



Welcome our new Executive Director | 8:21 – 8:25a (Korey and Melissa)

- Melissa is transitioning into the role, accepting management of accounts and responsibilities from Korey. There are still some two-factor authentication and account management challenges to work out. Korey will remain on staff calls, as available, to help with transition.

Approval of Minutes from 08/16/2023, 2/6/2023, & 2/7/2023 | 8:25a – 8:34a (Korey)

Motion:	Review and approve the minutes from Face-to-Face Board Meeting February 6-7, 2023
Made by:	Rohan
Seconded by:	Connor
Discussion:	Action items included in the minutes were changed because of changing circumstances in the Association.
Vote:	In Favor – Billy, Connor, Rohan, Jason, Erik, Korey Opposed – None Abstaining – Mike, Leslie, Kennerly
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Motion:	Review and approve the minutes from Regular Board Meeting August 16, 2023
Made by:	Kennerly
Seconded by:	Rohan
Discussion:	Several minor corrections
Vote:	In Favor – Mike, Billy, Connor, Rohan, Kennerly, Jason, Erik, Korey Opposed – None Abstaining – Leslie
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Committee Reports | 8:34a – 12:00p

- Treasurer's Report | 8:34a – 9:27a (Erik, Melissa, Korey)
 - Update
 - We have shifted to having our accountant, Laura, do more of the work. Erik has started stepping back and handing responsibilities to Melissa.
 - Historically, the ED did the bookkeeping. Laura is taking on more responsibilities and implementing new procedures. She has been meeting with staff and Melissa to review budgets and clarify procedures. There is an efficiency in working with Laura rather than having the ED do the bookkeeping.
 - Creating SOPs and adding notes to budget worksheets to standardize processes.
 - The Finance Committee used to build the budget with ED. Laura took on this process this year. She is updating the budget (moving projections to actuals) at the end of each month. This is more efficient and has produced fewer errors.



- Transitioning accounts has been very difficult due to new authentication procedures. New procedures are being put into place to tie accounts to association-owned devices to make future personnel transitions easier.
- Approve Q4 Financials
 - Budget was based on a year-end loss of \$15k. Ended year with loss of \$86,000. This was primarily due to lower-than-expected conference attendance and sponsorship.
 - We had two other big hits to P & L: 1) deposits for upcoming conferences, and 2) software upgrades.
 - Our CPA, Kathy, will be leaving after this coming year.
 - Losses were largely controlled by staff; could have been a lot worse
 - We incurred a \$5k IRS penalty in 2023 for filing by paper and not electronically which caused delays. The IRS refunded the penalty. It will appear in 2024.
 - The Finance Committee looked over Q4 and EoY. They provided feedback regarding moving forward.

Motion:	Accept the 2023 Q4 as provided by our accountant
Made by:	Erik
Seconded by:	Leslie
Discussion:	None
Vote:	In Favor – Mike, Billy, Connor, Rohan, Kennerly, Leslie, Jason, Erik Opposed – None Abstaining – None
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

- Employee Retention Tax Credit (ERTC) Update
 - Korey has been working on the ERTC. We are eligible for a tax credit of \$135k (before commission to preparer). Laura and Kathy both reviewed the contract. Kathy has expressed some concerns because she was not the person who signed off on the original PPP loans. She is retiring and asked not to be responsible. There might be some additional accounting and need to amend and refile tax returns for the years that we are claiming ERTC. The Finance Committee will review, and additional advice will be gathered before submitting.
- SBA Loans
 - We will need to decide whether we want to pay this in full or in installments. Melissa reached out to the SBA, but since her name is not on the loan, she needs to file paperwork to have it turned over from the previous ED.
- Finance Committee – Direction & Tasking of the Committee
 - The Finance Committee used to act as a pseudo-CPA. Laura has taken on a lot of the roles that the Finance Committee used to play. The Finance Committee has been reviewing quarterly statements to make sure they do not see any errors. In using a professional to do the bookkeeping, they are not finding as many errors.



- The Finance Committee has asked for other projects. Recently, they have researched and looked at the SBA Loan and ERTC. Erik would like them to assist with staff and committee work when finance questions come up to help add a new perspective.
 - The Finance Committee is currently a committee of the Board, versus a staff workgroup. Melissa recommends the committee remain a committee of the Board for checks and balances.
 - Before re-tasking, we need to update the terms of reference (ToR).

ACTION ITEM – Melissa and Erik will get together with the Finance Committee to review the ToR and to discuss possible projects.

- TIRE Committee | 9:27a – 10:04a (Leslie)
 - Report
 - What is the objective of conducting research on work-at-height?
 - One of the roles in the committee's ToR is to "submit draft standards to the Consensus Group for the ANSI review and approval" Is this the correct process? The Accredited Procedures Task Force is reviewing the ANSI Accredited Procedures to propose a new process of how an ANSI process can fit into our structures.
 - Is there a succession process within the committee. How has membership revolved? As liaison, Leslie will address the committee.
 - Direction & Tasking of the Committee
 - ISO Workgroup that oversees the developed of adventure tourism standards is looking to develop a standard for zip line and aerial adventure attractions. ACCT applied to be involved in the discussion. TIRE is interested in assisting in the future if permitted. We will learn more from ISO in the next month.
 - Since our last BoD, we have announced to the public that we have withdrawn the draft standard. We are no longer beholden to our ANSI procedures regarding how the comments are reviewed. Discussion regarding tasking TIRE to review the comments was received well by members.
 - Leslie. We have never addressed whether comments received are open to the public. Until we make that decision and inform commentors in advance, personal data should be removed from comments.

ACTION ITEM – Leslie will work with John V. to review what sorting has been done with the comments already and scrub personal data from comments with procedural comments going to Accredited Procedure Task Group and the technical comments going to TIRE.

PARKING LOT – TIRE would like more direction on how to handle research, publication and sharing of information, and document ownership.



BREAK | 10:04a – 10:20a

Committee Reports (continued)

- International Committee | 10:15a – 11:03a (Jason)
 - Report
 - Translation
 - The international community is asking for translations for ICE. ICE Prep Course is currently in Spanish, Malay, and Korean, Chinese (simple), Hindi, and Japanese. Japanese was started. In cases of disputes, English content prevails.
 - Standards currently in Spanish and Chinese on website.
 - Discussion regarding translating the inspector certification exam into additional languages. There is some concern about using an internal task force to translate the test and providing access to the question pool versus using an outside group. The goal is to have a large enough question pool protected.
 - Strategic planning needs to include focus on international growth, issues, and liability.
 - Need to have a conversation with committee members about transitioning members. The current ToR was approved in April 2019 which means several members are reaching 5 year term limit. Beyond that, several members were a part of the International Relations Committee and International Affairs Committee before that.

ACTION ITEM – Develop a terms of reference (ToR) for a translation task force. May live under International Committee or Academy.

ACTION ITEM – Melissa will start conversation with ACCT's insurer that we are doing more international work to ensure the association has adequate coverage

PARKING LOT – Assign time at future meeting to develop a plan for international meeting/conference.
- Insurance and Risk Management Committee | (Mike)
 - Have not met since the conference. Are prepared to meet if we have tasks for them.
- Leadership & Nominations Committee | (Kennerly)
 - No updates
- Compliance Committee | 10:45a – 11:00a (Korey & Melissa)
 - Have had one complaint come in that was processed through the existing process.
 - It is time to update the process. Korey, Heather, and Melissa are working on a new process that they will present to the Board.
 - The Compliance Committee currently only has one member. The Terms of Reference include a membership of 4-6 members. If membership of the Compliance Committee is under 4 members, and a complaint is fielded which requires a populated committee, the Executive Director is authorized by the Board of Directors to populate the committee or a mediation group with non-conflicted staff or volunteers.



- Accreditation & Certification Committee | 11:00a – 12:00p (Rohan & Heather)
 - Report
 - The ACC administers many tasks.
 - Discussion about the complaints process. Heather took on the task of developing a process for handling complaints about programming. The document has been circulated among ACC, staff, and some Board members.
 - Heather presented an overview of the process including how it might change if the ACC was changed to the ACCT Program Work Group.
 - Report includes approval of the Vendor Accreditation Manual. The BoD only approved the first 25 pages of the draft manual so that staff could start producing educational content. The BoD is still working on other components of the program including fees, support policies, vendor auditor, etc. The manual that was sent out is an approved draft.
 - QCP Task Force is developing materials to be sent to ACC. Their work will be presented to the AV community at the October Symposium. Their work will be presented at the conference with a workshop and forum to share and to gather feedback from the community.
 - ACC would like more information about restructuring.
 - Program Work Group Update
 - Transition of ACC and administration of programs from a committee overseeing panels and task groups to a staff-led workgroup is being planned out.
 - Korey and staff have started developing a transition plan and managing the process
 - Heather, Melissa, and Korey held a “program world” meeting and then attended individual meetings with task groups and panels to answer questions
 - Tasks include updating polices, terms of reference, cleaning up shared drives, re-organizing files, educating volunteers, and setting up new standard operating procedures. Identifying tasks for volunteer groups, the Board, and staff.
 - There has been a lot of discussion about when to disband task groups and panels. Task groups and panels will need to remain in place for compliance until the transition process is further along. The timeline is still being developed.
 - An early step will be to finish the Program Workgroup Terms of Reference and solicit volunteers so that the workgroup is in place to assist with the transition.
 - Heather is working on a program manager guide.

LUNCH | 12:00p – 1:00p

Committee Reports (continued)

- Accreditation & Certification Committee | 1:00p – 1:30p
 - ICE Insurance Requirements
 - Overview of Issue. The ICE policy was updated in 2014, 2016, 2017, 2020, 2021, and 2022. In 2020, insurance types and amounts were inserted as a requirement to align with the requirements for PVMs offering inspections. Prior to 2020, the requirement was for the inspector to be employed by a company carrying insurance that covered the inspection



services offered. In 2020, the Insurance and Risk Management Committee (IRMC) created and approved within their committee insurance policy requirements for accredited vendors, accredited operators, and inspectors, but ACC or the Board never approved the policies. In 2022, the ICE Policy was updated to state, “Must provide proof of insurance that meets the current requirements as specified by the ACCT Insurance and Risk Management Committee.” After much discussion at the ACC, a compromise was reached to include language that would be added to the application and to the Supervisor’s Attestation document. This was memorialized in a letter sent to the Board from the IRMC and ACC in December 2022. In August 2023, an agreement drafted by legal counsel was submitted to the Board for review. It did not meet the recommendations of ACC or IRMC.

- Revisions to Inspector Certification Policy along with recommendations to changes to the application, addition of a Applicant Company Insurance Certification to be added to the Supervisor Affidavit, and a new Certified Inspector Insurance Policy were reviewed.
- Discussion was held regarding why we have Inspector Certification when we are offering Vendor Accreditation with Inspection as a service area.

Motion: To adopt the Certified Inspector Insurance Policy.
Made by: Michael Smith
Seconded by: Billy Simpson
Discussion:
Vote: In Favor – Mike, Billy, Connor, Rohan, Leslie,
Opposed – Erik
Abstaining – Kennerly, Jason, Korey
Motion Carries: Yes No

Motion: To approve updates to the Inspector Certification policy.
Made by: Michael Smith
Seconded by: Billy Simpson
Discussion:
Vote: In Favor – Michael, Billy, Connor, Rohan, Kennerly, Leslie, Erik
Opposed – None
Abstaining – Jason, Korey
Motion Carries: Yes No

- The new policy will be put in place for the Conference Inspector Certification Testing and Renewal event so staff have time to update materials and educate members.
- The current testing event, Fall Virtual Event, will be handled under previous policy since applications have already been received.



