



MINUTES for Regular Board Meeting April 20th, 2022

Meeting Logistics:
04/20/2022 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**

***Left at 8:55 AM**

Keith Jacobs – **Member**

Connor James – **Member**

Jason Ong – **Member**

Billy Simpson – **Member**

Bill Zimmermann – **Executive Director**

Quorum?

Yes

No

Guests:

Melissa Webb
Heather Brooks
Kennerly de Forest
Rich Klajnscek

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

Welcome Guests & Housekeeping (Carson Rivers)

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:	Bahman
Seconded by:	Keith
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 April 6, 2022.
Made by:	Keith
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

Executive Director's Report (Bill Zimmerman)

Onboarding Update: Bill has been working with Shawn Tierney (outgoing ED) during the transition. They have transferred control of access to banking accounts, payroll processing, and many of the Association software platforms (i.e. Slack, Asana, JotForm, SurveyMonkey, etc). There are still some things to be transferred, including some of the payment processors. Infrastructure such as PO Box, and office/phone have been transferred and renewed. Bill has met with all the staff individually and has conducted multiple group staff meetings. Bill has also met with Board Chair Carson Rivers multiple times. Carson is working on setting up a meeting with all the current Committee Chairs. Shawn's two week overlap with the new ED is done, but he is available if needed for specific things.

Treasurer's Report (Erik)

The Finance Committee is working on next year's budget. Bill is beginning to get involved and has already met with the Association's bookkeeper. Target date for approval of the next budget would be the June 15th BOD meeting since that is the last meeting of the fiscal year.

Discussed the discrepancy in the financial reports of 3/2 and 3/16/2022 regarding the final conference budget numbers. The Board would like clarity on that in our next meeting.



ACTION ITEM – Erik: Research and report back on the conference financials.

ACC Documents (Korey) see “2022-02-08 Proposed Changes to ACC Policies”

- Terms of Reference – The ACC Terms of Reference (TOR) are not being put forth to be updated at this time. The current TOR’s were in the Board meeting file because they were referenced in the draft policy document. Revisions to the TOR’s may, however, be a topic of discussion for the upcoming Board F2F.
- Proposed changes to policies for the accreditation of organizations: Reviewed a presentation by Heather Brooks comparing the existing policy document to the proposed changes, comparing the two documents line by line. Discussion centered around potential anti-trust issues and cited online articles referencing a trade organization that was involved in a relevant claim. Discussed the differences and similarities between our situation and theirs. Discussed various options as well as the ramifications of those options, such as higher fees for non-members and the resulting confusion/challenges regarding voting rights, member benefits, ACCT policy language, and promotion of membership. Also discussed the voluntary nature of ACCT accreditation, and the lack of an industry monopoly (at this time) that would compel an organization to receive ACCT accreditation to “be able to do business”. If that were ever to change, we should re-evaluate at that time.
- Reiterated how having a general counsel for legal advice would be helpful, including in situations like this.

Motion:	Motion to approve the proposed Accreditation Policy document from the ACC.
Made by:	Korey
Seconded by:	Erik
Discussion:	Board members discussed the following: Approval of this document is an important step towards better governance and alignment of our programs – and these policies will need to be revisited across the year as we clarify other documents, policies, and systems.
Vote:	In Favor – Rohan, Korey, Erik, Bahman, Connor, Jason, Billy Opposed – Keith Abstaining – Carson
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Bahman left the meeting at 8:55AM

- Proposed changes to policies for the certification of individuals: reviewed Heather’s slide show again. Membership in ACCT is not a requirement for certified individuals currently, or in the proposed draft. Because of regulatory involvement and how some jurisdictions do require this. Also, so gov’t employees are not able to be members of orgs like ours but are inspectors.

Motion:	Motion to approve the proposed Certification Policy document from the ACC.
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Made by: Korey
Seconded by: Erik
Discussion: Board members discussed the following: Approval of this document is an important step towards better governance and alignment of our programs – and these policies will need to be revisited across the year as we clarify other documents, policies, and systems.
Vote: In Favor – Rohan, Korey, Erik, Keith, Connor, Jason, Billy
Opposed – none
Abstaining – Carson
Motion Carries: Yes
 No

TIRE Documents (Bahman)

