



MINUTES for Regular Board Meeting October 5th, 2022

Meeting Logistics:
10/05/2022 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**
 Erik Marter – **Treasurer**

Bahman Azarm – **Member**
 Keith Jacobs – **Member**
 Connor James – **Member**

Jason Ong – **Member**
 Billy Simpson – **Member**
 Bill Zimmermann – **Executive Director**

Quorum?

Yes
 No

Guests:

Jana Cole | Strategic Planning Consultant
Heather Brooks
John Voegtlin
Melissa Webb

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

Welcome Guests & Housekeeping (Carson Rivers)

Reading of the ACCT Mission Statement (Keith)

The Association for Challenge Course Technology (ACCT) establishes and promotes the standard of care and measure of excellence that defines professional practice and effective challenge course programs. ACCT develops, refines, and publishes standards for installing, maintaining, and managing challenge courses; provides forums for education and professional development; and advocates for the challenge course and adventure industry.

Reading of the ACCT Anti-Trust Statement (Keith)

It is the policy of the Association for Challenge Course Technology, and it is the responsibility of every Association member company, to comply in all respects with federal and state antitrust laws. No activity or discussion at any Association meeting or other function may be engaged in for the purpose of bringing about any understanding or agreement among members to:

- (a) raise, lower, or stabilize prices;
- (b) regulate production;
- (c) allocate markets;
- (d) encourage boycotts;
- (e) foster unfair trade practices;
- (f) assist monopolization, or



(g) in any way violate federal or State antitrust laws.

Any questions regarding the meaning or applicability of this policy, as well as any concerns regarding activities or discussions at Association meetings, should be promptly brought to the attention of the Association Executive Director or the Chair of the Board of Directors.

Approval of Agenda (Carson)

Motion:	Review and approve the meeting agenda
Made by:	Bahman
Seconded by:	Billy
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 September 12 th , 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

Motion:	Approve minutes from meeting held September 13 th , 2022.
Made by:	Bahman
Seconded by:	Connor
Discussion:	Discussion regarding conference location at this meeting revolved around the restrictions on travel by CA public employees, but there are other jurisdictions that restrict travel.
Vote:	In Favor – N/A Opposed – 0 Abstaining – 0
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Motion:	Approve minutes from meeting held September 14 th , 2022.
Made by:	Bahman
Seconded by:	Keith
Discussion:	None.
Vote:	In Favor – N/A Opposed – 0



Motion Carries: Abstaining – 0
 Yes
 No

Executive Director Report (Bill): since F2F meeting he's worked more on strategic plan and has submitted two different sets of bylaws to Carson for review. Has been working on Novi AMS transition, and ANSI audit stuff with John. ANSI materials have been submitted at this time.

Treasurer's Report (Erik): Finance Committee met last week and took care of July and August reports. Cash flow is on track. Money has just begun to roll in for conference. The 1st quarter financials will be ready for review and vote soon, and for public posting.

Records Retention Policy (Bill): made a few edits since we talked about it in Portland, and since the draft was posted to Slack

Motion: To approve the ACCT Records Retention & Destruction Policy.
Made by: Keith
Seconded by: Billy
Discussion: Discussed and confirmed applicability of the new policy to the existing backlog of documents. Clarified that documents like annual reports that are needed for the ongoing PVM review process are kept because they are needed for subsequent reviews (per the first paragraph of the policy), but other documents like the PVM's paperwork and files that have "no further useful life" would be destroyed per the policy.
Vote: In Favor – Rohan, Korey, Erik, Bahman, Keith, Connor, Jason, Billy,
Opposed – none
Abstaining – Carson
Motion Carries: Yes
 No

Board Elections (Rohan): see "22-09-30 INFO 2023 ACCT BOD Election Timeline"
Reviewed the report with election timeline. Talked about campaign support from staff (publishing of headshots, position statements, etc. of the candidates) and why there is a deadline for that. Discussed a prevalent theory that the first candidate on the ballot most often wins, and if so – how we could rotate names on the list throughout the voting period. John will investigate that to see if the notion is supported by election data. John talked about how he limits the digital voting to one vote per membership (whether individual or organization).
Rohan – we need to fix the existing policy to current the timeline of the notice of voting period announcement

Motion: Move to approve the amended "PVM procedures" as provided to the Board
Made by: Rohan
Seconded by: Billy
Discussion: The document says that the Vice Chair accepts nominations, among other things. Where in the bylaws does it say that? (Connor). Carson – its been convention, and it's Roberts rules. John is working on the specific tech.