Bylaws Revision Update | 1:30p – 4:30p (Korey)

- Korey, Rohan, Leslie, and Mike have been meeting to review the feedback received from the Bylaws survey conducted earlier this year. The subgroup summarized where we agreed and where we didn't. Process was focused on nine (9) areas of the Bylaws that were identified by the BoD earlier this spring as potentially needing updates.
- Discussion of each point was facilitated.
 - 1. Articles of Incorporation: Do we need to move from Delaware to Colorado?
 - Our current legal counsel do not work in Delaware. We would need to find representation in Delaware. The current Colorado group can help write bylaws and represent us better. Because some BoD members are better versed in Delaware laws, it could be an ask that we work with our legal counsel to compile a list of mandatory requirements in the bylaws and any other needs for a 501c6.
 - Straw poll with action item:
 - Move to CO - 7
 - Stay in Delaware – 1
 - Abstaining: 1

ACTION ITEM – Korey will speak with our legal counsel to review requirements in Colorado against Delaware
 - 2. Board of Directors: Term Limits: Do we change the term length for Board Members? How many terms can a person serve?
 - Majority recommended lengthening term
 - Length if changed from 3 years (4 years = 4 votes, 5 years = 4 votes, 6 years = 1 vote)
 - Allowable terms – discussed one term only versus two sequential terms. It was agreed that two sequential terms would be appropriate for 4 or 5 years, but not for 6 years.
 - Time between term length (whether 1 or 2 sequential terms) before serving again – majority agreed that 1 year or 2 years between terms periods was ideal.
 - How to handle situations where spot is vacated?
 - 3. Board of Directors: Size/Number of Seats
 - Group was in consensus on keeping at 9 seats, although some agreed they would go to 7, but no lower.
 - 4. Board of Directors: Membership voting group structure
 - No consensus was achieved; more conversation is needed.

ACTION ITEM – Mike will create a Google Doc to illustrate some of the models. BoD members should review and add other models by first deadline. BoD members will then be asked to rank the choices proposed.

BREAK | 3:00p – 3:15p



Revision updating cont.

- 5. Board of Directors: Meeting Schedule
 - Agreed the current schedule is fine

- 6. Board of Directors: Qualifications to apply
 - Mixed opinions: yes, no, having some expectations would be nice.
 - Yes; Examples:
 - age, experience, member in good standing
 - Management experience including managing money, reading financial statements, , not on competing organization board, background in ACCT
 - Should include fiduciary responsibilities and specific interests for the individuals holding the seats including participation and attendance requirement.
 - No
 - Expectations should be in a board procedures document and not in the bylaws
 - Members have the opportunity to vote and set the qualifications
 - Action: No changes are being made at this time

- 7. Meeting of the Members and Meeting Schedule for AGM: AGM at the conference and voting.
 - Straw poll
 - 6 - AGM could be held separate from the conference; voting held before the conference
 - 1 - Remove voting from the AGM
 - 2 – No comment
 - May not need to do anything to remove or change language specific to voting
 - What about quorum? What the minimum requirement for quorum for a meeting of the members in Colorado and Delaware

ACTION ITEM – Korey to ask legal counsel what the minimum requirements are for quorum of members for AGM.

- 8. Membership Categories:
 - We have membership categories with dues. Can membership types be different than how we are categorizing members for the purpose of dues and benefits?
 - What are the requirements of or for members in Delaware and Colorado?

ACTION ITEM – Ask legal counsel what the minimum requirements are for quorum of members for AGM.

- 9. Conflict of Interest in Bylaws
 - No consensus
 - There is consensus around having language in the bylaws or policies that explains the issues in greater clarity. We are voting on revisions to the COI/NDA Policies later in the meeting. Education of volunteers and staff might be key.



- Discussion surrounding the benefit of adding language to the bylaws versus enacting policy.

ACTION ITEM – Add a simple statement in the Bylaws that the Board will adopt/develop, implement, and maintain a conflict of interest policy.

ACTION ITEM – Section in bylaws regarding workgroups, committees, task groups, and Consensus Group should be reviewed and can likely be moved from the Bylaws to policy. Leslie and Melissa will review and work on language to simplify.

▪ **ANSI ASD Topics | 4:30p – 5:00p**

- Request name change from Secretariat to “ASD Task Force” | 5 minutes (Leslie)
 - Secretariat is a term that we created internally. It is not an ANSI term. The ANSI Accredited Procedures are currently under review by the Accredited Procedure Task Force (APTF) and will, in the future, refer to the work ACCT does as an ANSI Accredited Developer (ASD) as work of the ASD and not the Secretariat.
- Update from Accredited Process Task Force (APTF) | 5 minutes (Leslie)
 - Attached report discusses language changes and progress of the APTF.
- Consensus Group Update | 50 minutes (Connor, Leslie)
 - Tasking / Comments
 - CG Membership & Outreach
 - One spot is open in the General Interest category.

ADJOURN MEETING | 5:00p

Motion:	Motion to adjourn
Made by:	Connor
Seconded by:	Billy
Discussion:	None
Vote:	In Favor – All Opposed – None Abstaining – None
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

The meeting adjourned at 5:04pm MST.



SEPTEMBER 27, 2023

ATTENDEES

Presiding Officer:

Korey Hampton – **Chair**

Board Member Attendees:

Rohan Shahani – **Vice Chair** Leslie Sohl – **Member** Jason Ong – **Member**
 Michael Smith – **Secretary** Kennerly de Forest - **Member** Billy Simpson – **Member**
 Erik Marter – **Treasurer** Connor James – **Member**

Quorum?

Yes No

Guests:

John Voegtlin
Heather Brooks
Melissa Webb

Meeting called to order at 8:01 am Central Time by Korey Hampton.

Welcome Guests & Housekeeping | 8:01a (Korey)

Staff Reports | 8:01a – 9:42a

- Executive Director | 8:10a – 8:37a (Melissa Webb)
 - Discussion regarding what to do about Conflict of Interests disclosures. After reviewing the forms, staff have concerns that individuals are not filling out the form properly and disclosing known conflicts. Conversation needs to be continued. To start, it is important to work with volunteer groups to explain the importance of disclosure even if it is not a current conflict.
- Programs | 8:37a – 8:50a (Heather Brooks)
 - Costa Rica event was a good learning opportunity. ICE Prep and testing were paired with a Trainer and Inspector Bootcamp provided by the Alliance. Some challenges were identified with Spanish translation due to regional dialogues.
 - It would be helpful in the future to have a template for ICE events outside of our standard model.
 - Need to renew relationship with ENTECO



- Office | 8:50a – 9:17a (John Voegtlin)
 - Seeking new technologies to increase efficiency.
 - Move to the new office has been completed.
 - Conference website information has been moved to CVENT. The domain acctconference.com will still forward to it.
 - acctcertifications.com content has been moved to pages on our main website.
 - CG Outreach needs to be expanded.

ACTION ITEM – John will create a Google Doc to collect outreach ideas for each of the interest categories and send out to BoD Members and CG to start populating.

- Events | 9:17a – 9:43a (Melissa Webb)
 - Registration is open.
 - Reviewing vendor contracts for conference. Lots of changes on how we manage events in the future.
 - Researching new event registration tools that integrate with Novi
 - Looking at options to integrate HPN with Novi platform and different options on how we might use HPN at the conference.
 - Site selection
 - Scholarships are open. Let people know.
 - New events at conference
 - Over the Edge – signed contract with Over the Edge that will allow groups to sign up to rappel and raise money. One of our members came forward and fronted the idea and deposit for this. Once Melissa has worked through some of the details, she will be opening sponsorships. The OMNI Hotel is one of the target buildings. Insurance issues have been addressed with our insurer.
 - Harnessing OKC: A multi-day adventure is a multi-day adventure using an app that challenges individuals to accomplish a number of missions – visit local places, complete traditional Olympic challenges, etc. Limited to 120 players with teams of 4-8 people. There will be sponsorship opportunities where sponsors can create missions. Missions can span the week or be pop-up.
 - Conference Hot Seat Topics
 - There are two open workshop spots that have been reserved to allow the Board to identify hot topics to add.
 - AGM in OKC
 - Need to brainstorm ideas about what we want to include in the AGM and how we want to structure the time.



[CLOSED SESSION] Executive Director Update and Next Steps | 9:42a – 10:15a (Melissa & Korey)

Motion:	To move into closed session to discuss staffing and employment strategies.
Made by:	Michael Smith
Seconded by:	Rohan
Discussion:	Invite Melissa to stay
Vote:	In Favor – All Opposed – None Abstaining – None
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Moved into closed session at 9:43am.

Exit closed session at 10:33am

BREAK | 10:33a – 10:50a

Volunteer and Membership Policy Updates | 10:50a – 11:10a (Mike & Melissa)

- Volunteer Reimbursement Policy | 10:30a – 10:40a (Melissa)
 - Melissa is working on a new policy(ies) based on feedback received from the Board.
 - A new reimbursement form has been created and is being tested.
- Employee and Volunteer Technology Use ("Tech Use") Policy | 10:40a – 10:50a (Mike)

Motion:	Approve revisions to the ACCT Employee and Volunteer Technology Use Policy.
Made by:	Michael Smith
Seconded by:	Kennerly
Discussion:	
Vote:	In Favor – All Opposed – None Abstaining –
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

- The new policy will be updated for John V. to disseminate. An e-mail will be sent out to all staff and volunteers identifying the changes and letting them sign the new one if they so desire. New volunteers will be asked to sign the new policy.



- Conflict of Interest/Non-Disclosure Agreement ("COI/NDA") | 10:50a – 11:00p (Mike)

Motion:	Approve revisions to the ACCT Conflict of Interest Policy and Non-Disclosure Agreement.
Made by:	Michael Smith
Seconded by:	Billy Simpson
Discussion:	None
Vote:	In Favor – All Opposed – Abstaining –
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

- ACCT Membership Policy | 11:00a – 11:10a (Mike)
 - Policy was reviewed by members and suggestions were made. Feedback was received and Mike will look at cleaning up language and bringing the policy forward for approval later in the meeting or next meeting.
 - This is new to members. Consideration needs to be given to messaging, implementation, and who will field calls from members.

Government Relations Work – Update & Next Steps | 11:10a – 12:00p (Korey)

- There is not a standing committee or staff workgroup focusing on government relations.
- The Chair and Vice Chair have managed recent calls and work
- Chair recommends that we seek a model that a volunteer group be recruited, and that the role of the Chair be extended to liaise with the group.
- Additional options include retaining a lobbyist to monitor changes, make connections, and advise the Association.
- Give consideration to conference workshop on government relations

ACTION ITEM – Korey will solicit proposals from lobbyist organizations to see what it would cost to have a lobbyist on retainer.

LUNCH | 12:00p – 1:00p

Vendor Accreditation Program | 1:01p – 3:00p

- Vendor Auditor | 1:00p – 1:40p (Heather & Korey)
 - Conversations have been held with ACCT's insurer, ACCT Staff, and Laura. Three models were discussed for labor status of laborers: ACCT employee, independent contractor, and contract laborer.
 - Contract Labor is different from an independent contractor. A contract laborer is hired as a temporary laborer for a specific event. The contract laborer is an employee for the period of employment and is covered under ACCT's insurance policy. Contract laborers are not



onboarded and paid through ACCT's payroll. They invoice ACCT and are responsible and receive a 1099-NEC or 1099-MISC.

