



MINUTES for Regular Board Meeting February 1st, 2023

Meeting Logistics:

02/01/2023 7:30am Mountain Time

Location:

Zoom Meeting

<https://zoom.us/j/8256677745>

Meeting ID: 825 667 7745

ATTENDEES

Presiding Officer:

- Carson Rivers – **Chair**

Board Member Attendees:

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Rohan Shahani – Vice Chair | <input checked="" type="checkbox"/> Bahman Azarm – Member | <input checked="" type="checkbox"/> Jason Ong – Member |
| <input checked="" type="checkbox"/> Korey Hampton – Secretary | <input checked="" type="checkbox"/> Keith Jacobs – Member | <input checked="" type="checkbox"/> Billy Simpson – Member |
| <input checked="" type="checkbox"/> Erik Marter – Treasurer | <input checked="" type="checkbox"/> Connor James – Member | <input checked="" type="checkbox"/> Bill Zimmermann – Executive Director |

Quorum?

- Yes
- No

Guests:

Heather Brooks
Melissa Webb
John Voegtlin
Lori Stover
Alicia Bourke
Ryan Olson
Kennerly de Forest
Olivia "Stretch" Rowland
Alicia Bourke

Meeting called to order at 7:33 AM Mountain Time by Carson Rivers.

Welcome Guests & Housekeeping (Carson Rivers)

Reading of the ACCT Mission Statement (Rohan)

The Association for Challenge Course Technology (ACCT) establishes and promotes the standard of care and measure of excellence that defines professional practice and effective challenge course programs. ACCT develops, refines, and publishes standards for installing, maintaining, and managing challenge courses; provides forums for education and professional development; and advocates for the challenge course and adventure industry.

Reading of the ACCT Anti-Trust Statement (Rohan)

It is the policy of the Association for Challenge Course Technology, and it is the responsibility of every Association member company, to comply in all respects with federal and state antitrust laws. No



activity or discussion at any Association meeting or other function may be engaged in for the purpose of bringing about any understanding or agreement among members to:

- (a) raise, lower, or stabilize prices;
- (b) regulate production;
- (c) allocate markets;
- (d) encourage boycotts;
- (e) foster unfair trade practices;
- (f) assist monopolization, or
- (g) in any way violate federal or State antitrust laws.

Any questions regarding the meaning or applicability of this policy, as well as any concerns regarding activities or discussions at Association meetings, should be promptly brought to the attention of the Association Executive Director or the Chair of the Board of Directors.

Approval of Agenda (Carson)

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

Approval of Previous Meeting Minutes (Carson & Korey)

Motion:	Approve minutes from meeting held January 18 th , 2022.
Made by:	Keith
Seconded by:	Rohan
Discussion:	Changes to grammar will be made per Connor's request
Vote:	In Favor – N/A Opposed – 0 Abstaining – 0
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Executive Director Report (Bill)

We have soft launched the new website. Bill and John are working on a punch list for the site and will make an announcement to the membership once those are done. QuickBooks and Novi are now synced for billing purposes, we've moved off of the YourMembership platform to the NoviAMS platform. Continuing to work on the ANSI annual report, Bill will send us a copy. Following the legislative changes in MA and Utah.

Treasurer's Report (Erik) will have Q2 report (through December) at the F2F meeting in Portland.



Vendor Accreditation Recommendations (Korey) – see “2023_01_27 Vendor Program Request from ACC to BOD”

Discussed the letter sent from the ACC to the Board regarding a recommendation for the Vendor Accreditation Program. Discussed the new program, the status of the rollout plan, what still needs to be updated, what education will look like, and how we'll reach all the vendors. Reviewed the recommendation from the ACC and discussed the view that this would make for a smoother rollout. Further discussed how there are still things to be done with the program, and that there are pieces that the Board hasn't seen or approved yet. Confirmed that this would mean pausing reviews and new applications, but not maintenance of the program and annual reports.

Motion:	Approve the recommendation from the Vendor Accreditation Program Design Task Force to shift the review cycle forward one year.
Made by:	Korey
Seconded by:	Rohan
Discussion:	This is specifically addressing the schedule of reviews and it is not an explicit approval of the program itself. Any educational efforts will follow review and approval of program contents by the Board of Directors. Discussed notification to the public of that change in review schedule, in addition to the PVM's. This is an approval of a one-year shift in reviews, and there is no desire for it to be more.
Vote:	In Favor – Rohan, Korey, Erik, Connor, Jason, Billy Opposed – Keith Abstaining – Carson
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

ACTION ITEM – Staff shall notify PVMs and the larger community via newsletter or other appropriate means.

2023 Conference (Carson, Bill, & Melissa)

- General Updates – Melissa recently shared the latest registration numbers with the Board. Still waiting on some exhibitors that haven't registered their attendees, so there will likely be a last-minute increase in registrant numbers.

