua	jejochua@me.com

Committee Support

Niels Damman – ACC Liaison   niels@experientialresources.net

Micah Henderson – ACC Leadership Coach

Heather Brooks – ACCT Staff member

Identify projects or initiatives that are currently being pursued within the work group, panel or task force. Identify and write a brief description of the status of each project identified.

Project Name	Task Description	Description of Status
1.Initiatie TF	Populate TF	Complete, though needs to be reevaluted due to lack of participation of some TF members
2. Review	Gather and review current program and proposed enhancements	On-going. Submitted version 6 of the draft for public comment, ending after the conference.

3. Current Service Areas	Implementation Plan *reviewers * Applicants (current and new) * Pass/Fail criteria	Currently determining qualifications for the general and inspection service areas. This should help us determine the requirements for the other service areas
4. Future work	Criteria for · Design service area · Operation Review service area	

Upcoming Meeting Schedule:
We meet bi-weekly, with occasional open meetings to request feedback from the rest of the community

Requests for Support–
Higher attendance at the open meetings

6. **Vendor Reviewer Training Task Force (VRTTF):** <mark>THIS TF IS GO ON APPROVED HIATUS WHILE VADETF CONTINUES WORK</mark>

Task Force Member	Email Address
Alicia Bourke- Chair	alicia@abeeinc.com
Corey Wall- Vice Chair	corey@cdiinfo.com
Kathy Haras	kathy@adventureworks.org
Jeffrey Chua	jejochua@me.com
Morgan Wiseman	mwiseman@advexp.com

Committee Liaison - Micah Henderson
Identify projects or initiatives that are currently being pursued within the work group, panel or task force. Identify and write a brief description of the status of each project identified.

Project Name	Task Description	Description of Status

1.Gather Information	TF discussion and Reviewer survey to formalize opinions about training content	In Progress. The TF has started to create a rough curriculum for consideration.
2. Draft curriculum	Develop draft requirements for Vendor Reviewer	TF request that initial Vendor Design TF work be created to make sure there is alignment of program with review
	NOTE: ACC has approved hiatus for this TF while the VAPDETF ramps up and begins work	

Upcoming Meeting Schedule:
No Meetings scheduled as this TF is on Approved Haitus.

7.   **Universal Portfolio Task Force (UPTF): THIS TF WILL GO ON HIATUS WHILE QCPRTF STARTS WORK**

Task Force Member	Email Address
Kathy Haras- Chair	kathy@adventureworks.org
Alex Moore- Vice Chair	alex@teamsynergo.com
Leslie Sohl- Secretary	leslie.sohl@state.co.us
Wayne Berger	wayne.berger5@gmail.com
Don Nagy	don@expsys.co
Tim Prairie	tprairie@humelake.org
Marissa Angellatta	m.angellatta@gmail.com

Committee Liaison - Michael Smith

Identify projects or initiatives that are currently being pursued within the work group, panel or task force. Identify and write a brief description of the status of each project identified.

Project Name	Task Description	Description of Status
1.Portfolio content	Consider portfolio content for a number of practitioner and professional types	Complete
2.Term Definition	Identify portfolio terms that need a formal definition	Complete
3.Approach	Identify and approach for dealing with new and existing portfolios	Complete
4. Terms	Propose definitions for identified terms.	In Progress
5. Format	Identifying a digital platform and Identify a format.	In Progress
6. Content	Deciding how content will be categorised and sorted.	In Progress
7. Presentation	Develop the content and delivery plan for the presentation	Future
8. Implementation	Coordinate an effort to streamline all programs to use the final terms and updated portfolio in their program.	Future

Upcoming Meeting Schedule:

TF on hiatus

Requests for Support– Identify types of support, approvals or direction requested from the ACCT Board of Directors or the ACCT Staff. Please include timelines and financial impacts that these requests may include.

8. **QCP Revision TF: -** SEE STAFF REPORT **– nothing additional to report**

Task Force Member	Email Address
Kathy Haras- Chair	kathy@adventureworks.org

Committee Liaison - Michael Smith

Identify projects or initiatives that are currently being pursued within the work group, panel or task force. Identify and write a brief description of the status of each project identified.