- Hiring criteria and training will be developed by staff. Auditors will be assigned by the Program Manager after the Program Manager has cleared up any conflicts of interest.
 - Auditors will submit and application. If they meet criteria developed for the position, they will be invited to training. Upon successful completion, they will be added to the pool of auditors.
 - Auditors will be compensated per review by ACCT. The accredited vendor or applicant vendor will be responsible for travel, food, and lodging.
 - A straw poll was taken by the Board of Directors. All of the Board Members present strongly supported the contract laborer model and tasked Heather with developing the model, procedures for qualifying and developing auditors, and assigning work. The Board will vote on a final proposal.
- VAP Fee Structure | 1:40p – 2:14 (Heather & Mike)

Kennerly left the meeting at 2:10pm.

Motion: Move to adopt the attached pricing structure for the Vendor Accreditation Program that includes an annual base fee and additional fees based on the number of service areas. Additionally, current Professional Vendor Members entering the new Vendor Accreditation Program will pay only the base fee in the program's first year. Their additional fees will be capped at two service areas for the second year of the program. Membership fees will remain a separate fee.

Made by: Michael Smith

Seconded by: Leslie

Discussion:

Vote: In Favor – Mike, Billy, Connor, Rohan, Leslie, Jason, Erik
 Opposed –
 Abstaining – Korey
 Absent - Kennerly

Motion Carries: Yes No

ACTION ITEM – Heather will reach out to Board Members for assistance in preparing her presentation at the PVM Symposium in October.

- Insurance Policy for Accredited Vendors | 2:20p – 2:40p (Heather & Mike)
 - Current policy is very U.S.-centric. Mike and Heather worked on the draft prepared by the IRMC to add language for vendors working and/or headquartered outside of the United States.
 - Discussed challenge of insurance with international vendors



Motion: Adopt the ACCT Vendor Accreditation Insurance Policy.
Made by: Michael Smith
Seconded by: Rohan
Discussion: Review for typos
Vote: In Favor – Michael, Billy, Connor, Rohan, Leslie, Jason, Erik
 Opposed –
 Abstaining – Korey
 Absent - Kennerly
Motion Carries: Yes No

- Accredited Vendor Agreement | 2:40p – 3:00p (Korey)
 - Vendor Agreement was drafted and reviewed by legal. Contract was drafted based on the Operation Accredited Contract.

ACTION ITEM -- Heather requests that all Board Members review the document by the end of day on October 3, 2023.

CG Membership & Outreach | 3:00p – 3:45p

Motion: To move into closed session to discuss Consensus Group membership.
Made by: Connor
Seconded by: Rohan
Discussion: John V. and Melissa have been asked to join the Board in closed session.
Vote: In Favor – All
 Opposed – None
 Abstaining – None
Motion Carries: Yes No

- *Moved into closed session at 3:04pm.*
Left closed session at 3:46pm.

Leslie left the meeting at 3:46pm.

ACCT Membership Policy | 4:00p – 4:11p (Mike)

Motion: Adopt the ACCT Membership Policy.
Made by: Michael Smith
Seconded by: Rohan
Discussion: Policy was amended with additional language to include use of technology.
Vote: In Favor – Mike, Billy, Connor, Rohan, Jason,
 Opposed –
 Abstaining –
Motion Carries: Yes No



ACTION ITEM – Implementation plan to include announcement in the ACCT Newsletter, check box with link to policy for new member registrations, determine options for renewing members to review and accept, and to send out custom e-mail to members who have not signed at time to be determined.

Quality Assurance Program | 4:11p – 4:29p

- Topic of quality assurance program came up during discussion of PVM Symposium agenda. Erik brought to the attention of the Board the need to clarify the Accredited Vendor program requirement that applicants have a quality assurance program.
- The educational component of this topic could be tasked to TIRE or Academy
- Need to develop training for vendor auditors; this should be a topic

MOU: The Alliance | 4:29p – 4:33p

- The Alliance reached out and asked for a call to discuss the relationship between ACCT and The Alliance. Korey will reach out to The Alliance’s Board Chair, Niel Damman, to discuss. Melissa will also join.

Individual Member Analysis | 4:34p – 500p

- Staff ran reports on membership categories with a focus on the individual member category.
- There are 200+ individual members. The data suggests that a number of these individuals are representing the interests of organizations and not individuals.
- Definitions of membership categories were reviewed and need to be updated.
- Last time this was done was 2016 when the new member categories were created. A significant number of individual accounts were improperly categorized at that time and staff and BoD members called each to discuss. Part of the definition for individual member has been removed which might be a reason for confusion.

ACTION ITEM – John V and Mike will set up a time to review definitions and create a strategy to present to the Board.

ADJOURN MEETING | 5:00p

Motion:	Make a motion to adjourn the meeting.
Made by:	Billy
Seconded by:	Connor
Discussion:	None
Vote:	In Favor – All Opposed – None Abstaining – None
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

The meeting adjourned at 5:03pm MST.

Management Report

Association for Challenge Course Technology
Period Ended June 30, 2023



APPROVED

Prepared by
Verity Solutions, LLC

Prepared on
July 17, 2023

Table of Contents

Balance Sheet	pg	3
Profit and Loss by Class	pg	4
Budget vs Actual	pg	6

APPROVED

Association for Challenge Course Technology
Balance Sheet
As of June 30, 2023

	Total
ASSETS	
Current Assets	
Operating Bank Accounts	
Chase Operating	144,966.27
Total Operating Accounts	\$ 144,966.27
Reserve Accounts	
TIAA - CD	92,490.83
TIAA - Money Market	40,326.25
1st Internet Bank - CD	52,013.26
1st Internet Bank - Money Market	41,760.35
Chase Savings	169,443.28
Total Reserve Accounts	\$ 396,033.97
Total Bank Accounts	\$ 541,000.24
TOTAL ASSETS	\$ 541,000.24
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Chase Card - Beg Bal	4,489.31
Chase Card - Activity	-179.28
Total Chase Card	\$ 4,310.03
Total Credit Cards	\$ 4,310.03
Other Current Liabilities	
Accrued Sales Tax	322.97
Total Other Current Liabilities	\$ 322.97
Total Current Liabilities	\$ 4,633.00
Long-Term Liabilities	
SBA Loan	\$ 169,300.00
Total Long-Term Liabilities	\$ 169,300.00
Total Liabilities	\$ 173,933.00
Equity	
Retained Earnings	457,027.73
Net Income	-89,960.49
Total Equity	\$ 367,067.24
TOTAL LIABILITIES AND EQUITY	\$ 541,000.24

Monday, Jul 17, 2023 05:20:25 PM GMT-7 - Cash Basis

Association for Challenge Course Technology
Profit and Loss by Class
4th Quarter: April - June, 2023

	1. Events	2. Membership	3. Standards	4. OAP	5. ICP	6. VAP	7. Overhead	TOTAL
Income								
Income								
Other / Interest Income							1,341.22	1,341.22
Standard Income	0.00	30,168.50	4,738.95	1,324.56	19,228.34			55,460.35
Total Income	\$ 0.00	\$ 30,168.50	\$ 4,738.95	\$ 1,324.56	\$ 19,228.34	\$ 0.00	\$ 1,341.22	\$ 56,801.57
Gross Profit	\$ 0.00	\$ 30,168.50	\$ 4,738.95	\$ 1,324.56	\$ 19,228.34	\$ 0.00	\$ 1,341.22	\$ 56,801.57
Expenses								
Bank Fees								
Merchant Service Fees		1,026.81	171.28	11.30			100.00	1,309.39
Other Bank Fees							132.00	132.00
Total Bank Fees	\$ 0.00	\$ 1,026.81	\$ 171.28	\$ 11.30	\$ 0.00	\$ 0.00	\$ 232.00	\$ 1,441.39
Employee Benefits	2,335.74	1,394.40	92.97				185.90	4,009.01
Insurance								
Workers Comp	37.36	26.85	3.52	5.85	10.52	16.33	16.32	116.75
Total Insurance	\$ 37.36	\$ 26.85	\$ 3.52	\$ 5.85	\$ 10.52	\$ 16.33	\$ 16.32	\$ 116.75
Meals & Entertainment							2,022.20	2,022.20
Office Supplies							1,068.84	1,068.84
Payroll								
Payroll Processing Fees	396.48	284.97	37.17	61.95	111.51	173.46	168.10	1,233.64
Payroll Taxes	1,964.32	970.43	64.70	289.74	880.51	929.65	129.38	5,228.73
Salaries & Wages	19,779.97	9,647.63	643.18	2,886.56	5,773.12	8,855.24	1,285.90	48,871.60
Total Payroll	\$ 22,140.77	\$ 10,903.03	\$ 745.05	\$ 3,238.25	\$ 6,765.14	\$ 9,958.35	\$ 1,583.38	\$ 55,333.97
Postage & Shipping		24.90	285.41	60.00			103.76	474.07
Printing and Publication			469.08					469.08
Professional Services								
Accountant							8,328.25	8,328.25
Attorney							1,630.00	1,630.00
Other Professional Services	-560.14				-87.50			-647.64
Speaker Fees						1,000.00		1,000.00
Total Professional Services	-\$ 560.14	\$ 0.00	\$ 0.00	\$ 0.00	-\$ 87.50	\$ 1,000.00	\$ 9,958.25	\$ 10,310.61
Rent & Storage	1,330.75	956.48	124.76	207.93	374.27	582.20	997.22	4,573.61
Technology	15,357.43		95.00	15.00	15.00		34,377.99	49,860.42
Telecommunications	287.35						31.44	318.79
Travel	8,570.90		2,865.94	-157.56		463.67	13,442.34	25,185.29
Venue Fees	47,421.51							47,421.51
Total Expenses	\$ 96,921.67	\$ 14,332.47	\$ 4,853.01	\$ 3,380.77	\$ 7,077.43	\$ 12,020.55	\$ 64,019.64	\$ 202,605.54
Net Operating Income	-\$ 96,921.67	\$ 15,836.03	-\$ 114.06	-\$ 2,056.21	\$ 12,150.91	-\$ 12,020.55	-\$ 62,678.42	-\$ 145,803.97
Net Income	-\$ 96,921.67	\$ 15,836.03	-\$ 114.06	-\$ 2,056.21	\$ 12,150.91	-\$ 12,020.55	-\$ 62,678.42	-\$ 145,803.97

Monday, Jul 17, 2023 05:24:30 PM GMT-7 - Cash Basis

Association for Challenge Course Technology
Profit and Loss by Class
Fiscal Year: July 2022 - June 2023

