AGENDA for Face-to-Face Board Meeting
April 17-18, 2023

Meeting: April 17, 2023, 8:00 am to 4:00 m Mountain Time
             April 18, 2023, 8:00 am to 5:00 pm Mountain Time
Location: In-Person;
             Zoom Meeting
             https://zoom.us/j/8256677745
             Meeting ID: 825 667 7745

APRIL 17, 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?ì   ☒ Yesì   ☐ No

Guests:

Heather Brooks   Darrell Hammond   Michelle Hepler (joined
John Voegtlin   (left at 10:20am)   4/17/2023 @ 3:05pm)
Melissa Webb

Meetings called to order at 10:18am Mountain Time

10:18 – 10:18 | Welcome Guests & Housekeeping | Korey Hampton

10:18 – 10:19 | 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.

10:18 – 10:19 | 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 Chair of the Board of Directors.

10:19 – 10:23 | **Approval of Agenda** | Korey

Motion:	Review and approve the meeting agenda
Made by:	Billy
Seconded by:	Rohan
Discussion:	None.
Vote:	In Favor - All
	Opposed - none
	Abstaining - none
Motion Carries:	☒ Yes
	☐ No

10:24 – 10:29 | **Approval of Minutes from 03/15/2023 & 03/24/2023** | Korey

Motion:	Review and approve the 3/15/2023 meeting minutes
Made by:	Connor
Seconded by:	Jason
Discussion:	None.
Vote:	In Favor – all
	Opposed – none
	Abstaining – none
Motion Carries:	☒ Yes
	☐ No

Motion:	Review and approve the 3/24/2023 meeting minutes
Made by:	Rohan
Seconded by:	Connor
Discussion:	None.
Vote:	In Favor – all
	Opposed – none
	Abstaining – none
Motion Carries:	☒ Yes
	☐ No

10:29 – 11:51 | Executive Director Transition (continued) | Rohan Shahani

BoD has held meetings and sent out surveys to gather thoughts and opinions of BoD, staff, and BoD Emeritus. Consensus based on meetings and surveys is to find an interim ED as soon as possible while we begin the search for a new ED. While there is some variance, everyone agreed that a firm interim structure was needed.

Recap of last hiring process. Pre-work to hiring process:
1) Update/edit the job description
2) Review scoring matrix to job description to make certain changes align
3) Make recommendation on hiring task force

Motion:	To go in to closed session
Made by:	Erik
Seconded by:	Billy
Discussion:	None
Vote:	In Favor – all
	Opposed –none
	Abstaining – none
Motion Carries:	☒ Yes
	☐ No

Went into closed session and staff left the room at 10:44am

Motion:	To exit closed session
Made by:	Rohan
Seconded by:	Billy
Discussion:	None
Vote:	In Favor – all
	Opposed – none
	Abstaining – none
Motion Carries:	☒ Yes
	☐ No

Returned to open session at 11:51am.

ACTION ITEM – Transition TF will work on job descriptions and association tasks/capacities to present models to BoD as well move forward. An additional task will be to look at compensation.

11:52 – 12:55 | Lunch

12:55 – 13:52 | Vendor Accreditation Manual | Rohan Shahani

Goal is to provide direction to the VAP and ACC about what needs to be completed to approve the meeting.

13:52 – 14:18 | Board of Director Appeals Process | Mike Smith and Rohan Shahani

Reviewed the proposed Board of Directors Appeals Process. Mike to update so a clean vote can be taken tomorrow.

The approved document will be forwarded to committees. Updates should be made in the Operation Accreditation Manual, the proposed Vendor Accreditation Manual, and Inspector Certification policy.

14:22 – 14:40 | Break

14:40 – 16:15 | Committee Reports

Accreditation & Certification Committee

- How to establish harmonization between ACC subgroups and other impacted parties
- Complaints and grievance policies. Most of the complaints and grievances we have fall under the program banner. Heather is working on a complaint process. Research needs to be undertaken to determine what documents exist, how they interact, and what the next steps are moving forward. Heather is going to work on a process specific for programs. It will be broad enough that it might be able to be adopted to the entire association.

