



MINUTES for Regular Board Meeting March 2nd, 2022

Meeting Logistics:

03/02/2022 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**

Erik Marter – **Treasurer**

Bahman Azarm – **Member**

Keith Jacobs – **Member**

***Joined at 7:35AM**

Connor James – **Member**

Jason Ong – **Member**

Billy Simpson – **Member**

Shawn Tierney – **Executive Director**

Quorum?

Yes

No

Guests:

Tim Prairie

Heather Brooks

Melissa Webb

Ryan Olsen

Kurt Damron

Jim Wall

Meeting called to order at 7:32 AM Mountain Time by Carson Rivers.

Welcome Guests & Housekeeping (Carson Rivers)

Reading of the ACCT Mission Statement (Erik)

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 (Erik)

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:	Billy
Seconded by:	Bahman
Discussion:	None.
Vote:	In Favor – N/A Opposed - 0 Abstaining - 0
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Approval of Previous Meeting Minutes (Carson & Korey)

Motion:	Approve minutes from meeting held February 7th, 2022.
Made by:	Billy
Seconded by:	Keith
Discussion:	None.
Vote:	In Favor – N/A Opposed – 0 Abstaining – Erik, Jason
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Motion:	Approve minutes from meeting held February 8th, 2022.
Made by:	Keith
Seconded by:	Billy
Discussion:	Connor requested a correction related to the discussion around Consensus Group Chair re-affirmation. Will correct prior to posting.
Vote:	In Favor – N/A Opposed – 0 Abstaining – Erik, Jason
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Motion:	Approve minutes from meeting held February 16th, 2022.
Made by:	Keith
Seconded by:	Billy
Discussion:	None.
Vote:	In Favor – N/A



Opposed – 0
Abstaining – 0
Motion Carries: Yes
 No

Executive Director Report (Shawn) see “2022_03_01 Report_ED to BOD”

- Financial Statement
- Current Cash Position– The operating account has about \$377K, savings account: \$131K, for a total of about \$508K, and we have an additional \$354K in reserves.
- Cleveland Conference – We are still paying invoices but should have a final tally by next week. We will likely still be at a loss of \$50-75K, but this is much better than it could have been
- SBA EIDL – This has finally been received, and the \$169K was deposited into operating account. We should consider putting that into savings.
- FY23 Budget Development - Shawn will soon begin preparing a draft budget to be ready for the new ED by the end of March. The budget typically isn't approved until late May/early June.
- ED Training & Orientation – Shawn has developed a draft schedule. He will be doing this training and orientation remotely since he will have moved by then.

ACTION ITEM – All BOD: Review and suggest additions to the schedule for ED training & orientation, if desired.

- Relocation – Shawn is relocating from CO to AZ on March 25th and will be working remotely after that.

Treasurer’s Report (Erik)

Shawn has greatly increased our financial situation during his tenure. But given that instead of making money at conference we lost money, as we go through the next few months, we will have to be fiscally responsible as the expenses go down and we don't have significant money coming in.

ED Hiring (Rohan)

- General Updates - There were four finalist candidates. The Hiring Task Force recently completed second round interviews and received the candidate's video assignments. The TF reviewed everything and scored accordingly. They have recommendations for the BOD. The Association staff have also received materials from the TF to review, and they have sent back questions.
- Timeline - If the BOD agrees on a candidate to make an offer to, we can move quickly towards making that offer.
- Process for Development of a Specific Offer - Work has begun on the offer letter and employee agreement template, and the documents will be shared with counsel for a brief review.
- Discussion of Specific Candidates and Consideration of a Potential Offer [Closed Session]

Motion: Move the meeting into closed session.
Made by: Billy
Seconded by: Keith
Discussion: The Hiring Task Force members are invited to stay for the closed session, everyone else left the call for the closed session.
Vote: In Favor – N/A



Opposed – 0
Abstaining – 0
Motion Carries: Yes
 No

Meeting went into closed session at 8:10AM Mountain Time.
Connor left the meeting at 9:00AM Mountain Time.
Meeting returned to open session at 9:17AM Mountain Time.

ACC Documents (Korey)

- Certification and Accreditation Policies, and ACC Terms of Reference – briefly discussed the documents submitted by the ACC. The Board would like more time to review.

ACTION ITEM – Korey: create a comment copy of all three documents for Board review

Accredited Operators Affinity Group (Erik)

- Review & Consider Proposal: briefly reviewed Affinity Group application

Motion: To approve the formation of an Accredited Operators Affinity Group.
Made by: Rohan
Seconded by: Billy
Discussion: Create the group with the same structure and available benefits as the other current Affinity groups, and then discuss any possible changes at a future time.
Vote: In Favor – Rohan, Erik, Bahman, Keith, Jason, Billy
Opposed – 0
Abstaining – Korey, Carson
Motion Carries: Yes
 No

Spring Face-to-Face BOD Meeting (Carson)

Briefly discussed continued efforts to schedule the next Board Face to Face meeting.

