



MINUTES for Board Meeting December 20, 2023

Meeting: 12/20/2023 7:30 am Mountain Time

Location: Zoom Meeting
<https://zoom.us/j/8256677745>
Meeting ID: 825 667 7745

ATTENDEES

Presiding Officer:

Korey Hampton – **Chair**

Board Member Attendees:

<input checked="" type="checkbox"/> Rohan Shahani – Vice Chair	<input checked="" type="checkbox"/> Leslie Sohl – Member	<input checked="" type="checkbox"/> Jason Ong – Member
<input checked="" type="checkbox"/> Michael Smith – Secretary	<input type="checkbox"/> Kennerly de Forest - Member	<input checked="" type="checkbox"/> Billy Simpson – Member
<input checked="" type="checkbox"/> Erik Marter – Treasurer	<input checked="" type="checkbox"/> Connor James – Member	

Quorum?

Yes No

Guests:

John Voegtlin	Alicia Bourke
Heather Brooks	
Melissa Webb	

Meeting called to order at **7:35 am** Mountain Time by Korey Hampton.

Welcome Guests & Housekeeping | (Korey)

Approval of Agenda | 7:35a – 7:40a (Korey)

Motion:	Review and approve the meeting agenda
Made by:	Korey Hampton
Seconded by:	Mike Smith
Discussion:	
Vote:	In Favor – All Opposed – None Abstaining – None
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



Approval of Minutes from 11/15/2023 | 7:40 – 7:43a (Korey)

Motion: Approve the minutes from Regular Board Meeting on November 15, 2023
Made by: Connor James
Seconded by: Leslie Sohl
Discussion: Typos were identified and corrected
Vote: In Favor – All
Opposed – None
Abstaining – None
Motion Carries: Yes No

Board Elections | 7:43a – 7:53a (Rohan)

- Recommendation to run the elections this year using the same procedures as last year.
- We have passed the earliest date to announce. Would like to announce vacancies tomorrow, December 21.
- Aim to open nominations before December 31, 2023. Latest date to accept nominations is 48 hours before the voting begins, or February 6. If nominations are received later in the process, staff may not have availability to publish nominee's information or promote.
- Voting Period: February 8 @ 1:30 pm MST to February 23 @ 1:30 pm MST
- Annual General Meeting (AGM): February 22
- Korey is dedicating her office hours on February 13 to candidates to hold a roundtable discussion if people want to attend.

Motion: To conduct the upcoming elections by digital methods.
Made by: Rohan
Seconded by: Billy
Discussion:
Vote: In Favor – Leslie, Jason, Rohan, Michael, Billy, Connor, Erik, Korey
Opposed – None
Abstaining – None
Motion Carries: Yes No



Financials | 7:50a – 8:00a (Erik and Melissa)

- Review and Approval of 990

Motion:	Receive the 990 for distribution
Made by:	Erik
Seconded by:	Leslie
Discussion:	None
Vote:	In Favor – Leslie, Jason, Rohan, Michael, Billy, Connor, Erik, Korey Opposed – None Abstaining – None
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

- Review and Approve Q1 Financials

Motion:	Receive the Q1 Financials for distribution
Made by:	Erik
Seconded by:	Billy
Discussion:	
Vote:	In Favor – Leslie, Jason, Rohan, Michael, Billy, Connor, Erik, Korey Opposed – None Abstaining – None
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Executive Director Report | 8:00a - 8:32a (Melissa)

- Staff are really busy with lots of open projects
- OR Training is going to be in person at the conference rather than virtually or over LMS
- Conference working budget was on target at the end of October. Melissa has not received the end of November financials yet.
- Volunteer social this year is including all volunteers including the conference volunteers.
- Need resolution on the definition of individual member so John can implement the new membership policy
- Laura and Melissa are still working on transferring some accounts from previous ED to new ED
- Job Posting for Outreach & Engagement Coordinator closed on December 15, 2023. Several good candidates applied. Notifications will be going out and interviews will begin in early January. Goal is to hire and begin onboarding in Longmont, CO at the end of January
- Two CPA Firms have been identified to work with. Dialogues are being scheduled.
- "Volunteer of the Year" nominations has been announced. Please take a look at it and nominate individuals. We have already received several nominations.