Compliance Committee

- The committee needs more volunteers.
- Terms of Reference – There have been requests from the community to send out the ToR.
- Code of Conduct – This was attached to the PVM program.
- Code of Ethics - Is currently on the website. It needs to be updated. Mike will edit and bring back to the BoD for review. What documents reference this document. Under what circumstances do we ask members to agree to it? re-affirm their agreement?
- Grievance Update - There is one grievance currently under consideration

ACTION ITEM – Korey and Heather will work on the grievance/complaint process

ACTION ITEM – Billy will update the Compliance Committee ToR and send to John V. to post to the website.

ACTION ITEM – Mike will make updates to the Code of Ethics on the website and send it to John to post on the website.

Consensus Group

- Report received. Some updates to discuss since the report was filed. Added to tomorrow's agenda.

Finance (2 hours planned for budgeting during Day 2 in the afternoon)

- ETRC progress is occurring.
- Will be covered in detail on 4/18/2023 during time set aside for budget

Insurance & Risk Management Committee

- No report. Will not be meeting for a few months.
- Seeking additional volunteers

International Committee

- Seeking budget for ACCT to have trade booth at international conference. BoD is requesting a plan on which conferences and how the money will be spent and top markets that would promote ICE, Accreditation, exposure of ACCT Logo, sale of standards, and promote attendance at annual ACCT Conference.
- Request for ACCT to look at ISO
- Request to include metric in all program documents, standards, and papers.

ACTION ITEM – Leslie and Jason to have a conversation about ISO

Leadership & Nominations

- No updates to report

ACTION ITEM – Kennerly and Rohan to meet to discuss Leadership & Nomination Committee needs.

Technical Information, Research, Education Committee

- Report was received. No requests were made at this time.

16:15 | Meeting Closing | Korey

Motion:	Motion to adjourn the meeting.
Made by:	Rohan
Seconded by:	Jason
Discussion:	None
Vote:	In Favor – All
	Opposed – none
	Abstaining – none
Motion Carries:	☒ Yes
	☐ No

Meeting adjourned at 16:17 pm Mountain Time.

HOMEWORK
- Please review Board of Directors Appeal Process DRAFT v2 (in folder)
- Review Consensus Group 4/5 update with Report

APRIL 18, 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:

Heather Brooks	Michelle Hepler	Rob Manson
John Voegtlin	John Lazarus	Pete Sawyer (joined at 10:43a)
Melissa Webb	Keith Jacobs	

Meeting called to order at 8:04 AM Mountain Time by Korey Hampton.

08:00 – 08:05 | Welcome Guests & Housekeeping | Korey Hampton

Motion:	Motion to approve the agenda for today.
Made by:	Rohan
Seconded by:	
Discussion:	None
Vote:	In Favor – all
	Opposed – none
	Abstaining – none
Motion Carries:	ⓧ Yes
	☐ No

08:05 – 9:00 | Secretariat / Standards | Leslie Sohl

- Consensus Group Report
    - Request for funds for Face-to-Face
    - Attached is a list of webinars for continuing education.
    - Next Meeting – Wednesday, May 3 @ 12:00pm – 1:30pm MDT

- - Connor will be away; Mike will act as back-up liaison.
- ASD Objectives – Need to reevaluate and overhaul the accredited procedures.
  - Submitted redline procedures to ANSI to align our procedures with the 2022 Essential Requirements
    - Response covered the mandatory items
    - Still need to address the suggestions
  - Update since last meeting
    - After the last Secretariat Meeting in which we voted to discontinue the BSR
      - ANSI response was that the BSR is tied to the PINS
      - At the Consensus Group Meeting, members voted to keep PINS open but not respond to all of the 1,700+ comments
      - Leslie went back to ANSI. ANSI replied that an ASD is not allowed to distribute a new draft under a current PINS without first making a specific response to all of the comments. Thus, all comments would need to be specifically responded to according to procedures before proceeding with a new draft. Comments which are out of the scope of the PINS can be issued one of a series of standard responses. For example, this is outside of the scope of the current PINS, but will be considered in future projects, or this is outside and will not be considered. Technical and procedural comments need to be addressed and resolved.
      - ANSI suggested pulling the PINS. The advantage to pulling the PINS is that comments can be responded to generically and the feedback can be used with a new PINS in the future.
      - If Consensus Group wants to solicit volunteers outside of CG to help with reviewing comments, our current chain of communication indicates that they reach out to the Secretariat
    - Next steps
      - Leslie to attend next Consensus Group Meeting to provide update and education on the process
      - Determine process moving forward
      - Work to update the accredited procedures
        - Assemble a group of members of CG, TIRE, Secretariat, ACCT Staff, and impacted parties under ToR to review red-line for accredited procedures
      - If Consensus Group chooses to move forward, they need to create subgroups from the Consensus Group or make a request of the Secretariat to form a standards writing/comment review group.
      - Request from John V. to make certain that all communications with ANSI is documented