Vote: In Favor – Billy, Jason, Connor, Bahman, Erik, Korey, Rohan
Opposed –
Abstaining – Keith, Carson

Motion Carries: Yes
 No

Motion: Motion to approved conduction the 2023 PVM election in a digital format.

Made by: Rohan

Seconded by: Keith

Discussion: Reviewed that this is a formality that for now, we need to re-affirm/choose each year

Vote: In Favor – Rohan, Erik, Keith, Connor, Korey, Jason, Billy, Bahman
Opposed – none
Abstaining – Carson

Motion Carries: Yes
 No

Strategic Planning Update (Bill & Jana Cole): Since the Board's last (face to face) meeting, Jana has met with Bill and Carson to work further on our action items and timeline worksheet from that strategic planning session. Reviewed goals, who all will work on specific action items, and how everyone on the Board will need to contribute to this process. This plan will need consistent attention, i.e., at every Board meeting. Discussed how this could help to frame the Board's focus on governance versus details of the work of the Association. Next steps include approving the plan and potentially moving the project into another format (i.e. Asana) that would help illustrate all the deadlines and how they stack up.

ACTION ITEM – Bill: review the updated version from Jana before the next meeting so that the Board can approve it as a shared model for moving forward.

Consensus Group (CG) Face to Face Request (Connor) Updated the Board regarding their question to the CG about the intended purpose for a face-to-face meeting. Reviewed their proposed agenda for the meeting, which was an example of a previous meeting agenda and did not include processing comments, which will likely not be happening by that time. The Board did not support the request for additional funds at this time. Further discussed whether any future changes to the draft budget that the Board made would result in a revision of the budget (so that Bill is not held accountable to the increase in expenses without an associated increase in revenue) and/or if Bill should advise the Board when those additional expenses aren't viable.

BOD Conference Registration (Carson) – Melissa has sent out information regarding Board registration via email. Reviewed the principle that general conference admission is covered for the Board, but no extras (i.e. pre-conference sessions) are covered.

Meeting Closing (Carson)

Motion: Motion to adjourn the meeting.

Made by: Bahman

Seconded by: Billy



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

Meeting adjourned at 9:35am Mountain Time.

APPROVED

Association for Challenge Course Technology Records Retention and Destruction Policy

It is the intent to of the Association for Challenge Course Technology (ACCT) to maintain complete, necessary, and accurate records of its business. Records are to be retained for the period of their immediate use, unless longer retention is required for historical reference, contractual reasons, tax purposes, legal or regulatory requirements, or for other purposes as may be set forth herein. Records that are no longer required, or have satisfied their required periods of retention, may be destroyed.

1. **Scope.** This Document Retention and Destruction Policy of the ACCT identifies the record retention responsibilities of staff, volunteers, members of the Board of Directors, and outsiders for maintaining and documenting the storage and destruction of the Organization's documents and records.
2. **Responsibility for Administration.** The Executive Director (ED) shall be responsible for administering this policy. As part of this role, the ED (or his/her staff designee), in consultation with legal counsel, shall ensure that ACCT documents and records retained by officers, directors, employees, volunteers, or agents are stored or destroyed in a manner consistent with this policy.
3. **Documentation Retention Rules.** The Organization's staff, volunteers, members of the Board of Directors and outsiders (i.e., independent contractors via agreements with them) are required to honor these rules: (a) paper or electronic documents indicated under the terms for retention below will be transferred to and maintained by the ED or the ED's designee; (b) all other paper documents will be destroyed after three years; (c) all other electronic documents may be deleted from all individual computers, databases, networks, and back-up storage after one year.
4. **Document Destruction Methods.** Destruction of sensitive, financial, or personnel-related paper documents will be accomplished by shredding. Destruction of electronic data will be accomplished by data wiping or any software method that overwrites data on the physical media at least once. ACCT owned storage media must be wiped before being discarded. **Note:** basic file deletion will not meet the requirements of this policy at this time.
5. **Terms for Retention.**
 - a. Retain permanently:
 - i. Governance records – Articles of Incorporation, Bylaws, approved board policy documents, board meeting minutes, committee charters, committee meeting minutes.
 - ii. Intellectual property records – Copyright, trademark, and service mark registrations and samples of protected works.
 - iii. Financial records – Audited financial statements, attorney contingent liability letters.
 - iv. Pension, retirement, and benefits records – Pension/Retirement plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and supporting records.
 - v. Owned real estate records
 - vi. Construction plans and documents.