- Volunteer Reimbursement Policy | 15 minutes
 - Melissa integrated the feedback received from the BoD at previous meetings.

Motion:	Approve the Volunteer Reimbursement Policy with the minor edits discussed.
Made by:	Rohan
Seconded by:	Leslie
Discussion:	Discussion was held on what the policy states and what we announce to volunteers/staff.
Vote:	In Favor – Jason, Billy, Michael, Leslie, Connor, Erik, Rohan, Korey Opposed – None Abstaining – None
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

- Seeking assistance in prospecting exhibitors and sponsors.
 - Melissa is seeking assistance from BoD members to reach out to exhibitors and sponsors. She will post a list and ask BoD members to make some calls.
- New Chair for the Insurance and Risk Management Committee (IRMC)
 - Randy has communicated that he intends to stepdown from the committee. He would like to step down before the conference. It is the duty of the Board to approve the new chair.
 - It was requested that BoD review the Terms of Reference and request of the committee members that they nominate a new chair.

ACTION ITEM – Mike will reach out to the committee and request a meeting to see where individuals are at and to tackle the ToR and new chair.

BOD Meeting Schedule for Winter, including special meetings | 8:32a – 9:00a (Korey & Rohan)

ACTION ITEM – Bring your calendars so we can schedule upcoming special meetings. If you have not already completed the Doodle Rohan added for VAP 1 (see below), please do so.

<https://doodle.com/meeting/participate/id/elvJmxMb>

- January 17. Regular Board Meeting – Vote on VAP
- February 14. Regular Board Meeting – Conference Flow, Order of Events, AGM
- February 21-25. Face-to-Face Meetings at the Conference
 - Wednesday, February 14 will cover loose ends before we travel
 - Wednesday, February 21 5:30 – 6:30
 - Thursday & Friday – Lunch breaks
 - Reimbursement plan



ACTION ITEM – Post the February 14, 21-25 meetings to website and send out calendar invites

- BoD Meetings to be scheduled
 - Vendor Accreditation Program 1. VAP Agreement & Indemnification

ACTION ITEM – Rohan has posted a Doodle Poll. Please respond today. 2 hour meeting.

- Vendor Accreditation Program 2.
 - VAP Package is expected to be distributed to the BoD on January 8, 2024
 - Questions about the program preceding Motion to Approve (2 to 3 hours in January before the Jan 17 BoD Meeting to vote)
- Bylaws Update – will be tabled for now

ACC Update on Vendor Accreditation | 9:00a – 9:10a (Rohan & Heather)

- Program documents to be voted on January 5 by Accreditation and Certification Committee (ACC) with goal of delivering to the BoD on January 8, 2024. Please review the procedures manual first. It is the backend program manual for the entire program and is far more detailed than the applicant manual.

Membership Discounts | 9:10a – 9:15a (Melissa)

- Discounts are given out to some organizations. For example, we have a discount program with BSA for purchase of standards and individual membership. YMCA recently requested a similar discount. Who is authorized to develop programs and discounts.
- No policy exists about discounts for large organizations

Accredited Procedures Task Force (APTF) Update | 9:15a – 9:20a (Leslie)

- Several BoD members are on the Task Force. It is recommended the BoD members not on the task force reach out to Leslie.
- APTF will be presenting updates at the conference.
- A redline copy is not likely to be ready for the Consensus Group before the conference. It will probably be shortly thereafter
- To maintain our standard, we must vote to reaffirm the standards, submit a PINS, or ask for an extension before July.
- Comments from the previous draft standard are being reviewed by TIRE.

Board Emeritus | 9:20a – 9:23a (Korey)

- Andrew Hubert will be rolling off. We need nominee(s) to replace him.
- By the conference, we should have someone selected

ACTION ITEM – Review the Board Emeritus ToR (in the current meeting folder) for eligibility requirements.