Project Name	Task Description	Description of Status
1.Stand up TF	Populate TF	On-Going.
2. Draft QCP updates	Develop draft QCP categories and revisions	Future

Upcoming Meeting Schedule:
1.   No Meetings scheduled as this TF is not populated

Requests for Support– Identify types of support, approvals or direction requested from the ACCT
Board of Directors or the ACCT Staff. Please include timelines and financial impacts that these
requests may include.

Committee Report

Committee Name	ACCT International Committee
BoD Liaison	Keith Jacobs
Committee Members	
Chair	Colin Caines
Chair Email	colincaines58@gmail.com
Vice Chair	Pavel Gaitan
Vice Chair Email	pavel@dolphin-adventure.com
Secretary	Ken jacquot
Secretary Email	ken@bric.net
Additional Members	2
Member	Mark Da Costa
Member Email	Mark@AerialAttractions.com
Member	Wayne Ellis
Member Email	Wayne@adventureclimbrescue.co.uk

Terms of Reference

Purpose
The purpose of the ACCT International Committee (AIC) is to advise the Board of Directors (BOD), support the ACCT Staff, and serve as a resource in matters regarding industry related governmental and regulatory issues, events, safety, and education that occur outside of the United States.
Terms of Reference
1) POLICY Support the ACCT Staff in:
* Identifying and establishing communication and relationships with international stakeholders, both in public and private sectors
* Understanding the current climate and needs of international governmental and regulatory agencies
* Advocating for international adoption of the ACCT standards

2) EDUCATION
* Work with the ACCT Staff to provide consistent delivery of ACCT approved messaging and materials,
* Work with the ACCT Staff to deliver materials to stakeholders in the primary language of their jurisdiction

* Assess the need for and propose international educational opportunities and events
3) ACCREDITATION & CREDENTIALING Support the ACCT Staff in
* Creating awareness of accreditation and credentialing programs
* Providing organizations with opportunities to participate in ACCT accreditation programs outside of the United States
* Providing individuals with opportunities to participate in ACCT professional credentialing programs outside of the United States
4) MEMBERSHIP Work with the ACCT staff to:
* Survey current international members on an as needed basis, identifying current and emerging needs and issues
* Identify and promote the benefits of ACCT membership for stakeholders outside of the United States to increase membership and engagement
5) Events Support the ACCT Staff in:
* Organizing professional networking events.
* Fostering collaboration with other international organizations for conferences, meetings, and other events.
Leadership
* Chair to be appointed by the BOD.
* Vice Chair and Secretary to be elected by members of the AIC.
Membership
* 6-9 members. Must be members of ACCT.
* Membership shall consist of individuals with experience relative to the international community.
* An ACCT staff member appointed by the Executive Director will serve as a non- voting member of the AIC along with a BOD liaison appointed by the BOD.
Term Limit
* AIC members serve at the pleasure of the BOD for a term not to exceed 5 consecutive years. Prior to serving a second term committee members must vacate their seat for a period of no less than one calendar year. Term limit requirement may be waived when there is a majority vote by members of the committee and approval of the BOD.

Accountability
* The AIC is accountable to the BOD.
* All work with ACCT Staff members shall be coordinated and approved by the Executive Director.
* The Chair is to submit a written report to the BOD quarterly.
* The committee shall submit their meeting schedule to the BOD on an annual basis, meeting at minimum on a quarterly basis.
* An annual roster of membership and leadership is to be submitted to the BOD annually, before the Annual General Meeting.

Activities Since Last Report
AIC Meetings:
* March 1st
* April 3rd
* June 8th
* December 22

AIC Zoom International Dialogue
* April 30th 2021
* May 28th
* July 30th
* September 24th
* October 29th
* December 30th

Current Projects

Number of Current Projects   4

Project 1 Name   Membership

Project 1 Description

Update and make current all of our international contacts data base for organizations, members. Working with John from the office on this.

Project 1 Status   In progress

Project 2 Name   Resources

Project 2 Description

Conducted 2 zoom presentations by Kathy Haras on the standards; With Heather on a briefing on the navigation of the ACCT Website

Identify key regional liaisons for each global sectors to assist in navigating the politics, make connections and grow membership; Have identified some members who attended the International Dialogue sessions

Project 2 Status   Continuing

Project 3 Name   Conferences

Project 3 Description

Plans for the face to face regional conferences had to be put on hold due to the COVID situation.

Studying the possibilities of ACCT having a presence in regional trade and industry shows.

We had Melissa on at the International Dialogue to explain the safety system in place for the upcoming conference in Cleveland.

