



# MINUTES for Regular Board Meeting October 19<sup>th</sup>, 2022

Meeting Logistics:  
10/19/2022 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:

John Voegtlin  
Melissa Webb  
Heather Brooks  
Ryan Olson

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)

<b>Motion:</b>	Review and approve the meeting agenda
<b>Made by:</b>	Keith
<b>Seconded by:</b>	Bahman
<b>Discussion:</b>	None.
<b>Vote:</b>	In Favor – N/A Opposed - 0 Abstaining - 0
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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

<b>Motion:</b>	Approve minutes from meeting held October 5 <sup>th</sup> , 2022.
<b>Made by:</b>	Keith
<b>Seconded by:</b>	Billy
<b>Discussion:</b>	Amended the grammar of a motion before the vote.
<b>Vote:</b>	In Favor – N/A Opposed – 0 Abstaining – 0
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

### Executive Director Report (Bill)

We received an assessment from the IRS, as a penalty for late filing. Reviewed the situation, which was that the paper version was submitted on time (and we have delivery confirmation of that), but since we were supposed to file electronically and this had to be done after they rejected the paper copy, we were technically late. The two circumstances in our defense are that it's our first time filing late, and that there was a reasonable cause. The fee has been paid, and we submitted a forbearance request for the fee (which is about \$5K), so we've done what we can at this point. John and Bill are working on the Novi transition, the delay right now is with the QuickBooks integration but we're on track for a mid-November switch.

Conference registration is underway but slow, early bird deadline hasn't hit yet. The staff would like the BOD to take on the responsibility to reach out to colleagues to find potential sponsors or exhibitors. They can provide us with draft letters and/or exhibitor prospectus/sponsor information. At the end of early bird registration, we will have a benchmark to look at to compare to previous years. Things that are slightly different this year that will cause some of the direct comparisons to be off however, is that there is an early bird to regular pricing change for pre-conference sessions, and all registration deadlines are in the 2022 calendar year (none are after the new year, as in conferences past).

### Treasurer's Report (Erik)



September draft financials came in yesterday, so Q3 financials should come in by the next meeting.

**ACTION ITEM** – Erik and Bill: Bring Q3 financials to the next meeting for approval

**Bylaws Recommendations** (Bill & Carson) Reviewed and elaborated on the document that Bill created to summarize his proposed bylaws options, presented for today's meeting. Discussed how the term "members" can have a different meaning as it relates to bylaws versus the common understanding of the term. There are additional terms within the documents that are not currently used in our organization, and we discussed those briefly. Conversation focused on sections that are significantly different from one another and those that are fundamental to the next steps in our decisions around this topic. Further discussed which sections are standard for organizations like ours but that would need legal review. We spoke at length about initial reactions from the Board.

**Strategic Planning Update** (Bill & Carson) Confirmed that the updated copy of Jana's spreadsheet is available to the Board for ongoing review. Bill is still laying out the timeline, assessing whether it is realistic or will need revisions.

**ACTION ITEM** – Bill: Present the strategic planning spreadsheet at the next meeting for approval by the Board.

**Translation Services** (Jason)

Reviewed the most recent minutes of the ACCT International Committee (AIC) Meeting and a letter to the Heather Brooks – Program Director regarding translation of the standards. Members from multiple countries are currently or have previously requested this for reasons including that they need standards because they don't have any national standards, they don't have ACCT standards available in their language, and/or they are being pressured by regulators or clientele to adopt ACCT certifications. Discussed that this cost, this late in the fiscal year, could be hard to afford. Additionally, we will have new standards very soon, which would render any new translations outdated. Suggested that the AIC compile a list of the languages we'll want the new version translated into so that we can discuss and plan for the associated cost. For reference, the estimated cost is \$1,500 per language. Currently the standards are translated into a few other languages, but purchase of those standards is not covering the cost of those translations.

**ACTION ITEM** – Bill: write a response letter to the AIC regarding their request and the factors involved and under discussion.

**Meeting Closing** (Carson)

<b>Motion:</b>	Motion to adjourn the meeting.
<b>Made by:</b>	Billy
<b>Seconded by:</b>	Rohan
<b>Discussion:</b>	None.
<b>Vote:</b>	In Favor – N/A Opposed – 0 Abstaining – 0
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Meeting adjourned at 9:37 AM Mountain Time.