Reviewed events and discussed where Board attendance was necessary:

- Face to Face Meeting – Monday and Tuesday from 8am – 5pm
- Board & Staff Dinner - Monday evening
- Accredited Symposium – Operators and PVMs
- Leadership & Service Crew Socials
- Annual General Meeting
- Dialogue with ACCT Leadership
- ACCT Awards Dinner
- After Party!

Association Counsel (Carson) Discussed the recent relationship that we have developed with a Colorado-based legal firm, and what communication has been had with Rebb Greg regarding this.

ACTION ITEM – Carson: add an agenda item to the face-to-face meeting regarding taking care of



that, and any other notifications deemed necessary.

Bylaws Update (Bill & Carson)

- Legal Review: we haven't heard back yet, but expect it soon
- Board Emeritus Meeting: Discussed the call that Bill, Carson, and Korey had with Board Emeritus. Reviewed their feedback and suggestions.

Board Elections Update (Rohan) Recapped that changes recently had to be made to the PVM ballot on the new voting platform to allow for abstentions.

Motion:	Adopt as policy, the document "2023-1-27 POLICY PVM Election Procedures"
Made by:	Rohan
Seconded by:	Billy
Discussion:	The addition is line 6E, that is the only change
Vote:	In Favor – Rohan, Korey, Erik, Keith, Connor, Jason, Billy, Opposed – Abstaining – Carson
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Motion:	Adopt as policy the document "2023-1-27 POLICY General Election Procedures"
Made by:	Rohan
Seconded by:	Jason
Discussion:	Revised format to include numbering as opposed to bullets to facilitate ease of edit, changes have been limited to line 4D
Vote:	In Favor – Rohan, Korey, Erik, Keith, Connor, Jason, Billy, Opposed – Abstaining – Carson
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Meeting Closing (Carson)

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

Meeting adjourned at 9:32AM Mountain Time.



Association for Challenge Course Technology
PO Box 19797 Boulder, CO 80308, USA
Phone: (303) 827-2432
www.acctinfo.org

01/27/2023

Carson Rivers, Chair
ACCT Board of Directors
PO Box 19797
Boulder, CO 80308

Dear Carson:

The ACC reviewed a request from the Vendor Accreditation Program Reviewer/Design Task Force (VAPDTF) at our meeting on January 19th, 2023. The letter addressed two recommendations regarding the Vendor Accreditation Program. The first recommendation was to shift site visit reviews forward one year and use that time to educate PVMs and stakeholders regarding the new program. The second recommendation was to continue the current program as is and hire three new Administrative Reviewers to complete the site visits next year while educating stakeholders simultaneously.

The ACC was unanimous in its support of the first recommendation. We believe that the proposed 12 months of Vendor Accreditation Program professional development is necessary to put each vendor on equal footing moving into the new program. Furthermore, the recommendation provides additional time for the development of an implementation plan to create a smooth rollout. It also will increase the likelihood of a positive experience for the first vendors to go through the program as we work out the details.

The ACC requests that the Board of Directors consider the recommendations. Our strong recommendation is to shift site visit reviews forward one year to focus on education efforts for the community.

Given the importance of this matter to our Association and the Accredited Vendors, we hope the ACCT Board will choose the recommended option. The Board must make a decision before we begin scheduling audits on February 7th, 2023.

We look forward to your response.

Sincerely,

Kennerly deForest and Bee Lacy (Outgoing and Incoming Chairs),
ACCT Accreditation and Certification Committee

The Two recommendations for Vendor Accreditation as presented by Vendor Accreditation Program Design Task Force:

Recommendation 1. The Qualified Course Professional Guidelines are about to change substantially, which is likely to affect compliance with all service areas. Additionally, the 202x standards are in process and may be released this year. To allow for adjustments due to these changes, and education of the new accreditation program, We recommend all vendors shift one year forward from their current reaccreditation schedule. This will allow for professional development opportunities and enables us to ensure the new requirements are incorporated into the updated program.

- The Vendor Accreditation Design Task Force will conduct periodic forums throughout 2023 to provide education, information, and support for the program updates to ensure a smooth transition and compliance.
 - Program Roll-out
 - Tentative Application/ Compliance Forums
 - Design- April
 - Installation- August
 - Inspection- September
 - Training- October
 - Certification- November
 - Annual Reports- December
 - Liaison Assignments- January
 - Auditor Assignments- February
 - Vendor Auditor Training will be held virtually in the Fall of 2023 at no cost.
 - Auditors will be allowed to apply after completing training
 - New vendor applicants will be allowed to join under the new program requirements

Two notes:

- Since the 2019 Program pause, all PVMs have gone through a reaccreditation site visit.
- The money currently allocated to be spent on 2023 PVM reviews could be reallocated to better training, preparation, and marketing opportunities.

Recommendation 2. Alternatively, the 2023 review cycle can continue under the current program. However, as the current Administrative Reviews have stated they are not interested in continuing in this role in 2023, we will need to hire new Interim Administrative Reviewers to conduct the on-site reviews. These ARs will be hired from the current Technical Reviewer pool.