Project 3 Status   In progress

Project 4 Name   Regulatory

Project 4 Description

•   have resources and information for operators and regulators to introduce ACCT, inform and education them on standards and Why ACCT matters.
•   Updated International Registry
•   International's Regional Conferences (real or virtual)
•   Education on a per country basis
•   Do work shops that can be taken on the road or vitally
•   Covid protocols
•   Many international operators view standards are seen as expensive and do not need them. Governments will need convincing or aware of ACCT when need arises.

Towards this, we are gathering information from the attendees of the International Dialogue sessions.
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Project 4 Status   In progress

Requests for Support

Identify types of support, approvals, or direction requested from the ACCT Board of Directors or the ACCT Staff. Please include timelines and financial impacts that these requests may include.

Upcoming Meeting Schedule

Meeting Date   Wednesday, October 12, 2022

Venue (Zoom, Phone, etc.)   zoom

On ACCT Calendar?   No

Meeting Date   Thursday, December 30, 2021

Venue (Zoom, Phone, etc.)   zoom (International Dialogue)

On ACCT Calendar?   No

Does your Committee have any sub-groups (panels, task forces, etc.)?   No

Sub-Group Members

Current Projects

Requests for Support
Identify types of support, approvals, or direction requested from the ACCT Board of Directors or the ACCT Staff. Please include timelines and financial impacts that these requests may include.

Upcoming Meeting Schedule

Sub-Group Members

Current Projects

Requests for Support
Identify types of support, approvals, or direction requested from the ACCT Board of Directors or the ACCT Staff. Please include timelines and financial impacts that these requests may include.

Upcoming Meeting Schedule

Sub-Group Members

Current Projects

Requests for Support
Identify types of support, approvals, or direction requested from the ACCT Board of Directors or the ACCT Staff. Please include timelines and financial impacts that these requests may include.

Upcoming Meeting Schedule

Sub-Group Members

Current Projects

Requests for Support
Identify types of support, approvals, or direction requested from the ACCT Board of Directors or the ACCT Staff. Please include timelines and financial impacts that these requests may include.

Upcoming Meeting Schedule

Sub-Group Members

Current Projects

Requests for Support
Identify types of support, approvals, or direction requested from the ACCT Board of Directors or the ACCT Staff. Please include timelines and financial impacts that these requests may include.

Upcoming Meeting Schedule

Ethics Committee Quarterly Report 12.16.2021: Committee Update
Committee Chair: Jennifer Marter
Committee Members: Tim Prairie, Ken Jacquot (Emeritus) and Andrew Hubert (Emeritus)
Board Liaison: Billy Simpson

Grievance Process:
- No new grievances to report to the board

Committee Work: Update on "Next Steps" from previous report

Revisions to Code of Ethics Submitted to the board: Complete and waiting on Board approval
- Basic language changes removing "ethics" and replacing with "conduct"
- Removing language about behavior and intentions and changing to standards, laws and regulations
- Removing Grievance and Mediation procedures from the document and creating a separate document as reference now titled Conduct and Complaint Resolution Process

Revisions to the Complaint Resolution Process Submitted to the Board: Complete and waiting on Board approval
- This is the former Grievance Resolution Process which was part of the Code of Ethics. It is now a stand-alone document which serves as reference for individuals and organizations interested in filing a grievance/complaint.

Grievance Process Model (Aka- how the new grievance process will work – who does what and when) submitted to the Board: Complete and Waiting on Board approval

Connect with ACCT Committee Chairs/Members
- Share new grievance process and how our committee will work with and support all committees/panels/programs /members of ACCT: **Waiting on approval of the above items before proceeding**

Add Additional Committee Members:
- We've let Melissa know (for the committee report at the conference) that we will be looking for up to 2 additional members in 2022

Compliance Committee Next Steps:
- Receive Board approval for name change from Ethics Committee to Compliance Committee
- Receive Board approval on revised Code of Ethics change to Code of Conduct
- Begin Awareness campaign for ACCT Membership/Committee Leadership/ Programs/Etc. on changes to the COE and to the Grievance Process
- Publish changes to Website so any new Grievances/Complaints can follow new Process
- Develop new Grievance/Complaint Forms and Documentation

With the completion of the edits to the above documents we've wrapped up our work for the year. We are currently in a holing pattern until we receive approval from the BOD on the documents and overall direction from this point forward. Please reach out with any questions or need for clarification.