	1. Events	2. Membership	3. Standards	4. OAP	5. ICP	6. VAP	7. Overhead	TOTAL
Income								
Income								
Other / Interest Income							3,622.32	3,622.32
Standard Income	600,541.40	206,247.64	18,586.58	10,167.09	65,950.80	60,799.12		962,292.63
Total Income	\$ 600,541.40	\$ 206,247.64	\$ 18,586.58	\$ 10,167.09	\$ 65,950.80	\$ 60,799.12	\$ 3,622.32	\$ 965,914.95
Gross Profit	\$ 600,541.40	\$ 206,247.64	\$ 18,586.58	\$ 10,167.09	\$ 65,950.80	\$ 60,799.12	\$ 3,622.32	\$ 965,914.95
Expenses								
Advertising and Promotions	701.12	698.03						1,399.15
Bank Fees								
Bank Service Charges					40.00		39.90	79.90
Merchant Service Fees		8,551.29	370.56	63.18		1,805.28	278.76	11,069.07
Other Bank Fees	25.00						347.85	372.85
Total Bank Fees	\$ 25.00	\$ 8,551.29	\$ 370.56	\$ 63.18	\$ 40.00	\$ 1,805.28	\$ 666.51	\$ 11,521.82
Continuing Education							717.07	717.07
Dues and Subscriptions			8,879.50				595.00	9,474.50
Employee Benefits	10,900.76	6,603.58	434.71				885.93	18,824.98
Insurance								
Cyber Policy							1,442.00	1,442.00
Directors & Officers							5,118.00	5,118.00
Office Property							600.00	600.00
Professional Liability							20,685.49	20,685.49
Volunteer Accident	890.00							890.00
Workers Comp	65.77	146.11	19.07	31.79	57.23	88.97	88.88	497.82
Total Insurance	\$ 955.77	\$ 146.11	\$ 19.07	\$ 31.79	\$ 57.23	\$ 88.97	\$ 27,934.37	\$ 29,233.31
Licenses, Taxes & Fees							1,034.29	1,034.29
Meals & Entertainment	1,543.65		299.39			198.35	2,644.02	4,685.41
Miscellaneous	459.08						601.01	1,060.09
Office Supplies	442.66						1,758.66	2,201.32
Payroll								
Payroll Processing Fees	1,600.61	1,150.44	150.06	250.10	450.18	700.27	694.88	4,996.54
Payroll Taxes	8,849.88	6,109.63	704.68	1,547.34	2,950.49	3,743.13	3,549.73	27,454.88
Salaries & Wages	106,453.98	68,932.80	8,098.04	17,353.83	29,453.90	40,937.43	37,210.23	308,440.21
Total Payroll	\$ 116,904.47	\$ 76,192.87	\$ 8,952.78	\$ 19,151.27	\$ 32,854.57	\$ 45,380.83	\$ 41,454.84	\$ 340,891.63
Penalties and Fines							5,780.00	5,780.00
Postage & Shipping	2,761.16	82.89	649.77	60.00		15.40	222.93	3,792.15
Printing and Publication	1,495.63		2,662.40	54.34	13.32		105.88	4,331.57
Professional Services								
Accountant							26,075.85	26,075.85
Attorney				-2,475.00			15,410.96	12,935.96
Conference Service Provider	85,905.60							85,905.60
Other Professional Services	11,388.61				-87.50	649.83	4,277.50	16,228.44
Speaker Fees	345.00					1,000.00		1,345.00
Total Professional Services	\$ 97,639.21	\$ 0.00	\$ 0.00	-\$ 2,475.00	-\$ 87.50	\$ 1,649.83	\$ 45,764.31	\$ 142,490.85
Rent & Storage	7,684.03	5,522.90	720.38	1,200.63	2,161.13	3,361.76	5,444.78	26,095.61
Technology	33,079.29	21,904.20	95.00	15.00	15.00		47,689.58	102,798.07
Telecommunications	846.27						31.44	877.71
Travel	18,938.57	1,252.07	2,865.94	2,913.79		16,672.50	25,124.08	67,766.95
Venue Fees	269,586.18						11,312.78	280,898.96
Total Expenses	\$ 563,962.85	\$ 120,953.94	\$ 25,949.50	\$ 21,015.00	\$ 35,053.75	\$ 69,172.92	\$ 219,767.48	\$ 1,055,875.44
Net Operating Income	\$ 36,578.55	\$ 85,293.70	-\$ 7,362.92	-\$ 10,847.91	\$ 30,897.05	-\$ 8,373.80	-\$ 216,145.16	-\$ 89,960.49
Net Income	\$ 36,578.55	\$ 85,293.70	-\$ 7,362.92	-\$ 10,847.91	\$ 30,897.05	-\$ 8,373.80	-\$ 216,145.16	-\$ 89,960.49

Monday, Jul 17, 2023 05:26:13 PM GMT-7 - Cash Basis

Association for Challenge Course Technology
Budget vs. Actuals: FY2022-2023
 July 2022 - June 2023

	4th Quarter				Fiscal Year			
	Actual	Budget	Variance to Budget	% of Budget	Actual	Budget	Variance to Budget	% of Budget
Income								
Income								
Other / Interest Income	1,341.22	345.00	996.22	388.76%	3,622.32	1,380.00	2,242.32	262.49%
Standard Income	55,460.35	40,900.00	14,560.35	135.60%	962,292.63	1,108,071.00	-145,778.37	86.84%
Total Income	\$ 55,091.79	\$ 41,245.00	\$ 13,846.79	133.57%	\$ 963,840.17	\$ 1,109,451.00	-\$ 145,610.83	86.88%
Gross Profit	\$ 56,801.57	\$ 41,245.00	\$ 15,556.57	137.72%	\$ 965,914.95	\$ 1,109,451.00	-\$ 143,536.05	87.06%
Expenses								
Advertising and Promotions	0.00	1,797.00	1,797.00	0.00%	1,399.15	10,503.00	9,103.85	13.32%
Bank Fees								
Bank Service Charges	0.00	60.00	60.00	0.00%	79.90	240.00	160.10	33.29%
Merchant Service Fees	1,309.39	2,555.00	1,245.61	51.25%	11,069.07	18,264.00	7,194.93	60.61%
Other Bank Fees	132.00	5.00	-127.00	2640.00%	372.85	20.00	-352.85	1864.25%
Total Bank Fees	\$ 1,441.39	\$ 2,620.00	\$ 1,178.61	55.01%	\$ 11,521.82	\$ 18,524.00	\$ 7,002.18	62.20%
Continuing Education	0.00	1,000.02	1,000.02	0.00%	717.07	4,000.08	3,283.01	17.93%
Dues and Subscriptions	0.00	0.00	0.00		9,474.50	8,720.00	-754.50	108.65%
Employee Benefits	4,009.01	9,481.53	5,472.52	42.28%	18,824.98	37,926.12	19,101.14	49.64%
Insurance								
Conference Cancellation	0.00	0.00	0.00		0.00	3,200.00	3,200.00	0.00%
Cyber Policy	0.00	0.00	0.00		1,442.00	1,442.00	0.00	100.00%
Directors & Officers	0.00	0.00	0.00		5,118.00	5,118.00	0.00	100.00%
Foreign Liability Insurance	0.00	0.00	0.00		0.00	2,500.00	2,500.00	0.00%
Office Property	0.00	0.00	0.00		600.00	600.00	0.00	100.00%
Professional Liability	0.00	0.00	0.00		20,685.49	15,404.00	-5,281.49	134.29%
Volunteer Accident	0.00	0.00	0.00		890.00	890.00	0.00	100.00%
Workers Comp	116.75	360.00	243.25	32.43%	497.82	1,440.00	942.18	34.57%
Total Insurance	\$ 116.75	\$ 360.00	\$ 243.25	32.43%	\$ 29,233.31	\$ 30,594.00	\$ 1,360.69	95.55%
Licenses, Taxes & Fees	0.00	0.00	0.00		1,034.29	1,435.00	400.71	72.08%
Meals & Entertainment	2,022.20	495.00	-1,527.20	408.53%	4,685.41	4,280.00	-405.41	109.47%
Miscellaneous	0.00	300.00	300.00	0.00%	1,060.09	1,200.00	139.91	88.34%
Office Supplies	1,068.84	390.00	-678.84	274.06%	2,201.32	5,560.00	3,358.68	39.59%
Payroll								
Payroll Processing Fees	1,233.64	1,290.00	56.36	95.63%	4,996.54	5,160.00	163.46	96.83%
Payroll Taxes	5,228.73	7,026.36	1,797.63	74.42%	27,454.88	28,105.44	650.56	97.69%
Salaries & Wages	48,871.60	80,301.24	31,429.64	60.86%	308,440.21	321,204.96	12,764.75	96.03%
Total Payroll	\$ 55,333.97	\$ 88,617.60	\$ 33,283.63	62.44%	\$ 340,891.63	\$ 354,470.40	\$ 13,578.77	96.17%
Penalties and Fines	0.00	0.00	0.00		5,780.00	0.00	-5,780.00	
Postage & Shipping	474.07	505.00	30.93	93.88%	3,792.15	4,650.00	857.85	81.55%
Printing and Publication	469.08	60.00	-409.08	781.80%	4,331.57	2,990.00	-1,341.57	144.87%
Professional Services								
Accountant	8,328.25	7,680.00	-648.25	108.44%	26,075.85	30,720.00	4,644.15	84.88%
ANSI Consultant	0.00	0.00	0.00		0.00	2,400.00	2,400.00	0.00%
Attorney	1,630.00	2,250.00	620.00	72.44%	12,935.96	10,050.00	-2,885.96	128.72%
Conference Service Provider	0.00	0.00	0.00		85,905.60	56,576.00	-29,329.60	151.84%
Health & Safety	0.00	0.00	0.00		0.00	1,700.00	1,700.00	0.00%
Other Professional Services	-647.64	0.00	647.64		16,228.44	36,500.00	20,271.56	44.46%
PR/Marketing	0.00	0.00	0.00		0.00	1,210.00	1,210.00	0.00%
Speaker Fees	1,000.00	0.00	-1,000.00		1,345.00	0.00	-1,345.00	
Total Professional Services	\$ 10,310.61	\$ 9,930.00	-\$ 380.61	103.83%	\$ 142,490.85	\$ 139,156.00	-\$ 3,334.85	102.40%
Rent & Storage	4,573.61	8,577.00	4,003.39	53.32%	26,095.61	34,308.00	8,212.39	76.06%
Technology	49,860.42	11,568.00	-38,292.42	431.02%	102,798.07	86,601.00	-16,197.07	118.70%
Telecommunications	318.79	495.00	176.21	64.40%	877.71	1,980.00	1,102.29	44.33%
Travel	25,185.29	2,400.00	-22,785.29	1049.39%	67,766.95	33,310.00	-34,456.95	203.44%
Venue Fees	47,421.51	0.00	-47,421.51		280,898.96	313,644.00	32,745.04	89.56%
Total Expenses	\$ 202,605.54	\$ 138,596.15	-\$ 64,009.39	146.18%	\$ 1,055,875.44	\$ 1,093,851.60	\$ 37,976.16	96.53%
Net Operating Income	-\$ 145,803.97	-\$ 97,351.15	-\$ 48,452.82	149.77%	-\$ 89,960.49	\$ 15,599.40	-\$ 105,559.89	-576.69%
Net Income	-\$ 145,803.97	-\$ 97,351.15	-\$ 48,452.82	149.77%	-\$ 89,960.49	\$ 15,599.40	-\$ 105,559.89	-576.69%

Monday, Jul 17, 2023 05:26:57 PM GMT-7 - Cash Basis

Inspector Certification Policy

Policy:

The Association for Challenge Course Technology (ACCT) shall provide a certification program for individuals who perform professional inspections and in-house periodic monitoring inspections of challenge courses. In this document, Challenge Course will include a facility or facilities consisting of one or more elements that challenge participants including zip line tours, canopy tours, and aerial adventure/trekking parks. To receive certification, applicants must demonstrate experience and knowledge in content specific to inspection practices. To maintain certification, certified inspectors shall provide evidence of receiving continuing education specific to inspections, emerging technology, and developing industry standards. This program shall be made available to individuals, both members and non-members, and shall credential the individual inspector. Certification recognizes that the individual inspector has demonstrated a minimum level of knowledge and experience relevant to performing challenge course inspections.

Certifications issued through this program shall not represent an endorsement of the services provided by an individual inspector or entity, nor shall it certify any inspection performed by an individual holding an inspector certification. This program shall not constitute a relationship of employment or supervision between ACCT and the certificate holder. The requirements specified by this program shall not supersede any requirements specified by an Authority Having Jurisdiction (AHJ) or any de facto standard that requires additional duties or documentation.