Name Change | 9:23a – 9:28a (Korey and Melissa)

- Korey and Melissa had a call with BoD Emeritus to discuss and receive feedback
- They supported idea of name update
- Korey and Melissa will explore possibilities to see what actions would need to be done to make it happen

Definition of an Individual Member | 9:28a – 9:34a (John V)

- John V needs clarity on the definition of Individual Membership to enact the Membership Policy
- John V has put together a history of how the definition has changed

ACTION ITEM – John V will ask the Membership Committee to review the definition and make suggestions. He will bring the new definition back to the BoD.

Parking Lot

- Q1 Financials Questions & Answers

Meeting Closing | 9:34a (Korey)

Motion:	To adjourn the meeting.
Made by:	Erik
Seconded by:	Rohan
Discussion:	
Vote:	In Favor – All Opposed – None Abstaining – None
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Meeting adjourned at 9:35 am Mountain Time.

Volunteer Reimbursement Policy

Policy:

The Association will not compensate volunteers for their services but will reimburse them for reasonable expenses incurred while performing their duties for the Association.

Purpose:

This policy will help the Executive Director, Board of Directors, ACCT Staff and Committee Chairs to follow their approved budgets and reimburse approved expenses for ACCT volunteers.

Procedure:

1. General Reimbursement Guidelines:

- a. Use the [ACCT Volunteer reimbursement request form](#) for all reimbursement requests.
- b. Volunteer reimbursement forms must be submitted within 60 days of the event. Form must be completed in its entirety and include ALL receipts (Digital itemized receipts are acceptable) for reimbursement to be accepted.
 - i. Timely submission of reimbursement requests is crucial to our financial processes. All reimbursement requests must be submitted using the ACCT Volunteer reimbursement request form within 60 days of the event's conclusion. Failure to adhere to this timeline may result in forfeiture of reimbursement, unless an exception has been approved by the ACCT Executive Director based on extenuating circumstances. Exceptions to the submission deadline must be accompanied by a written explanation sent to ed@acctinfo.org justifying the delay and will be reviewed on a case-by-case basis. To ensure fairness and consistency, any such exception will require explicit approval by the Executive Director. It's imperative that volunteers communicate and adhere to this submission timeline to facilitate prompt and efficient processing of reimbursement requests.
 - ii. If a receipt is not available or was not received a "Missing Receipt Affidavit" form must be submitted along with the volunteer reimbursement form.
- c. If non-ACCT business is conducted during a trip, expenses should be prorated to reflect expenditures made solely in service of ACCT. When expenses are incurred during a trip involving both ACCT and non-ACCT activities, volunteers are expected to prorate these expenses based on the time or resources allocated to each respective activity. To ascertain the reimbursable portion specifically related to ACCT responsibilities, volunteers are encouraged to diligently document and segregate costs directly associated with their duties for the Association. This documentation may include time logs detailing ACCT-related tasks, receipts solely attributable to ACCT business, or any other relevant records. The proration calculation should be approached reasonably and fairly, considering the

resources allocated to ACCT responsibilities versus non-ACCT activities throughout the trip. Should any uncertainty arise in the proration process, volunteers are strongly advised to seek guidance and clarification from their respective Staff Liaison or the Executive Director before submitting reimbursement requests. Ensuring accurate proration of expenses is vital to maintain transparency and adhere to the Association's reimbursement policies.

- d. It is the responsibility of the Chair, Staff, or Board liaison for the group to communicate necessary budget requests to the Board of Directors for consideration during the annual budgeting cycle July 1 - June 30.

2. Expense Approvals:

- a. All expenses require approval from ACCT staff.
- b. Committee/ Work Group / Task Force reimbursements must be approved by ACCT Staff over their respective area forwarding the form for approval by the Executive Director. If the group does not have a Staff Liaison these will be directed to the Executive Director for approval.
- c. Expenses related to presentations, proctoring, reviews, or re-reviews require approval from the Executive Director.

3. Budget Constraints: If the budget line for a specific Committee, Task Force, or Board of Directors is exhausted, additional reimbursement requests must be approved by the Board.