ACCT Awards Staff Work Group- Proposed

We would like to propose that ACCT form a Staff Work Group reporting to the Executive Director to coordinate awards and recognition for ACCT members, ACCT staff and could include other deserving contributors to the field. The ACCT Awards Work Group would take over the management of all existing awards and integrate those with a more comprehensive system of on-going recognition for staff and volunteers. Basically, this group would coordinate all awards and recognition for ACCT. Recognition is important to any organization, but especially to one with so many volunteers. This would bring focus and organization to the process which has been somewhat disjointed up until now.

The Executive Director would be an active participant in this Work Group.

In the case of the Critical Link Award, this work group would manage and coordinate with the sub-committee comprised of former recipients who currently participate in the voting for this award. This would replace the job currently handled by the CLA coordinator.

The work group would manage the current ACCT promotional awards.

The work group would manage a system to recognize the contributions of volunteers and staff as appropriate.

The work group would work with the staff to coordinate the current volunteer award given by the staff.

This work group would propose new awards as appropriate and develop supporting criteria.

This work group would devise, maintain and evolve systems for managing all awards and recognitions.

All new awards will be submitted to the BoD for final approval prior to implementation.

Membership would be 3-5 people with a chair appointed by the BoD. As noted above, membership will include the Executive Director.

A formal Terms of Reference would be developed by the work group and submitted to the BoD for approval.

February 4, 2022
Heather Brooks
Program Manager

Programs:
This has been an interesting few months since April. There has been a lot of work happening. I feel we are on the brink of shifting our Programs to be more reputable than they have been in the past. The bar has been set to past standards and now we are lifting the bar to represent what both the Association and the Industry is asking for.

One of the bigger conversations has been around Insurance and as it relates to Certification and
Accreditations. This is obviously a very touchy topic, but I look forward to the continued conversation and to see what the future holds.

Moving forward, I do need to figure out how to follow some of the work Scott was doing with regulators to positively push our Programs further into regulations.

Inspector Certification
This program has updated the Policy, eligibility, and forms. The fees have also been updated.
2021-2022- (ICE Program Priorities)
● Finalize Eligibility and ICE Policy (COMPLETED)
● Looking for a Learning Management System that will fit the needs of certification AND ACCT Academy (In-Progress)
● Strengthening the In-House track to be something that can be used to enhance Operation Accreditation (In-Progress)
● Create a universal cover sheet for ACCT Certified Professional Inspectors (Not Started)
● Create more ACCT Inspector Trainings (In-Progress)
● Look at feasibility of doing mandatory trainings for ICE applicants (COMPLETED)
● Work with Scott Andrews to work on a plan to bring this program to AHJs. (re-planning)
● Look into feasibility of a new or updated website (In-Progress)

Left from last fiscal year:
● Introduce manufactured guideline questions and have less unnecessary questions that do not show much to support the knowledge of the inspectors. (In-Progress)

1. ICE Numbers
2021-2022
-Numbers reflect only one testing event this fiscal year
2-Year Renewals = 85
Completed = 18
4-Year Renewals =25
Completed = 15

Certification Transfers = 3

New applicants to date for 2021/2022:
<mark>In-house = 9</mark>
<mark>Professional = 15</mark>

2. Testing Events
● Alliance Boot Camp Testing-Virtual: October 6th, 2021. This event did NOT include a Prep Course. We had four people interested, three applicants, and ended with two testers (one renewal and one new applicant). One of the three applicants requested their application be transferred to the Fall Testing event.
● Fall Testing Event- Virtual: November 9th, 2021.
This event had 11 participants and substituted for the PA Safety Siminar testing event.
● Conference Testing In-Person: February 13th, 2022. This event will use the recently approved eligibility criteria. We currently have 35 attendees registered for the Prep Course and 37 applicants for the test

● POSSIBLE EVENT: The ICP are looking to have at least 4 testing Events a year. This would include the conference. Possible next testing event (virtual) will be at the end of March.

3. ICP:
● The Panel has finalized updating the Inspector Certification Policy.
● The additional companies form has been finalized and will be released at the Conference. This will allow inspectors to have one primary company and two additionally listed companies added to a certificate.
● Revised sample tests
● "Grandfathering" to updated levels based on new eligibility have been finalized.