ACTION ITEM – Leslie to develop a ToR for Accredited Procedures Revision TF. Members of the BoD and Staff are asked to consider joining if they have bandwidth. Other help will be solicited from CG, TIRE, and impacted parties.

ACTION ITEM – Leslie, Mike (on behalf of Connor), and Korey to attend the May 3, 2023 Consensus Group Meeting.

Keith Jacobs, John Lazarus, Michelle Hepler, Peter Sawyer, Rob Manson left the meeting at 9:02am MT.

9:00 – 9:15 | Break

9:15 – 12:00 | Staff Reports

- John Voegtlin
    - Request review of accounting items in QB vs. Novi. Working on member math to determine best way to handle Accredited Member onboarding.
    - ACCTRegMap will remain as an independent WordPress site
    - Consensus Group – the CG is short one member in the General Interest category. Need Secretariat to send outreach to find candidates. John requests that BoD members document any outreach and send to standardsmanagement@acctinfo.org
    - Continuing Development – would like to take on Google Workspace Administrator certification course
    - An inventory of technologies in use across the Association is being developed.
    - Workgroup update
        - PR/Marketing needs volunteers
- Melissa Webb
    - Conference Logistics
    - Cvent contract is up on 6/30/2024. If we renew, we're looking at going all-in with their app, website, etc.
    - Explored Novi for events management, but it doesn't appear to go deep enough
    - Is exploring vendor registration with John. There is a plugin for Novi called MapD that is reasonable and looks promising. MapD does not charge a monthly fee, which would allow registration to go live early.
    - Need to find a solution for Conference website. Working to determine if the website data will be in WordPress, Cvent, or another format.
    - HPN contract ends after OKC. If we don't renew, we need to decide if we are going to handle conference in-house with an added position or look at another solution. Would not recommend going away from HPN for site selection. They are paid on commission for site.
    - Looking at locking in FERN as conference decorator

- Conference schedule is changing based on feedback from Portland. PR/Marketing have been informed and will be putting out information. There will be 60 & 90 minute sessions.
  - IT/Audio. Started conversation with local (Griffin) regarding options for hybrid conference (live, recorded, etc.). He was willing to work with us and bids were reasonable. He is willing to do an MOU rather than a retainer right now so we can move payment to next fiscal year.
- Awards. New awards and categories are being reviewed and will be shared with BoD once recommendations are available.
- Accredited Vendors have discussed Fall Symposium. Looking at venues.
- Platforms – John and Melissa did demo of Sessionboard which automates the entire workflow of soliciting schedules, approvals, updates, feedback, etc. Integrates with Novi. Platform is $3,500 (10% with 2 years)
- Member Education Panel (MEP)/ Academy. Have had several conversations with vendors and other staff about what Academy could be and how it would interact with TIRE.
- Heather Brooks
  - Insurance. We need to figure out where the conversation stopped with insurance for certified individuals—review of insurance COIs with minimums (current) vs. attestation. Legal review was completed but there is some discrepancy of what was returned.
  - Learning Management System (LMS). Have been researching LMS's that will help to automate the process. PathLMS by Blue Sky eLearn, which connects with Novi and seems to hit all of the features needed by Programs, seems to be the frontrunner. $15,000/year, plus ~$9,000 in the first year for setup. BoD is in favor of moving forward. ED and Treasurer will look at integrating it into the budget.
  - Competition. AIMS & NAARSO are looking to add Adventure Attractions tract to their current certification. Heather and Leslie will meet to discuss options. This is an important topic at the regulatory agency level.
  - Translations. Receiving feedback from prospective OA candidates that they want to move forward but they don't have materials in their native language. There have been a number of informal translations of standards which are out there, but we don't have control of or know the quality of the translations.
  - Governance. Governance of current programs needs to be looked at by BoD. There are unclear processes for approvals and roles.