Association for Challenge Course Technology Records Retention and Destruction Policy

- b. Retain for thirty years:
 - i. Certain Employee Medical Records. Records related to medical exams involving workplace toxic substance and blood-borne pathogen exposure must be retained for thirty years after termination of employment (OSHA).
- c. Retain for seven years:
 - i. Tax records – Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits.
 - ii. Government relations records – State and federal lobbying and political contribution reports and supporting records.
 - iii. Donor and Grant Records.
- d. Retain for three years:
 - i. Employee/employment records – Employee names, addresses, social security numbers, dates of birth, INS Form I-9, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time/payroll records, leave/comp time, engagement and discharge correspondence, documentation of basis for independent contractor status (retain for all current employees and independent contractors and for three years after departure of each individual).
 - ii. Lease, insurance, and contract/license records – Software license agreements, vendor, hotel, and service agreements, independent contractor agreements, employment agreements, consultant agreements, and all other agreements (retain during the term of the agreement and for three years after the termination, expiration, or non-renewal of each agreement).
- e. Retain for one year:
 - i. Other electronic records, documents, and files – Correspondence files, past budget worksheets, out-of-date publications, disused email accounts, expired policies and procedures, survey information, and form submissions (retain electronic records for all accounts for one year after departure of each individual).
- f. Retain for ninety (90) days:
 - i. Documents needed to temporarily gather information to be stored in an information retrieval system. For example: test results once the exam scores have been recorded and appeals periods have expired, or workshop evaluation forms that have been scanned and saved electronically.

Limitations on Document Destruction. No paper or electronic documents will be destroyed or deleted if pertinent to any anticipated or ongoing internal investigation, government investigation or proceeding, criminal investigation, or civil litigation. No officer, director, employee, volunteer, or agent of ACCT shall knowingly destroy a document with the intent to obstruct or influence the investigation or proper administration of any matter of the Board of Directors or within the jurisdiction of any government

**Association for Challenge Course Technology
Records Retention and Destruction Policy**

department or agency or in relation to or contemplation of any such matter or case. This policy covers all records and documents of ACCT.

Exceptions. Exceptions to these rules and terms for retention may be granted only by the Organization's Executive Director or Chair of the Board of Directors, in consultation with legal counsel.

Alteration or Termination. ACCT reserves the right to amend, alter, or terminate this policy at any time and for any reason.

Approved: 10/05/2022

Revised: mm/dd/yyyy

Last Reviewed: mm/dd/yyyy

2023 ACCT BOD Election Timeline

Leadership and Nominations Committee Recommends an aligned single election timeline like the past year.

ACTION ITEMS TO PREP

BOD needs to approve an edit to the PVM policy to allow more than 60 days notice. See drive policy modification

LNC ACTION ITEMS:

1. Update and Publish Prospective Board Member FAQ
2. Assemble Agenda and supporting documents for BOD candidate interest meetings
3. Update ACCT election advertisements and send to ACCT Office (John)
 - a. Determine timeline with ACCT Office
 - b. Create/Update Election Announcements
 - c. Create - 3 unique short election ads

NOMINATIONS OPEN

Monday October 31, 2022 - 8AM

BOD CANDIDATE INTEREST MEETING #1 - TENTATIVE pending schedule of LNC members

Tuesday Nov 15, 2022 - 6PM MT

LAST DAY PERMISSIBLE TO OPEN NOMINATIONS

Monday Nov 28, 2022

BOD CANDIDATE INTEREST MEETING #2

Tuesday Nov 29, 2022 - 6 PM MT

BOD CANDIDATE INTEREST MEETING #3 - TENTATIVE pending interest

Thursday December 8, 2022 - 4 PM MT

CAMPAIGN SUPPORT BEGINS 45 DAYS BEFORE VOTING PERIOD

Sunday Dec 11, 2022

NOMINATIONS CLOSE

Tuesday Jan 23, 2023 - 3:30 PM Pacific (4:30PM MT)

VOTING PERIOD BEGINS

Thursday January 26, 2023 - 3:30 PM Pacific (4:30PM MT)

END OF VOTING PERIOD

Friday February 10, 2023 - 3:30 PM Pacific (4:30PM MT)