4. ICE Prep Course Workgroup:
I have not replenished this group, however, work is still being done. I am working on a workbook to accompany the prep course.

Moving Forward/ Resources Needed
● (Budget Item) As ACCT looks towards education through ACCT Academy and certifications, the need for a Learning Management System is starting to become more of a necessary next step to provide a professional and manageable platform. I am happy to put together a needs assessment and provide information on multiple LMS systems the staff researched during last year's conference switch.
● (Budget Item) We have received very positive feedback with the virtual testing. Images have been said to be much clearer and the information is easier to follow. We did receive some feedback in regards to the Blueprints. Whether in-person or online, we have repeatedly received poor feedback about this portion. It may be time to look at other options or better blueprints. (Still requesting)

Vendor Accreditation:
This program also needs to increase marketability and restore its reputation with members of their own PVM community and with the industry at large.

1. New Applicants/ Inquiries:
● RedPoint Adventures LLC is currently in the process of the Preliminary Application stage for the second time. After months of no response to emails, they are ready to start again. The VAP has sent the request to send updated documents.
● Helix Construction has sent a few emails inquiring about becoming a PVM- has not followed through.
● ADP & Associates, Inc.- Florida- Information Stage
○ Interested in: Inspection
● Capstone Inspections Ltd - UK- Information Stage
○ Interested in: Inspection
● OXO Consultants Pvt Ltd - India- Preparing Pre-Application
○ Interested in: Installation
● High Extreme Adventure Tours Limited- Jamaica- Information Stage
○ Interested in: Has not specified yet
● School of Outdoor Learning Pvt Ltd- Singapore- Information Stage
○ Interested in: Training/Certification

2. PVM Audits:
● 2020:
○ Waiting on Exponent Asia and Project Adventure Japan to be completed

● 2021:
○ Virtual Site reviews: COMPLETED
○ On-site reviews: COMPLETED
○ Beyond Ropes was issued an extension to April 30th, 2022.

For 2022, we will have 13 PVMs going through site reviews. The reviewer assignments will be ready and sent out by the Cleveland conference. (In- Progress)

4. Vendor Accreditation Reviewer Training Task Force:
● Put on pause for the moment.
● Last task: came up with a skeleton syllabus for Reviewer Training.

5. Vendor Accreditation Program Design Task Force:
● Niels, Micah, and Alicia have all taken charge on this Task Force.
● This group has been working on updating the PVM eligibility requirements.
● This group has held three successful open meetings and will continue as they update each portion.

● The DRAFT Vendor Accreditation Category Requirements are currently out for Public Commenting

6. VAP:
● Annual Reports: The VAP teams will reviewing Annual Reports.
● Site Reports review as they come in
● Maintenance of current program
● Training Austin Paulson to be next VAP Chair

Moving Forward/ Resources Needed:
● No resources are needed at this time

Operation Accreditation:
Needs 100% more Marketing.
As you know, our biggest project has been with the Ministry of Education in Singapore. I have separated the Waiver for Varience into two different forms. The Waiver for Variance for the application has been finalized and sent. We are currently waiting for their applications. The Waivor for Varience with the Program Agreement form is still being finalized.

1. Operation Reviewers:
● OR list is on the ACCT Website and has been updated to reflect all current ORs after the refresher training.
● An OR CEU list has been put together for the conference
    ● The training that was scheduled for the conference has been cancelled and the Panel will work toward solidifying a virtual training date.

2. Operation Accreditation Applications:
● Applications received to date: 3
● Accredited Operations to date: 2

3. OAP:
We finalized the Annual Report for Accredited Operations. This was be sent out November 1st and both have been received.

Trainer Credentialing Task Force:
● This task force has been disbanded
● The curriculum was shared with the TIRE Committee and we have received their feedback. The ACC formatted this document edits and this will be sent out for public commenting in next weeks ACCT newsletter.

Universal Portfolio Task Force:
This TF will be on hiatus until the QCP task force has updated QCPs.
● Definitions- Completed. Definitions are reviewed by TIRE
● Formats, including pricing- In-Progress
● Functionality- In-Progress

6. QCP TF:

With updates happening in almost every other part of Programs, it has become widely acknowledged that the QCP's need to be updated as well. This task force has a TOR and is being populated by individuals representing each portion of the QCP including (we are hoping) representation from TIRE. (In-Progress)