Purpose:

Inspector Certification recognizes that an individual has demonstrated and maintained the minimum knowledge and experience required to perform challenge course inspections at the indicated level of certification, as outlined by the Association for Challenge Course Technology.

This program is intended to benefit the industry by:

- Elevating professionalism in inspection practices
- Identifying minimum qualifications for ACCT-Certified inspectors
- Creating a benchmark for Authorities Having Jurisdiction regarding inspector credentials
- Providing awareness of the ACCT and its services
- Supporting ACCT's influence on increased risk management within the challenge course industry
- Promoting continuing education through recertification

Procedure:

1. Program Oversight

- a. Inspector Certification will be administered by the ACCT Staff under the authority of the Executive Director. The Inspector Certification Program will be supported by the Inspector Certification Panel
- b. The Inspector Certification Panel is charged with the ongoing development and maintenance of the application, renewal, and testing processes of the program, and ensuring that the program is"

- i. compliant with current industry standards
- ii. maintains a high standard of quality
- c. The Inspector Certification Panel shall report to the Accreditation and Certification Committee and be guided by an established Terms of Reference.
- d. Modifications to the Inspector Certification Program shall be approved by the Accreditation and Certification Committee.

2. Program Requirements

- a. Maintain and publish lists of ACCT Certified Inspector/Monitors and Professional Inspectors.
- b. Submit policy suggestions and updates to the Accreditation and Certification Committee
- c. Maintain procedure documents, including but not limited to the following processes:
 - i. Application
 - ii. Renewal
 - iii. Testing
 - iv. Revocation
- d. Maintain a record-keeping system
- e. Perform periodic evaluations of the Inspector Certification Program as determined by the Accreditation and Certification Committee
- f. Offer test preparation training to interested individuals a minimum of once per year
- g. Maintain current exams and testing materials that align with current industry standards and practices
- h. Fees shall be reviewed and approved by the Executive Director
- i. Requirements for duration, terms of maintenance, and recertification shall be available to the public
- j. Provide information about the appeals process available to applicants who are denied certification or who have their certification status revoked
- k. Provide information about how to levy complaints against certified individuals

3. Definitions

- a. Inspector. An individual who has the skills, knowledge, and ability to identify hazards and communicate them to the challenge course operator.
 - i. In-House Inspector/Monitor. The competent person who performs, manages, and documents the on-going periodic monitoring system at a specific site. Their scope of practice does not extend to professional or third-party inspections.
 - ii. Professional Inspector. A qualified person who evaluates the condition of a course, its environment, and life safety equipment to identify any current or imminent standard deficiencies and determine its readiness for participant use. Communicates all deficiencies or hazards to the challenge course owner/operator. Their scope of practice includes inspections of the structure, access points, life safety systems, personal safety equipment, and elements including the compatibility of the components in a system.

4. Inspector Certification Categories

- a. In-House Inspector/Monitor Certification is designed for individuals employed by a challenge course, aerial adventure/trekking park, or canopy/zip line operator who performs **Periodic Internal Monitoring** (as described in the current edition of the ANSI/ACCT Standards).

- b. Professional Inspector Certification is designed for the individual working for a business that is properly insured to perform **Professional Inspections** (as described in the current versions of the ANSI/ACCT Standards and Qualified Course Professional Guidelines (QCP)).
- c. Supervisor Endorsement is designed for those inspectors that supervise other inspectors.

5. Inspector Certifications and Endorsements

- a. Level 1 In-House Inspector/Monitor Certification - is an entry level certification recognizing that an individual has demonstrated the minimum qualifications/requirements pertinent to conducting in-house periodic monitoring.
- b. Level 2 In-House Inspector/Monitor Certification - is an advanced level of certification recognizing that an Individual has demonstrated more rigorous requirements for experience and knowledge pertinent to conducting in-house periodic monitoring.
- c. Level 1 Professional Certification - is an entry level certification recognizing that an individual has demonstrated the minimum qualifications/requirements pertinent to conducting professional inspections.
- d. Level 2 Professional Certification - is an advanced level of certification recognizing that an Individual has demonstrated more rigorous requirements for experience and knowledge pertinent to conducting professional and third-party acceptance inspections.
- e. Supervisor Endorsement - is an endorsement that recognizes an individual who holds a Level 2 certificate that demonstrated the knowledge and skills required to supervise other inspectors within the Supervisor's Inspector Certification Category.

6. Inspector/Monitor Certification Eligibility Requirements. Eligibility requirements for Certified Inspectors shall be maintained for the following headings by the Accreditation and Certification Committee and the Inspector Certification Panel.

a. General Requirements

- i. Act as an agent of a challenge course operator/vendor
- ii. Be at least 21 years of age
- iii. Have a high school diploma, GED, or equivalent
- iv. Document the skill, experience, and training to be considered a Competent Person with regard to worker safety and fall protection
- v. Have the ability to inspect challenge course elements in accordance with ACCT Standards
- vi. Meet visual requirements
 - 1. All applicants must pass an eye exam to provide proof of near and far acuity of 20/30 or better with or without corrective lens.
 - 2. All applicants must take a color perception test. Applicants who test positive for a color perception deficiency must submit a letter of acknowledgment from their supervisor before testing.
- vii. All tests must be passed with a score of 80% or greater

b. In-House Inspector/Monitor Certification Requirements

- i. Must provide proof of insurance that meets the current requirements as specified by the ACCT Certified Inspector Insurance Policy
- ii. Provide proof of employment with Applicant Company via signed Supervisor's Attestation

- iii. Submit a completed Applicant Company Insurance Certification signed by an authorized representative of the Applicant Company.
- iv. In-House Level 1
 - 1. Document the following minimums within the past 36 months
 - a. *Employment:* 125 days in the Challenge Course and Canopy/Zip Line Tour industry
 - b. *Training:* 16 hours of challenge course relevant training. When possible, this qualified person should be a qualified third party. This must include attending an 8-hour ACCT Inspector Certification Exam Prep Course
 - c. *Inspections:* 12 documented inspections including pre-use checks, shadowing, periodic monitoring in compliance with current ANIS/ACCT Standards of which a minimum of three (3) are periodic inspections and two (2) are performed under the supervision of a qualified person.
 - 2. Testing. Pass an In-House Level 1 certification exam.
- v. In-House Level 2
 - 1. Document the following minimums within the past 60 months
 - a. *Employment:* 275 days in the Challenge Course and Canopy/Zip Line Tour industry.
 - b. *Training:* 32 hours of challenge course inspection relevant training provided by a qualified person.
 - c. *Inspections:* 24 documented inspections in compliance with current ANSI/ACCT Standards of which six (6) are periodic inspections and three (3) are performed under the supervision of a qualified person.
 - 2. Testing. Pass In-House Level 1 and Level 2 certification exams
 - a. A passing score on the In-House Level 1 exam is required to validate the Level 2 Exam. If the inspector is currently certified as Level 1, the Level 1 test does not need to be retaken.
- c. Professional Inspector Certification Requirements
 - i. Must provide proof of insurance that meets the current requirements as specified by the ACCT Certified Inspector Insurance Policy
 - ii. Provide proof of employment with Applicant Company via signed Supervisor's Attestation
 - iii. Submit a completed Applicant Company Insurance Certification signed by an authorized representative of the Applicant Company.
 - iv. Professional Level 1
 - 1. Document the following minimums within the past 36 months
 - a. *Employment:* A period of employment of 365 days or more as an employee or owner of a company in the Challenge Course industry. Recent employment history assists in showing an applicant is staying current with industry knowledge and developments as well as maintaining the specific skill set required to inspect.
 - b. *Experience:* 75 days of inspection relevant experience including but not limited to: conducting inspection relevant training; engaging in challenge

course inspection, engaging in challenge course inspection, installation, maintenance, and/or design; supervising other inspectors; managing an inspection department; and serving on inspection-relevant entities.

- c. *Training:* 40 hours of relevant training specific to inspection. This must include attending an 8-hour ACCT Inspector Certification Prep Course.
 - d. *Inspections:* 12 Professional Inspections in compliance with current ANSI/ACCT Standards, performed under the supervision of a qualified person. Inspections must take place at a minimum of 3 different locations or courses.
2. Testing. Pass a Professional Level 1 certification exam.
- v. Professional Level 2
1. Document the following minimums within the past 60 months
 - a. *Employment:* A period of employment of 750 days or more as an employee or owner of a company in the Challenge Course industry. Recent employment history assists in showing an applicant is staying current with industry knowledge and developments as well as maintaining the specific skill set required to inspect.
 - b. *Experience:* 150 days Inspection relevant experience includes and is not limited to the following: conducting inspection relevant training; engaging in challenge course inspection, installation, maintenance, and/or design; supervising other inspectors, managing an inspection department, serving on inspection-relevant entities.
 - c. *Training:* 72 hours of relevant training related to inspection, installation, maintenance, and/or design; of which at least 48 hours shall be specific to inspection.
 - d. *Inspections:* 24 Professional Inspections in compliance with current ANSI/ACCT Standards, of which at least 16 were performed under the supervision of a qualified person. Inspections must take place at a minimum of 3 different locations or courses.
 2. Testing. Pass Professional Level 1 and Level 2 certification exams. A passing score on the Professional Level 1 exam is required to validate the Level 2 Exam. If the inspector is currently certified as Level 1, the Level 1 test does not need to be retaken.
- vi. Supervisor Endorsement
1. Hold a Level 2 In-house or Professional Certification
 2. 8 hours of supervisor or management specific training or have held a supervisory position for one year or more.
 3. Pass the Supervisor Endorsement Test.

7. Required Documentation

- a. Individuals seeking certification shall submit the following documentation to ACCT:
 - i. Inspector Certification Application
 - ii. Portfolio of Experience
 - iii. Supervisor's Attestation

- iv. Applicant Company Insurance Certification signed by an authorized representative of the Applicant Company.
- v. Eye Examination Form
- b. ACCT may grant the use of alternate verification methods and requirements listed in Section 6 on a case-specific basis through the use of the Certification Program Alternative Request Form.

8. Renewal Requirements

- a. The maintenance and renewal of this certification is obtained through a combination of continuing education, work experience, and periodic re-testing. Inspectors certified under prior eligibility requirements shall have a twenty-four (24) month grace period (from the date the policy is published) to become compliant with changes in this policy.
 - i. Document Renewal procedure – every two (2) years
 - 1. Submit updated documentation required in Section 7: Required Documentation
 - 2. Continuing education and inspections documented in Portfolio of Experience
 - 3. Level 1 In-House and Level 2 In-House Inspector/Monitor. 24 hours of continuing education units (CEUs) or 24 hours of ACCT- approved formal training, and 4 in-house inspections (of which 2 are Periodic Internal Monitoring) during their certification period of two-years.
 - 4. Level 1 Professional, and Level 2 Professional. 32 hours of continuing education units (CEUs) or 32 hours of ACCT-approved formal training, and 6 professional inspections during their certification period of two-years
 - 5. Supervisor Endorsement. Provide documentation of continued supervising of inspectors or 4 hours of management/supervisor related continuing education units (CEUs).
 - b. Renewal procedure every four (4) year after testing
 - i. Meet the two-year documentation renewal requirements.
 - ii. Pass the current Inspector Certification Exam(s). If certified as a Level 2 Inspector, only the level 2 exam is required. If multiple levels are taken for recertification, the requirements under Section 6 will apply. Inspectors holding a Supervisor Endorsement do not need to retake the Supervisor Endorsement test if the requirements of Section 8.a.i.1.5. are met.

