



MINUTES for Regular Board Meeting December 21st, 2022

Meeting Logistics:

12/21/2022 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 9:10am*

Keith Jacobs – **Member**

Connor James – **Member**

Jason Ong – **Member**

Billy Simpson – **Member**

Bill Zimmermann – **Executive Director**

Quorum?

Yes

No

Guests:

Lauren Stover

John Voegtlin

Melissa Webb

Leslie Sohl

Ryan Olson

Bee Lacy

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:	Rohan
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 December 7 th , 2022.
Made by:	Keith
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

Executive Director Report (Bill)

- IRS contacted us on Dec 7th regarding our Oct 25th request to waive the filing fee and let us know they will need more time to process the request.
- Critical Link award process is underway. Nominations were made and ranked choice voting is happening now.
- The ACCT office will be closed for the holiday on Monday, and staff will be taking PTO on various schedules. Bill will be available if there are urgent matters during this time.
- John and Bill are finalizing the sorting and harmonization of QuickBooks and membership data. Getting close to switching to Novi, but no exact date yet.
- Carson, Bill and Korey are meeting together now to facilitate the smooth transition of the Chair role. Reviewed the plan for Korey shadowing and then running upcoming meetings with Carson's guidance.
- Bill is still working on state payroll tax issues with staff.
- Strategic Planning Update: Expect a motion at the next meeting to ratify the plan. Projected deadlines for all goals will remain flexible be updated as we go.



- Talked about the BOD meeting on the schedule for 1st of February, which is days before the face-to-face, and how we may or may not hold that meeting depending on how prepared we are leading into conference. Keeping it on the schedule for now.

Conference Update (Melissa) We are far ahead of pace compared to 2022 in Cleveland and are a little behind Raleigh in 2020. But we are right on track for what we budgeted for this conference.

Treasurer's Report (Erik) This year's budget, as always, is largely dependent on conference revenue, so if projections continue on-pace we should do well. Bill has the November draft financials for review. The Consensus Group in-person meeting budget addition was recently approved.

Bylaws Draft Discussion Continued (Carson)

- Discussed updates made since last meeting. Discussed ongoing feedback from the Board. Additional feedback should be added to the comment copy of the file in the Drive.
- Discussed next steps, including seeking additional input. Options discussed include legal and Board Emeritus amongst others, such as the accredited companies. Briefly discussed member voting and how that currently works versus the proposed draft.

Bahman left 9:10am

- The Board is generally in favor of moving this document forward once requested edits, questions, concerns have been addressed.
- Discussed how we could transition from the current model of Board seats and voting groups to the draft model. Reviewed a few options and discussed the importance of having this finalized to roll out alongside new bylaws.

ACTION ITEM – all BOD: put their comments and concerns in the draft document by December 28th.

- Discussed the timeline for final approval. The draft strategic plan listed the goal as prior to the 2023 conference, but conversation was had regarding potential roadblocks and hurdles associated with making that timeline.

ACC Leadership Proposal (Korey) – The current ACC Chair has reached his term limit and will be rolling off at the upcoming conference. Leadership transition planning has begun recently. Introduced the ACC's recommendation for their next Chair, Bee Lacy.

Insurance Attestation for Credentialing Programs (Korey) – As briefly discussed at the last meeting, the ACC (Accreditation and Certification Committee) and the IRMC (Insurance and Risk Management Committee) have agreed upon and proposed a policy for insurance attestation in the ICE program. Discussed letting staff (ED Bill Zimmerman and Program Manager Heather Brooks) manage this process moving forward.

Meeting Closing (Carson)

Motion:	Motion to adjourn the meeting.
Made by:	Rohan
Seconded by:	Keith
Discussion:	Rohan – suggested that we dedicate an upcoming meeting to



outstanding agenda items, and “de-prioritize” the bylaws for that meeting.

Vote: In Favor – N/A
Opposed – 0
Abstaining – 0

Motion Carries: Yes
 No

Meeting adjourned at 9:32AM Mountain Time.

APPROVED