Meeting Closing (Carson)

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

Meeting adjourned at 9:35AM Mountain Time



To: ACCT Board of Directors
From: Shawn Tierney, Executive Director
Date: 3/1/22

RE: March Report

Summary

Financial Statement

The February monthly financial statement will be in the Finance Drive (Finance - FY22 Financial Planning – Monthly Statements and Financial Reports) once completed the week of March 7th.

Cash Position on 3/1

- Chase Operating: \$377,149
- Chase Savings: \$131,299
- Total: **\$508,378**
-
- Reserves: **\$354,826**
 - Live Oak: \$132,048
 - TIAA: \$131,603
 - First Internet: \$91,175

Cleveland Conference

I should have preliminary numbers on Cleveland by approximately mid-March once all invoices and reimbursements have been paid.

SBA EIDL Loan

Deposited into Chase operating on 2/23. (\$169,400)

FY23 Budget

I will begin preparing next years budget the week of March14th with the goal of having a solid 1st draft completed for the new ED by the end of March.

ED Training & Orientation

I have prepared an orientation schedule for onboarding the new ED. The draft schedule is in the meeting folder.

Relocation

I will be relocating to Tucson on March 25th, and plan to work remotely until some point in April, TBD by the BOD.



Affinity Group Proposal

Association for Challenge Course Technology
PO Box 19797, Boulder, CO 80308, USA
Phone: 800-991-0286
www.acctinfo.org

Definition of Affinity Group: A group of members linked by a common interest or purpose

Terms of Reference: Developed by the group, approved by the Board of Directors

Membership: Self-selected

Leadership: Chair, Vice-Chair, and Secretary elected from within the group membership

Group Duration: Indefinite

Term Limits: None, leadership to be elected annually

Reporting: Annual activity report submitted to Membership Manager

Current ACCT Affinity Groups

ACCT has four current Affinity Groups which are very active in providing the association with valuable suggestions and information. The current Affinity Groups are:

- **Canopy / Zip Line Tour Affinity Group:** The primary focus of this group is assisting in the development and maintenance of canopy tour standards, and providing information and support to the association on any canopy tour issues.
- **Educational Use Affinity Group:** The primary focus of this group is to be a stakeholder group advocating for *Educational Use* focused members.
- **International Relations Affinity Group:** The primary focus of this group is to address concerns of members who are living, working, or operating outside of the continental United States. This group is responsible for informing the association on matters that are of international concern.
- **Universal Access Affinity Group:** the primary focus of this group is to address concerns related to universal access. This group is responsible for informing the association on matters that are of universal access concerns.

The ACCT Board of Directors is responsible for reviewing and approving all newly formed Affinity Groups. If your proposal is approved the group leadership will be provided a site on the ACCT Basecamp to communicate, store files, and create writeboards to assist the group in their work and a homepage on the ACCT website to communicate to and with members. To propose a new Affinity Group, please complete the form below. This proposal will be reviewed by the Board of Directors and you will be notified of their decision. Please send this proposal to: membership@acctinfo.org.



Affinity Group Proposal

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PO Box 19797, Boulder, CO 80308, USA
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Affinity Group Information

Proposed Name of Group: Accredited Operators Affinity Group

Proposed Chair*: Sonni Gibson

Title/Position: General Manager

Organization/Company: High Gravity Adventures

Phone (704) 914-6240

Email sonni@highgravityadventures.com

Proposed Vice-Chair*: Chris Pattillo

Title/Position: Land Manager

Organization/Company: US National Whitewater Center

Phone (352) 246-3313

Email
cpattillo@whitewater.org

Proposed Secretary*: Brandon Jacobs

Title/Position: Operations Manager

Organization/Company: Quarry Park Adventures

Phone (707) 478-5863

Email
brandon@quarrypark.com

***All officers must maintain current ACCT membership throughout their term of service.**

What is the primary focus of this Affinity Group? Professional development, networking, sharing resources, & advocacy for Accredited Operators and those seeking to become Accredited.

Who or what does this group advocate for? The needs of Accredited Operators.

How will this group serve as a resource to the ACCT and its community? To represent the community of Accredited Operators and encourage other operations to seek accreditation.

How often does this group anticipate having formal meetings? Monthly with at least one symposium annually in association with the ACCT annual conference.

ACCT Homepage and Forum

All approved Affinity Groups will be provided a homepage and group forum on the ACCT website. This will allow the group to keep members informed of current happenings and events



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in their interest area and communicate with members about important issues. The designated moderator can be assigned to any group member, it does not have to be one of the leadership members.

Proposed Online Group Moderator*: Brandon Jacobs

Title/Position: Operations Manager Organization/Company: Quarry Park Adventures

Phone: (707) 478-5863 Email: brandon@quarrypark.com

****Online Moderator must maintain current ACCT membership throughout their time of responsibility.***

Contact Information

(this person will be notified of BOD decision and contacted with any questions)

Name of member submitting this application: Sonni Gibson

Title/Position: General Manager Organization/Company: High Gravity
Adventures

Phone (704) 914-6240 Email sonni@highgravityadventures.com