- a. Volunteers seeking reimbursement beyond the allocated budget line are required to submit a formal request to ed@acctinfo.org outlining the circumstances leading to the overage. This request should include a comprehensive breakdown of the additional expenses and their relevance to fulfilling the Association's goals and activities.
- b. The Executive Director will assess the necessity of the additional expenses and the impact on the overall budget.
- c. Following the Executive Director's assessment, the request will be presented to the Board of Directors for deliberation and final approval. The Board will assess the merits of the request and determine whether the overage is justifiable within the context of the Association's objectives and financial framework.

Adhering to this outlined process ensures transparency, accountability, and responsible financial management. Volunteers are advised to carefully consider the necessity of additional expenses and to follow this procedure to maintain alignment with the Association's fiscal guidelines and objectives.

4. Per Diems:

- a. Meals: Reimbursed at the following rates:
 - i. The maximum reimbursement for breakfast is \$14.00 USD.
 - ii. The maximum reimbursement for lunch is \$15.00 USD.
 - iii. The maximum reimbursement for dinner is \$29.00 USD.
 - iv. Alcoholic beverages are not reimbursed.

- v. Submit a copy of the itemized receipt, showing the items ordered if possible.

The mentioned reimbursement rates for meals have been established based on median rates recommended by government per diems across the United States. These rates have been chosen for the purpose of simplifying our reimbursement process, providing a standardized guideline for meal expenses incurred during volunteer activities nationwide.

5. International Reimbursement:

Please note that these rates are based on government per diem standards, which may be subject to change. Any updates or modifications to these reimbursement rates will be communicated promptly to our volunteers. We aim to remain aligned with prevailing standards while ensuring fairness and practicality in reimbursing meal expenses incurred during volunteer service for the Association.

Volunteers traveling outside of North America may experience varying meal expenses compared to the standardized rates based on US government per diem standards. Any deviation from these standard reimbursement rates for international business conducted by volunteers requires pre-approval from the Executive Director.

6. Reimbursement Categories:

- a. Committee, Task Force, and Work Group Expenditures: Expenses incurred by Committee, Task Force, and Work Group members, not directly associated with an ACCT conference or symposium, will be reimbursed based on outlined guidelines specific to those groups' activities.
- b. Special Projects or Assignments: Reimbursement may extend to volunteers engaged in special projects or assignments approved by the Association. These projects might involve unique tasks, research endeavors, or specific initiatives benefiting the Association, with eligible expenses incurred during the course of these endeavors. These projects must be considered by the Executive Director and approved by the Board of Directors via the annual budget planning cycle.
- c. Committee and/or Task Force Member Expenses within ACCT Events: For Committee or Task Force members attending an ACCT conference or symposium, reimbursement of their expenses will be subject to specific guidelines. Expenses will be reimbursed at 100% only when these align with the outlined guidelines and occur separately from their usual conference or symposium attendance. This applies to expenses beyond their standard participation in the event and must conform to the specified reimbursement criteria. Any exceptions to this policy require prior approval from the Executive Director.

7. Board of Directors Reimbursement:

Reimbursement guidelines for the Board of Directors are managed separately and governed by a distinct policy. Any specific reimbursement guidelines, criteria, or procedures applicable to the Board of Directors are outlined in their dedicated policy document. For reimbursement inquiries or details regarding expenses related to the Board of Directors' activities, members are advised to refer to the Board-specific policy or contact the ACCT Board Chair or Executive Director for further guidance.

8. Conference Work Group Reimbursement:

Reimbursement allotments for the Conference Work Group may differ from the standard conference volunteer reimbursement policy outlined herein. The specifics regarding reimbursement for members of the Conference Work Group are addressed through the Conference Work Group contract, which is signed annually by each member. This contract contains specific details regarding reimbursement guidelines and allocations exclusive to the Conference Work Group's activities. Members of the Conference Work Group are advised to refer to their signed contracts or liaise with the designated Work Group coordinator for detailed information on their reimbursement entitlements.