9. Lapse in Certification

- a. Certifications are considered void upon the expiration date listed on their certificate. Inspectors may not perform inspections under their certificate number during any lapse in certification.
- b. Inspectors shall have a 60-day period past their expiration date to apply for renewal of certification.
- c. Inspectors who fail to meet the renewal requirements, have their certification revoked, or have their certification invalidated due to change in employment status or loss of insurance, must re-apply under the current application requirements of the program.

10. Inspector Certificates for Additional Companies

- a. Inspectors can apply for certificates for up to 2 additional companies upon receiving their certification.
- b. For each additional certificate, the inspector shall provide:
 - i. Supervisor’s Attestation from the additionally listed company with acknowledgement from Primary Employer

- ii. Applicant Company Insurance Certification signed by an authorized representative of the additionally listed company.
- c. Recertification of additional certificates shall occur at the same time as the primary no matter the date of issuance for the additional certificate.
- d. Transfer of primary to a currently listed may occur at any time. See Transfer Requirements below.
- e. Upon separation from an additional listed employer, notification must be sent to ACCT within 30 days.

11. Transfers

- a. Certified Inspectors who change employers are required to report the changes in employment to ACCT and provide an updated Supervisor Attestation and Applicant Company Insurance Certificate from their new employer within 30 days.
- b. When a change of employment occurs, the individual's certification attached to that employer is considered invalid until the transfer process is complete.
- c. A certification's expiration date shall not change upon transfer of certification.

12. Active/Inactive Certification

- a. Certification shall be considered inactive during unemployment or lapse in required levels of insurance.
- b. Certified Inspectors and their company are required to report any lapse of insurance or change of employment to ACCT within 30 days.

13. Revocation

- a. Certification shall be considered revoked for misrepresenting qualification or employment status.
- b. Certification shall be revoked for performing inspections for a company without proper insurance for the type of inspection being performed.
- c. Certifications may be revoked for other reasons including but not limited to a breach of the ACCT Code of Ethics or failure of the inspector to meet program requirements.
- d. Previously Certified Inspectors with revoked certifications can appeal through the Accreditation and Certification Committee (ACC).

Certified Inspector Insurance Policy

Policy:

ACCT Certified Inspectors shall maintain insurance coverage that is appropriate and adequate for the size and scope of the inspection services they are providing in the jurisdictions they are working. Insurance coverage shall be continuous, not on a job-by-job basis.

Purpose:

This policy intends to ensure that ACCT Certified Inspectors have insurance and risk mitigation practices in place to reasonably protect their company, its employees, ACCT, and the general public that benefits from their services.

Procedure:

1. Policy Coverage Requirements

a. Certified Professional Inspectors

i. Operating in the United States. The following insurance policies are required for Certified Inspectors operating in the jurisdiction of the United States.

1. Professional Liability:

- a. Professional Liability insurance in amounts comparable to \$1,000,000 US funds per claim.
- b. Policies shall include Bodily Injury and Property Damage carve-back endorsement.
- c. If the Professional Liability policy requires an underlying General Liability coverage, then coverage, as described in the General Liability section above, is required.

2. General Liability:

- a. Bound by a reputable carrier with minimum limits of \$1,000,000 US per occurrence and \$2,000,000 US general aggregate.
- b. The General Liability policy shall be written on an occurrence basis.

3. Workers' Compensation:

- a. The Applicant Company employing the Certified Inspector shall carry applicable workers compensation coverage following the regulations in all jurisdictions they operate. Exemptions for principals are allowable provided they meet the requirements of the jurisdiction(s).

ii. Operating Outside of the United States. Certified Inspectors operating outside of the United States shall carry insurance in the amounts and types required by the jurisdictions

in which they are working or as would be considered reasonably prudent in the jurisdiction. The Applicant Company is responsible for ensuring that the policy types and amounts they carry are reasonable.

1. General and Professional Liability:
 - a. Commercial Insurance policies shall be bound by reputable carriers with minimum amounts as specified by the authority having jurisdiction or, in the absence of jurisdictional requirements, limits considered reasonably prudent in the jurisdiction.
 - b. Policies shall reasonably protect the Applicant Company, its employees, ACCT, and the general public as a result of claims of negligence, property damage, misrepresentations, errors, or omissions, or in the event of bodily injury resulting from the work completed or not completed by the Certified Inspector.
2. Workers Compensation/Workman Compensation/Employee Protection Insurance.
 - a. Where applicable, insurance coverage shall be maintained by the Applicant Company that provides benefits to employees who get injured or sick from a work-related cause. Policies may also include disability benefits, missed wage replacement, and death benefits.
- b. Certified In-House Inspectors/Monitors.
 - i. The scope of the In-House Inspector/Monitor Certification Program does not extend to inspectors conducting professional or third-party inspections. It is limited in scope to performing, managing, and documenting periodic monitoring on courses and site-specific systems operated by the Applicant Company. If In-House Inspectors/Monitors perform inspections on courses other than those managed and insured by the Applicant Company, the certified inspector shall maintain coverage as defined in Section 1: Certified Professional Inspections and shall not misrepresent their certification. Inspectors performing duties outside of their certification may not represent themselves as a Certified Inspector.
 - ii. Applicant Company(ies) employing the Certified In-House Inspector shall carry insurance in the amounts and types required by the jurisdictions in which they are working or as would be considered reasonably prudent in the jurisdiction. The Applicant Company is responsible for ensuring that the policy types and amounts they carry are reasonable.
 1. General and Professional Liability.
 - a. Commercial Insurance policies shall be bound by reputable carriers with minimum amounts as specified by the authority having jurisdiction or, in the absence of jurisdictional requirements, limits considered reasonably prudent in the jurisdiction.
 - b. Policies shall reasonably protect the Applicant Company, its employees, ACCT, and the general public as a result of claims of negligence, property

damage, misrepresentations, errors, or omissions, or in the event of bodily injury resulting from the work completed or not completed by the Certified Inspector.

2. Workers Compensation/Workman Compensation/Employee Protection Insurance.
 - a. Where applicable, insurance coverage shall be maintained by the Applicant Company that provides benefits to employees who get injured or sick from a work-related cause. Policies may also include disability benefits, missed wage replacement, and death benefits.

2. Certified Inspector and Applicant Company Notification Requirements

- a. The Certified Inspector and/or Applicant Company must report to ACCT
 - i. any lapse in required insurance coverage within fifteen (15) calendar days after the Applicant Company has been notified of termination of insurance;
 - ii. any change in the Certified Inspectors employment status with the Company within fifteen (15) calendar days after the change of employment.

3. Applicant Company.

- a. The company that employs the Certified Inspector. A representative of the Applicant Company authorized to certify the company must sign an attestation certifying the requirements of this policy are met before certification may be awarded.
- b. If a Certified Inspector is employed by multiple Applicant Companies, an authorized representative of each Applicant Company must complete an attestation certifying the requirements of this policy.

ACCT Membership Policy

Policy:

In exchange for the benefits of membership, all ACCT members must agree to the terms and conditions of membership.

Purpose:

As outlined in its bylaws, the Association for Challenge Course Technology (ACCT) welcomes individuals and organizations with an interest in the challenge course field to become members. To become and remain a member, individuals and organizations must agree to certain terms and conditions of membership. It is the intent of this policy to outline the privileges and responsibilities of membership.

Procedure:

1. General Requirements
 - 1.1. ACCT Code of Ethics. All members must agree to the terms of the ACCT Code of Ethics
 - 1.1.1. As an extension to the ACCT Code of Conduct Procedures, Section A.1., potential members will also correctly identify themselves for the purposes of choosing a membership level.
 - 1.1.2. “Dismissal from the ACCT community” that may be an outcome of the Grievance and Mediation Procedures shall include loss of membership.
 - 1.2. Website Use. As an ACCT website user, individuals and organizations must also agree to our website ACCTinfo.org Terms of Service and Privacy Policy found on the website. ACCT reserves the right to update the Terms of Service and Privacy Policy at any time without notice.
 - 1.3. Technology Use. As a user of ACCT technology platforms, which may include but are not limited to, social media, list-serves, e-mail, mass communication tools, video conferencing, file and media storage, or other communication tools, members agree to:
 - 1.3.1. Not to send, post, or forward any communication containing libelous, defamatory, offensive, racist, or obscene remarks, or any other material that might embarrass or discredit ACCT, its staff, and/or volunteers.
 - 1.3.2. Post, resend, or share private or Confidential Information that reasonably appears to be without the direct consent of the person initiating the email / message / communication.
 - 1.3.3. Send unsolicited mass emails, messages, or chain mail.
 - 1.3.4. Deceive or attempt to deceive the recipient as to the source of the message.
2. Privileges
 - 2.1. ACCT will make available to Members updates about ACCT’s activities as an Accredited Standards Developer (ASD), including access to the latest published ANSI/ACCT Standard.
 - 2.2. ACCT will provide industry updates including but not limited to equipment recalls, warnings, and regulatory notices that are brought to the Association’s attention, as well as, additional information and assets on the ACCT website (and other partner websites).
 - 2.3. Individual and organizational members will receive a member profile in the member directory.
 - 2.4. Accredited member organizations will receive a similar listing in a public Accredited Vendor/Operator Directory.

- 2.5. Member privileges and benefits at the Individual Membership level are only granted to that individual. Organizational membership belongs to the organization, and those privileges and benefits can be extended to a limited number of employees.
3. Dues
 - 3.1. ACCT dues are established by the Board of Directors, per the bylaws
 - 3.2. Dues are annual and vary in price by membership type
 - 3.3. Dues are invoiced 45 days before the expiration of membership
 - 3.4. Membership will be non-renewed if the member's dues are not paid within 30 days of the expiration date. At that time, members lose access to the above privileges and any other current member benefits. Organizations may also lose benefits such as inheriting member seat assignments.
4. Changes to the Membership Policy
 - 4.1. ACCT reserves the right to change the Membership Policy at any time. Any changes to the Membership Policy will be effective immediately upon posting on the ACCT website.

ACCT Employee and Volunteer Technology Use Policy

Policy:

To maintain professional conduct while using official ACCT email and other communication/digital technology platforms such as Slack, Zoom, GoToMeeting, etc., and digital storage and information technology services like Google Workspace Shared Drives, Google Docs, Jot Form, etc.

Purpose:

The policy covers the appropriate use ACCT information technology services used to create, store, share, communicate and use Work Product. It applies to all employees, Board Members, committee members, or other volunteers operating on behalf of ACCT.

Procedure:

1. ACCT Digital Storage and Information Technology Services

- a. **Requirements of Use.** All users of Google Workspace Shared Drives, Google Workspace email accounts, and other information technology services controlled or licensed by ACCT, must have completed the ACCT Conflict of Interest and Non-Disclosure Agreement Form (<https://www.acctinfo.org/coi-nda>).
- b. **Shared Drives**
 - i. All volunteer work (i.e., edits, comments, suggestions to documents, etc.) shall be done in the Shared Drive on the shared document, or completed using personally licensed software, by hand, or by any other reasonable means and digitally uploaded to the Shared Drive.
 - ii. The Chair of each volunteer group, unless another member of the group is assigned to this role, is responsible for the maintenance and upkeep of Shared Drives. Maintenance and upkeep include but are not limited to:
 1. training volunteers to use the storage and naming conventions listed below unless those conventions impede the work being done in the drive;
 2. maintaining folder organization conventions;
 3. adding new group members to the Shared Drive and removing outgoing members; and
 4. maintaining a list of documents that must be kept, such as terms of reference, rosters, etc.
- c. **Ownership of Work Product.**
 - i. ACCT is the owner of Work Product sent in ACCT emails or stored in Shared Drives and other information technology services.

