



## MINUTES for Regular Board Meeting December 7<sup>th</sup>, 2022

### Meeting Logistics:

12/07/2022 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:

Kennerly DeForest

Heather Brooks

Melissa Webb

John Voegtlin

Lori Stover

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

### **Welcome Guests & Housekeeping** (Carson Rivers)

### **Reading of the ACCT Mission Statement** (Connor)

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** (Connor)

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>	Connor
<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 November 16 <sup>th</sup> , 2022.
<b>Made by:</b>	Keith
<b>Seconded by:</b>	Billy
<b>Discussion:</b>	None.
<b>Vote:</b>	In Favor – N/A Opposed – 0 Abstaining – Bahman
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

#### Staff Reports

- General Updates (Bill): Work on payroll state tax issues is ongoing. The transition to Novi (membership management system and website) is still underway, aim is for the transition to be done by conference.
- Conference Updates (Melissa): A digital prospectus went out to all previous conference exhibitors. Conference registration numbers are ahead of 2022, but slightly behind pre-pandemic numbers. We are on track to reach our projected 1000-attendee goal. Looked at Melissa's conference tracker to evaluate historical trends. Talked about pricing structure timing. Information has been handed off to Cvent for building the conference app. Discussion has been had regarding past tech issues during the conference and how to prevent those this year. Working with hotel on the rooming list and room schedules. Melissa will travel to Colorado to look at the conference stuff in storage there. The plan is to send it to Erik Marter's warehouse near Portland to save some money on shipping and storage.
- Programs Updates (Heather): Annual reports went out to PVMs (Professional Vendor Members) and Accredited Operators (there are 10 this year, compared to 2 last year). By request, a PDF copy of the (JotForm) report was attached to the email to make filling the report out a little easier. Of note, the design category does not exist yet even though it



mistakenly made it to the PVM report PDF. The deadline for submission is January 17<sup>th</sup>; one PVM report has already come back. Day one of the Program Summit was yesterday. Talked about ideas for education opportunities and options for LMS systems, among other things. Day 2 is tomorrow, the plan is to talk about collaboration between Programs and the MEP (Member Education Panel) of TIRE (Technical Information Research and Education), as well as future budget requests. The Vendor Reviewer Training Task Force will meet for the first time today after a year's hiatus. Planning a training at conference on Tuesday the 7<sup>th</sup>, it will be open to anyone that wants to attend, fees have not been determined yet. Application to be a reviewer will happen after the training. Will ratify the bylaws in this next meeting.

- Strategic Planning (Bill): Still working on aligning timelines but will have it ready for review soon.

**ACTION ITEM** - (Bill) bring updated strategic plan to the next meeting for ratification.

**Treasurer's Report** (Erik) Finance Committee has not had a meeting recently but will meet Friday. Just got November bank statements, hoping to have those ready before the meeting.

**Bylaws Revision** (Carson) Discussed specific questions each BOD member has. Spoke about meeting schedule, compensation of Officers, electronic voting, terminology of officers (chair/vice chair versus president/vice president), nominations committee and who they are, what they do (verifying that candidates meet the qualifications) and how that committee would work, and future revisions of bylaws by majority vote.

**ACTION ITEM** - all BOD should review the current bylaws document for further questions before we send it for legal review. Then we will need to discuss and build a separate transition plan document.

**ACC & Insurance** (Korey and Heather): Discussed the insurance requirements for the inspector certification program (ICE), and the attestation strategy that was developed and agreed upon by both the ACC (Accreditation and Certification) and IRMC (Insurance and Risk Management) committees. The non-US based applicants are currently unable to meet the US-oriented insurance requirements, so we have had to do a waiver for those applicants in the past. This strategy would make it more attainable and simpler for them. Need to have our legal team review this proposal to assess any increased liability exposure to the Association.

**Consensus Group (CG) Budget Request Update** (Carson): Based on Board feedback since the last meeting, there is majority support for this request. This is an addition to the costs in the budget that comes well after its' approval and implementation, and as such Bill will not be held accountable to this amount when aligning the budget at the end of the fiscal year. Melissa will work on finding space for the CG at the conference.

**Inclusion Proposal** (Korey): A letter was submitted to Korey by two of our members regarding a statement of inclusion by the Association, and it was shared with the Board. Briefly discussed the letter.

**ACTION ITEM** – all BOD should review the letter and consider next steps.



**Meeting Closing** (Carson)

<b>Motion:</b>	Motion to adjourn the meeting.
<b>Made by:</b>	Rohan
<b>Seconded by:</b>	Connor
<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 9:38AM Mountain Time.

APPROVED