- Zip Line Braking Technical Advisory – reviewed the DRAFT document from TIRE (Technical Information Research and Education Committee). Discussed concerns with the difference in the time it takes to publish new standards versus the perceived urgency of getting information like this out to the public.
- TIRE representative Rich Klajnscek reviewed the subject of the technical notice with the Board. This material was also presented at the recent ACCT conference.
- Discussed how this is or should be viewed; is this something people must do to stay compliant, and if so is that a standard (and would this therefore need to go through the standards process?) Discussed the existence of a policy document called the “ACCT Style Guide for Standards, Technical Reports, and White Papers”. It was suggested that the Board could review this for clarity.
- The Board is generally supportive of educating the public on content of this nature but are not yet clear how it should be released appropriately. Additionally, the Board discussed how, prior to release, consideration should be given to preparing the staff to answer questions from the public. Also discussed how we as an Association should give guidance to the public on what to do next. The Member Education Panel (a subgroup of TIRE) has been working on a process for how to answer questions and give guidance on this subject.

ACTION ITEM – Connor: Consult with the Consensus Group (CG) to see if they believe that they should review this and put it through the standards process, and if so how fast can they process this.

Meeting Closing (Carson)

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

Meeting adjourned at 9:36AM Mountain Time.

Proposed Changes to ACC Policies

Approved by Accreditation & Certification Committee

2022-02-08

Accreditation of Organizations

Policy

ACCT offers accreditation to eligible ACCT Member Organizations in good standing. These programs recognize organizations that demonstrate qualifications and compliance with the accreditation program requirements and standards to provide a particular service.

Purpose

Accreditation programs offered by the ACCT intend to:

1. Elevate professionalism in the challenge course industry.
2. Identify for the industry and general public those organizations that have demonstrated qualifications and compliance with the accreditation program requirements and standards.
3. Provide a mechanism for organizations in the challenge course industry to engage in continuous improvement.
4. Help organizations improve and maintain safety outcomes.
5. Increase involvement and knowledge sharing.

Procedures

1. Accreditation Programs are made available to ACCT organizational members in good standing.
2. Each program shall maintain and make public the following:
 - a. Purpose & Goals
 - b. Policies
 - c. Eligibility Criteria
 - d. Program Requirements
 - e. Defined renewal period & criteria
 - f. Application Information
3. A list of ACCT-Accredited Organizations shall be published and made available to the public.
4. An appeals process shall be available for organizations denied accreditation or had their accreditation status revoked.
5. Processes shall be available for organizations or individuals to levy complaints against accredited organizations.
6. ACCT will promote accredited organizations.
7. Programs are developed, maintained, reviewed, and updated by the ACC and its Panels and Task Forces as per the ACC Terms of Reference.
8. Programs shall be administered by ACCT Staff.

9. New programs, or substantial changes to existing programs, shall be approved by the Board of Directors. Substantial changes to a program shall include:
 - i. Change of Purpose and Goals
 - ii. Change to the business structure of the program.
 - iii. Change to the fundamental structure of a program (i.e. levels)
10. Accredited Organizations are required to abide by the ACCT Ethics Guidelines.
11. Each accreditation program shall be reviewed periodically to determine it meets its purpose.

Certification of Individuals

Policy

ACCT offers certification programs to eligible individuals who demonstrate a defined level of knowledge in a specific industry discipline

Purpose

Certification programs offered by the ACCT intend to:

1. Elevate professionalism in the challenge course industry.
2. Identify for the industry and general public those individuals who have demonstrated qualifications and compliance with the certification program requirements and standards.
3. Provide a mechanism for individuals in the challenge course industry to engage in continuous improvement.
4. Increase involvement and knowledge sharing.

Procedures

1. Each program shall maintain and make public the following:
 - a. Purpose & Goals
 - b. Policies
 - c. Eligibility Criteria
 - d. Program Requirements
 - e. Defined Renewal Period and Criteria.
 - f. Application Information
2. A list of ACCT-Certified Individuals shall be published and made available to the public.
3. An appeals process shall be available for individuals denied certification or who have their certification status revoked.
4. Programs are developed, maintained, reviewed, and updated by the ACC and its Panels and Task Forces as per its Terms of Reference.
5. Certification programs shall be administered by ACCT Staff.
6. New programs, or substantial changes to existing programs, shall be approved by the Board of Directors. Substantial changes to a program shall include:
 - i. Change of Purpose and Goals
 - ii. Change to the business structure of the program.
 - iii. Change to the fundamental structure of a program (i.e. levels)

7. Certified individuals will agree to abide by the ACCT Code of Ethics.
8. Each certification program shall be reviewed periodically to determine it meets its purpose.