- ii. Access to information technology platforms and ACCT Work Product shall only be shared with the approval of the Committee Chair or ACCT Staff.
- d. Personal Use. Use of ACCT technology and platforms such as JotForm, Zoom, and Slack, etc., are for work purposes only and NOT for personal use unless approved and authorized by the ACCT Executive Director.
- e. File Storage & Naming Conventions. To ensure that the Association's file storage systems remain well organized and also easy to inherit and acclimate to as a new Volunteer, users should adhere to the following when naming files for setting up folder structures:
 - i. Files must have the following date format at the beginning of the filename: YYYY-MM-DD
 - ii. Filename will contain an indicator of the type of document following the date:
 - FORM
 - MINUTES
 - POLICY
 - REPORT
 - LETTER
 - IMAGE
 - NOTES
 - iii. Files should use additional obvious keywords regarding content for ID as well as searchability
 - iv. Any draft documents should have "DRAFT" at the end of the filename
 - EXAMPLES:
 - a. 2018-06-23 FORM Conflict of Interest – J Smith
 - b. 2018-01-24 MINUTES VAP Meeting
 - c. 2018-03-04 POLICY Association Email Account Use – DRAFT
 - v. Any group of files on a recurring specific topic/subject that is also specific to a range of dates will be stored in a folder/subfolder by topic/subject labeled with that date range
 1. EXAMPLES:
 - d. Folder - "Topic Name"
 - e. Subfolder - "Topic Name 2018"
 - vi. No duplicate files are allowed. Individual files may exist in only one place, and that is the folder belonging to the applicable topic, volunteer group, and/or department. If someone needs access, share the link/folder as appropriate, or send them the file directly. DO NOT copy the file to a new folder.

2. ACCT Email and Digital Communication Platforms

- a. Prohibited Use. It is strictly prohibited to:
 - i. Send or forward any communication containing libelous, defamatory, offensive, racist, or obscene remarks, or any other material that might embarrass or bring discredit upon ACCT. If you receive an email of this nature, you must promptly notify the Executive Director.

- ii. Resend private or Confidential Information that reasonably appears to be without the direct consent of the person initiating the email / message / communication.
- iii. Send unsolicited mass emails messages or chain mail.
- iv. Deceive or attempt to deceive the recipient as to the source of the message.
- b. Personal Use. Use of ACCT resources (Google Workspace account) for personal emails is prohibited. Sending Chain Emails or joke emails from an ACCT email account is prohibited. Virus and other malware warnings and mass mailings from ACCT shall be approved by the Office Manager and /or ACCT Executive Director before sending.
- c. Monitoring. All communications utilizing the ACCT system is the property of ACCT. ACCT may monitor messages without prior notice, but is not obligated to do so.
- d. Privacy Statement. All ACCT emails shall include the following privacy statement (please note that email addresses through ACCTinfo.org automatically append this to every outgoing message and don't need manual interaction to be in compliance):

Notice of Confidentiality

The information contained in and transmitted within this email is CONFIDENTIAL. It is intended only for the individual or entity designated. You are hereby notified that any dissemination, distribution, copying, or use of or reliance upon the information contained in and transmitted with this email by or to anyone other than the recipient designated above by the sender is UNAUTHORIZED and STRICTLY PROHIBITED. If you have received this email in error, please notify this office immediately and upon authorization by the sender destroy the information contained herein.

- e. Enforcement. Anyone found to have violated this policy may be subject to disciplinary action.

3. Work Product

- a. Means any and all works, ideas, inventions, improvements, discoveries, designs, writings, works of authorship, presentations, processes, formulas, intellectual property, patents and all other documentation (whether or not patentable or copyrightable or constituting trade secrets and whether or not reduced to writing or practice), that are authored, conceived, developed, first reduced to practice or discovered by volunteer or employee (whether alone or with others volunteers or employees)
 - i. in the performance of serving the ACCT as an employee or volunteer,
 - ii. that derive from information or materials the volunteer or employee received from ACCT or an ACCT volunteer groups,
 - iii. that relate to or result from the actual or anticipated business, work, research, or investigation of ACCT.
- b. Unless otherwise agreed to in writing, the volunteer or employee hereby assigns all right, title and interest in and to such Work Product (including all intellectual property embodied therein) to ACCT.
- c. All Company Work Product and all information related thereto shall be considered Confidential and Proprietary Information and shall be subject to all the restrictions set forth herein.

ACCT Employee and Volunteer Technology Use Policy

- d. Transmittal and Sharing of Work Product. The transmittal of Confidential Information without the consent and approval of the Executive Director, Board Chair, Committee Chair, or as authorized by employee agreements or terms of reference, to parties who are not authorized (not an employee, volunteer, or an approved party) may be considered an Unauthorized Disclosure.

4. Definitions

- a. Chain Email. An email sent to successive people. The body of the note typically has directions to send out multiple copies and promises good luck or money if the direction is followed.
- b. Confidential Information. Information is considered confidential if it can be damaging to the ACCT or its members' reputation or market standing, and (i) is, as of the time of its disclosure or thereafter becomes part of the public domain through no fault of the receiving party; (ii) can be demonstrated by credible evidence: (a) as rightfully known to the receiving party prior to the time of its disclosure, or (b) to have been independently developed by the receiving party; (iii) is subsequently learned from a third party not under a confidentiality obligation to the disclosing party; or, (iv) is required to be disclosed pursuant to a duly authorized subpoena, court order, or government authority, provided that the receiving party has provided prompt written notice and assistance to the disclosing party prior to such disclosure, so that such party may seek a protective order or other appropriate remedies to protect against disclosure. is not currently available in the public domain.
- c. Email. The electronic transmission of information through a mail protocol such as SMTP or IMAP. Typical email clients include Gmail and Microsoft Outlook.
- d. Forwarded Email. Email resent from an internal network to an outside point.
- e. Shared Drive. Common file sharing repository maintained by ACCT. Examples may include Google Workplace Shared Drive, Slack, etc.
- f. Unauthorized Disclosure. The intentional or unintentional revealing of restricted information to people, both inside and outside ACCT, who do not have a need to know that information.
- g. Virus Warning. An email containing warnings about viruses or malware. The overwhelming majority of these emails turn out to be a hoax and contain bogus information, usually intent only on frightening or misleading users.

ACCT CONFLICT OF INTEREST POLICY

This Form is Confidential and Intended for Internal Use Only

Policy:

Employees and volunteers of the Association for Challenge Course Technology (“ACCT”) must, in the course of conducting ACCT business, act in the best interests of ACCT. Moreover, the Board of Directors of ACCT has an obligation to ensure that the organization maintains a bias-free, decision-making process. The purpose of this policy is to inform employees and volunteers about what constitutes a conflict of interest, assist them in identifying and disclosing actual and potential conflicts, and help them avoid conflicts of interest where necessary. This policy may be enforced against individual employees or volunteers as described below.

1. What Is a Conflict of Interest?

A conflict of interest may arise when an employee or volunteer has some other interest that might suggest or give the appearance of divided loyalty on the part of the employee or volunteer between obligations to ACCT on one hand and to some other organization, company, individual(s) or cause, on the other. The “other interest” may arise from a transaction between ACCT and a third party, or an employee’s or volunteer’s relationship with a third party, which may compromise or give the appearance that it might compromise an employee’s or volunteer’s ability to provide unbiased and undivided loyalty to ACCT. To proactively address any potential conflicts of interest, each employee or volunteer is required to annually complete and submit a disclosure form detailing any such “other interests.” The employee or volunteer also must update the disclosure form if any material changes or additions to the submitted information arise during the course of the year.

On the disclosure form, the employee or volunteer must list:

- all financial interests of the employee, volunteer, or family member of the employee or volunteer in any nonprofit or for-profit third-party organization (whether such interests are direct or indirect) that provides goods or services to ACCT or has potentially conflicting interests with ACCT;
- all paid or unpaid positions or relationships with nonprofit or for-profit third-party organizations that compete with ACCT or take public positions contrary to those of ACCT; and
- all business interests and relationships with or between other ACCT employees and volunteers.

The employee or volunteer must disclose a relationship if there is any uncertainty as to whether the relationship should be disclosed.

2. How Should Conflicts Be Addressed?

Conflicts, and potential and apparent conflicts, shall be reported to a senior executive of ACCT, the Chair of the ACCT Board of Directors (“ACCT Leadership”), or the Chair of the ACCT Compliance Committee and shall be regarded as confidential information. An initial determination as to whether a particular outside transaction or relationship may constitute an actual, potential, or apparent conflict of interest shall be made by ACCT Leadership and/or the Compliance Committee, with the assistance of legal counsel and without the presence of the individual whose involvement in such transaction or relationship is under consideration. This determination shall be made in any

circumstance in which a credible potential for or appearance of a conflict of interest is identified by an individual employee or volunteer (through mandated self-disclosure) or by a third party. If ACCT Leadership or the Compliance Committee conclude that this determination should be made by the ACCT Board of Directors (“Board of Directors”), the matter shall be referred to the Board of Directors (with or without a recommendation from the party for its consideration, deliberation, and resolution, with or without the assistance of legal counsel and without the presence of the individual whose involvement in such transaction or relationship is under consideration. The Board of Directors shall have final authority over the resolution of all conflict-of-interest matters.

If ACCT Leadership or the Compliance Committee believe that a particular relationship or transaction may represent an actual, potential, or apparent conflict of interest, it shall first request additional information from the employee or volunteer detailing the nature of the relationship or transaction.

When evaluating whether a particular transaction or relationship constitutes an actual, potential, or apparent conflict of interest, ACCT Leadership and the Compliance Committee shall consider the following (non-exclusive) factors:

- Abusing one’s role as an employee or volunteer for one’s own gain or pleasure (including, but not limited to, the solicitation or acceptance of gifts or other items of value as an inducement to provide special treatment on organization matters).
- Placing one’s self-interest (including the interest of one’s company, organization, or another entity for which the individual serves in a leadership, employment, or ownership capacity) or the interest of any third party above that of ACCT.
- Engaging in any outside business, professional or other activities that would directly or indirectly adversely affect ACCT.
- Providing goods or services to ACCT as a paid vendor.

If ACCT Leadership or the Compliance Committee determine that a particular relationship or transaction represents an actual, potential, or apparent conflict of interest, it (or the Board of Directors, if the matter has been referred to the Board of Directors) shall resolve such actual, potential or apparent conflict in one of the following manners:

1. Variance: This is to waive the actual, potential, or apparent conflict as unlikely to affect the employee or volunteer’s ability to act in the best interests of the organization
2. Determine that the individual employee or volunteer should be recused from all deliberations and decision-making related to the part, giving rise to the actual, potential, or apparent conflict. This resolution should apply particularly when the transaction or relationship is one which presents a conflict only with respect to one or two discrete issues or activities. For example, if an individual Board of Director member also works for a company that produces an educational program that competes with one or two discrete programs of ACCT, ACCT Leadership the Compliance Committee, or Board of Directors may determine that the employee or volunteer should be recused from all deliberations and voting-related to such program(s) (both at the outset and on an ongoing basis), but that the employee or volunteer need not resign his/her position as an employee or volunteer.
3. Determine that the individual employee or volunteer must resign from his/her service to ACCT because the actual, potential, or apparent conflict is so significant that the employee or volunteer would seldom, if ever, likely be able to act in the best interests of ACCT. For example, suppose the employee or volunteer is a part of a committee or Board of Directors and works for a company or association that has an ethical grievance

filed against it, ACCT Leadership, the Compliance Committee, or the Board of Directors may determine that the individual should resign from their duties for the duration of the conflict or permanently.