- With the PVMs divided into three groups for Site Reviews each year, selecting this option means one PVM group would be reviewed under the current program requirements and the next two groups to be reviewed under the new program requirements.
- This would also increase the need for more Technical Reviewers.

PVM Election Procedures

1. Board decides whether the election will be held in-person (at AGM) or via online ballot.
2. Notice of Meeting date or voting period is announced (Normally at AGM) and notice is sent
 - a. No more than 60 days and no less than 30 days in advance
3. A call for nominations is issued (often along with Step 1)
 - a. The number of open positions is also announced
4. VC accepts written nominations
 - a. VC checks viability of nominees
 - b. Must be member
 - c. Must know about and accept nomination
 - d. Nominations are open up to 48 hours before the scheduled election
5. VC announces nominations
 - a. A soft deadline is set so that nominations can be announced in advance b. Nominations received between the soft deadline and the 48 hour hard deadline will be added to the announcement as soon as is practical
6. VC prepares ballot
 - a. Ballot lists all eligible nominees
 - b. Ballot should allow one vote per PVM for each available position
 - c. This ties to By-Laws- Each PVM get one vote per matter (each open position)
 - d. Cumulative voting is not allowed (using multiple votes for one nominee)
 - e. An option for abstention will appear on the ballot
7. ED prepares list of PVM's eligible to vote for the VC
 - a. Must meet all requirements to be PVM in good standing
 - b. Dues paid, Annual Report submitted, Review requirements completed
 - c. Subject to Board Mergers/Acquisitions policy
 - d. Eligibility deadline is established by the ED, but should be as close to the actual vote as practical
8. ACCT ED and Staff conduct election
 - a. VC manages process but does not directly participate
9. Ballots are distributed digitally or in-person using ED list as check
 - a. A PVM may vote on behalf of another PVM if proxy rules are satisfied (See By-Laws)
 - b. Ballots should be distinctive so that only official ballots can be turned in c. Ballots must not be marked in any way that would distinguish one from another
 - d. Each PVM gets one vote for each open position and must use each vote for a



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different nominee

10. Ballots are collected in-person or digitally
 - a. ED and Staff confirm that only eligible ballots have been cast.
 - b. ED and Staff confirm that quorum has been achieved for a digital vote.
11. Ballots are counted by ED and Staff
12. Results are announced
 - a. Plurality Vote- Top vote getters win unless there is a tie
 - b. Ties would require a re-vote or run-off
13. BOD is responsible for setting a date for a second vote in the event of a tie.
 - a. Procedures for a second vote are the same as above.
 - b. Revotes for in-person voting are generally done during the AGM
 - c. Revotes for digital voting are generally done within a few days following the AGM.

BOD Elections: General Membership Seat Election Procedures

NOMINATION

1. Open General Membership BOD positions are announced
 - a. Call for nominations shall be announced by the ACCT office
 - b. The Call for nominations should precede the voting period by 60 days or more
 - c. The LNC and ACCT volunteers at large shall solicit and advertise the positions
2. Nominating Process
 - a. A nomination form must be submitted to the ACCT Staff along with a picture of the candidate and position statement
 - b. Candidates will be accepted up to 48 hours before the voting period.
 - i. ACCT Staff checks viability of nominees
 - ii. Must be member
 - iii. Must know about and accept nomination
 - c. ACCT office and PR/Mktng will support candidates submitting their nomination 45 days previous to the voting period by broadcasting their position statements to ACCT members on ACCT channels.
 - d. Candidates submitted for nomination less than 45 days before the voting period are not guaranteed ACCT office support. Support will be given if available.
3. Notice of voting period is announced and notice is sent by VC or designee(s)
 - a. The Voting period will be 15 days
 - b. The Voting period will close 24 hours after the beginning of Annual General Meeting

VOTING

4. Votes will be cast via online ballot utilizing the membership database or other system that allows for verification of eligibility.
 - a. ACCT office prepares ballot
 - b. Ballot lists all eligible nominees
 - c. Ballot should allow one vote per Individual, Stakeholder, B2C, or B2B member for the available position
 - d. An option for abstention will appear on the ballot
5. Eligible voters:

- a. Must be Individual, Stakeholder, B2C, or B2B member in good standing



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- i. Members voting for seats representing Professional Vendor Members are not eligible to vote in this election
 - ii. Eligibility is verified by ACCT staff
- b. ACCT Staff conduct election
 - i. Digital voting shall be used and administered by ACCT staff
 - ii. The Voting period will be 15 days
 - iii. The Voting period will close 24 hours after the beginning of Annual General Meeting
- c. Ballots are counted by ACCT Staff and verified by LNC and designated members
- d. Results are announced
 - i. Ties would require a run-off
- e. BOD is responsible for setting a date for a second vote in the event of a tie.
 - i. Voting will be conducting as indicated above