4. The special procedure below applies to all instances in which an employee or volunteer (or the employee or volunteer's company, organization, or another entity for which the employee or volunteer serves in a leadership, employment or ownership capacity, or a member of the employee or volunteer's family) seeks to provide goods or services to ACCT as a paid vendor, or seeks to receive a significant contract from ACCT. This procedure shall not apply to pre-existing relationships with employees or volunteers with respect to which the conflict has previously been waived by ACCT Leadership and the Compliance Committee, or the Board of Directors.
 - a. If the employee or volunteer has reason to believe that the Board of Directors is contemplating taking some action, in connection with which the employee or volunteer might seek to provide services or goods, the employee or volunteer must disclose their intent to ACCT Leadership, the Compliance Committee, and the Board of Directors.
 - b. If the individual is a Board of Director member, that member must recuse himself/herself from all deliberations and voting related to the contemplated action.
 - c. If the value of the transaction exceeds \$5,000, ACCT must, through a request for proposal process, have solicited proposals broadly from other qualified vendors and received (or attempted to receive) written bids from at least three such individuals/entities (including the employee or volunteer).
 - d. The Board must determine (without the presence or participation of the employee or volunteer) by supermajority vote (two-thirds or greater) that the transaction is fair and in the best interests of ACCT based on all of the facts and circumstances, and such determination (including the fact that it was made in the absence of the employee or volunteer) shall be documented as part of the relevant meeting minutes (all competing bids received shall be retained as well).
 - e. If selected, the Employee or Volunteer may not participate in any process by which his/her performance as a vendor is evaluated.

Procedure:

- The Conflict of Interest Disclosure Form and Nondisclosure Agreement ("COI/NDA") shall be completed, signed, and submitted by all ACCT employees and volunteers on an annual basis and must be amended/updated during the calendar year as needed. Examples of circumstances that would require an updated form are changes to business relationships as indicated in the above policy.
- Employees and Volunteers will be notified annually of the status of their COI/NDA form. If an update to the form is required, employees and volunteers must obtain and submit a new form.
- Conflicts described will be reviewed by ACCT staff and/or their designees. They will refer matters to the Board of Directors as described in the policy as needed.

ACCT CONFLICT OF INTEREST POLICY AND DISCLOSURE FORM

ALL CONFLICT OF INTEREST DISCLOSURE FORMS MUST BE RETURNED TO THE ACCT OFFICE
BY MARCH 30TH TO CONTINUE SERVING IN A VOLUNTEER OR PAID CAPACITY

To help avoid any conflicts of interest or the appearance of a conflict, you are disclosing ownership or other proprietary interests, responsibilities, circumstances, or other reasons why you (or, by extension, any member of your family) might have an actual, apparent or potential conflict of interest in your volunteer or paid capacity with ACCT, both with respect to the conflicts identified in the attached policy and any others. You hereby invite further review by ACCT of any aspects of these circumstances that might be appropriate. In addition, you agree to cooperate with ACCT Leadership, the Compliance Committee, and the Board of Directors to bring about a resolution which (in worst case circumstances) might include surrendering your volunteer or paid position with ACCT, if it is determined that such steps are necessary to protect the integrity of ACCT and avoid the breach of your responsibility to ACCT. Finally, during such time as you continue to serve in a volunteer or paid position, you agree to notify the Compliance Committee or ACCT Leadership promptly if and when you determine that any additional actual, apparent, or potential conflict of interest arises subsequent to the execution of this form. Please check the appropriate section at the bottom of this page.

NONDISCLOSURE AGREEMENT

I agree that any confidential information disclosed to me in my capacity as a volunteer or employee of ACCT whether by other members, volunteers, ACCT staff, the Board of Directors (and various committees) or by third parties, in connection with my position within ACCT, will be treated as such. I will not use or disclose such information except as may be authorized by the source of the information and will make my best effort to prevent its unauthorized disclosure. Confidential information shall include all information relating to ACCT's members' or ACCT's operations, policies, plans, goals, or objectives. Confidential information also includes all documents that are in draft form. It shall also include any information which I might reasonably believe ACCT or the party considers confidential, whether or not it is designated as such. Confidential information shall not include information previously known to me (unless I received it in confidence), the ACCT membership, the general public, or previously recognized as standard practice in the field. I acknowledge that unauthorized disclosure of confidential information could cause irreparable harm and significant injury to ACCT and ACCT's members. I agree that, upon request, I will return to ACCT or to the other party(ies) all materials they supplied, including agendas, minutes, and supporting documents.

Sample COI Form

The form may be printed or information may be collected electronically and may be modified in format by ACCT Staff provided that the necessary information is collected. Consideration shall be given to a form that allows parties to identify and provide information on multiple potential conflicts of interest in one submission.

The following relationship or transaction I am involved in may be a conflict of interest, or be perceived as a conflict of interest, described in the Association's Conflict of Interest Policy:

1. Nature of the transaction or relationship:
2. Other Parties to the transaction or relationships:
3. My role in the transaction or relationship, including any benefit I might reasonably expect to receive from it:
4. Other comments or information pertinent to a consideration of this possible conflict of interest, and its implications for ACCT:

Please sign and return this completed form to:

Association for Challenge Course Technology
Attn: Executive Director
P.O. Box 19797
Boulder, CO 80308 USA

VENDOR ACCREDITATION PROGRAM FEE STRUCTURE

The following fee structure was adopted by the ACCT Board of Directors. Fees shall be implemented with the new Accredited Vendor Program, scheduled to start in 2024.

Overview

- The fees presented here are for annual accreditation only and do not include annual membership dues OR travel expenses for Vendor Auditors, both which will be due by the Accredited Vendor.
- The cost of labor for the Vendor Auditor is covered by annual program fees. This applies to reviews only and does not apply to new applications or the addition of new service areas. For such services, an application fee separate from the annual and additional fees will be charged.
- Each Vendor will pay a base fee, which shall include the cost of one service area.
- Additional fees will be due by the Accredited Vendor based on the total number of services areas for which the Accredited Vendor is accredited.

Annual Program Fees

▪ Base Fee:	\$1,795.00
▪ Additional Fees:	
▪ Total of 1 Service Area	\$0.00
▪ Total of 2 Service Areas	\$495.00
▪ Total of 3 Service Areas	\$890.00
▪ Total of 4 Service Areas	\$1,185.00
▪ Total of 5 Service Areas	\$1,380.00

Phase-In of New Fees

- New applicants to the program enter at the full rates and will pay the base fee plus the additional fees
- Professional Vendor Members (PVMs) in good standing entering into the new Vendor Accreditation Program in 2024 will phase in to the new fee structure.
 - Year 1 (2024, billed December 2023): Pay the Base Fee only
 - Year 2 (2025, billed December 2024): Pay the Base Fee, plus the Additional Fees per Service Area which shall be capped at \$495.00
 - Year 3 (2026, billed December 2025): Pay the Base Fee, plus full Additional Fees per Service Area
- Professional Vendor Members (PVMs) entering the new program that elect to add additional services areas, regardless of year, will be subject to an application fee for the additional service area(s).

Accredited Vendor Insurance Policy

Policy:

Accredited Vendors shall maintain insurance coverage that is appropriate and adequate for the size and scope of their operations based on the geographic areas in which they operate. Insurance coverage shall be continuous, not on a job-by-job basis.

Purpose:

This policy intends to ensure that the Accredited Vendor has insurance and risk mitigation practices in place to reasonably protect the Accredited Vendor's business, its employees, ACCT, and the general public that benefits from their services.

Procedure:

1. Policy Coverage Requirements

- a. Accredited Vendors Operating in the United States. The following insurance policies are required for Accredited Vendors operating in the jurisdiction of the United States.
 - i. General Liability:
 1. Bound by a reputable carrier with minimum limits of \$1,000,000 US per occurrence and \$2,000,000 US general aggregate. The General Liability policy shall be written on an occurrence basis.
 2. Accredited Vendors that provide installation or repair/adjustment services shall include Products and Completed Operations coverage with the same policy limits as the General Liability coverage.
 - ii. Workers' Compensation:
 1. Accredited Vendors shall carry applicable workers compensation coverage following the regulations in all jurisdictions they operate. Exemptions for principals are allowable provided they meet the requirements of the jurisdiction(s).
 - iii. Professional Liability:
 1. Accredited Vendors that offer course design, inspection, consulting, or training shall carry Professional Liability insurance in amounts comparable to \$1,000,000 US funds per claim.
 2. Policies shall include Bodily Injury and Property Damage carve-back endorsement with a minimum limit of \$1,000,000 US.

3. If the Professional Liability policy requires an underlying General Liability coverage, then coverage, as described in the General Liability section above, is required.
 - iv. Auto:
 1. As applicable, a Business Automobile policy with a minimum of \$1,000,000 US Combined Single Limit (CSL) for liability and uninsured/underinsured motorists.
 - b. Accredited Vendors Operating Outside of the United States. Accredited Vendors operating outside of the United States shall carry insurance in the amounts and types required by the jurisdictions in which they are working or as would be considered reasonably prudent in the jurisdiction. The Accredited Vendor, or applicant, is responsible for proving that the policy types and amounts they carry are reasonable.
 - i. General and Professional Liability:
 1. Commercial Insurance policies shall be bound by reputable carriers with minimum amounts as specified by the authority having jurisdiction or, in the absence of jurisdictional requirements, limits considered reasonably prudent in the jurisdiction.
 2. Policies shall reasonably protect the Accredited Vendor, its employees, ACCT, and the general public as a result of claims of negligence, property damage, misrepresentations, errors, or omissions, or in the event of bodily injury resulting from the use of a product designed, manufactured, installed, inspected, or sold by the Accredited Vendor, or as the result of information, training, or services provided, or not provided, by the Accredited Vendor.
 - ii. Workers Compensation/Workman Compensation/Employee Protection Insurance.
 1. Where applicable, insurance coverage shall be maintained that provides benefits to employees who get injured or sick from a work-related cause. Policies may also include disability benefits, missed wage replacement, and death benefits.
 - iii. Additional requirements. In situations where insurance requirements or minimum policy limits cannot be agreed upon between ACCT and the Accredited Vendor (or applicant), the Accredited Vendor may be required to enter into a legal agreement with ACCT, attesting that their insurance coverages and limits are reasonably prudent in their jurisdiction.
2. Accredited Vendor Notification Requirements
 - a. The Accredited Vendor must report to ACCT any lapse in required insurance coverage within fifteen (15) calendar days after the Accredited Vendor has been notified of such termination of insurance.
 - b. Accredited Vendors shall name ACCT as a certificate holder (entitled to receive a certificate of insurance evidencing the coverage) on all policies directly related to accredited services. The mailing address for ACCT is P.O. Box 19797, Boulder, CO. 80308.

- c. Accredited Vendors shall name the ACCT as additional insured on its General Liability policy, or equivalent.
 - i. Vendors operating in the United States, use form CG 2026 Additional Insured – Designated Person or Organization.
 - ii. Vendors operating outside of the United States, or in situations where insurance policies do not allow for ACCT to be added as a named insured or when policy limits are less than the minimum coverage requirements necessary for Accredited Vendors operating in the United States, ACCT may require provisions of indemnification and hold harmless, including but not limited to a waiver of subrogation and primary non-contributory language. Such requirements shall be agreed to on a per-case basis, at the sole discretion of ACCT Leadership in coordination with the ACCT Program Manager and Vendor Accreditation Panel.