ACTION ITEM – Leslie and Heather to meet to discuss regulatory needs and other agencies that are offering certification.

ACTION ITEM – Staff to develop a punch list of what they need and want in regard to translation services. Meeting to be scheduled between staff, Jason, and Rohan to accomplish punch list and set up meeting.

ACTION ITEM – Heather and Korey have worked on a model for the governance of programs and will present it at a future meeting.

11:56 – 13:04 | Lunch

13:04 - 13:34 | Vendor Accreditation Manual | Rohan

- VAPDTF and ACC are seeking approval of the new Vendor Accreditation Program
- In order to begin education sessions this August, they need to have everything approved by our July BoD Meeting. This includes manual, legal review, fees, etc.
- ACC is seeking approval of the manual and the program. They are looking for a straight up or down vote.
- BoD received the letter from ACC and Vendor Accreditation Manual and made reviews.
- Actions steps
    - Draft a formal letter to the ACC stating we approve the direction of the manual/program. To be sent out to ACC by April 28th.
    - The BoD will do their best to meet the July 19th deadline
    - List of changes, questions, and directives from BoD to ACC to be met for program approval
        - Grammar changes and deep edit to be completed
        - Questions from the BoD requesting response
        - Directives
    - Special meetings are not anticipated, but as many as possible will be called to meet July 19 timeline.

ACTION ITEM – Task Force with Heather, Rohan, Kennerly, Mike and Erik to work on draft to send back.

13:00 – 14:54 | Budget Planning | Erik Marter

- Finance Committee
    - Bringing in consultant to work on ERC to see if we qualify
    - Finance committee has been in flux since we hired a bookkeeper. Jen and Erik met with committee to set new direction forward. This year, they are doing more heavy lifting on the budget. Will also work on quarterly reviews and financial problems/analysis
- Budgeting / Q3
    - Conference
        - 808 conference attendees, 847 registered
        - Sponsorships: $110,000 estimated; brought in $70,000
        - About $115,000 short of project revenue
        - Conference came in under expenses
        - Some additional expenses were rolled over from 2022 due to Covid
        - Good job controlling expenses, but we missed on number of participants
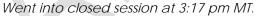
Motion:	Motion to approve the Q3 Financials.
Made by:	Erik
Seconded by:	Rohan
Discussion:	None
Vote:	In Favor – Jason, Connor, Kennerly, Rohan, Erik, Mike, Korey
	Opposed – none
	Abstaining – Leslie, Billy
Motion Carries:	☒ Yes
	☐ No

- Budget
  - Where do we want to be next year? Conversation about how many months of reserves we want to maintain.
  - Last year we targeted $15,000 surplus
  - Need to approve on June 21, 2023

- **14:40 – 14:54 | Break**

- **14:54 – 15:45 | Budget Planning (continued) |** Erik Marter

  - Discussion about how to handle requests from committees for face-to-face and budget dollars.
  - Discussion about LMS and other requested budget lines.

Motion:	Motion to go in to closed session.
Made by:	Erik
Seconded by:	Billy
Discussion:	None
Vote:	In Favor – all
	Opposed – none
	Abstaining – Kennerly
Motion Carries:	☒ Yes
	☐ No

Went into closed session at 3:17 pm MT.

Motion:	Motion to exit closed session.
Made by:	Billy
Seconded by:	Connor
Discussion:	None
Vote:	In Favor – all Opposed – none Abstaining –
Motion Carries:	☒ Yes ☐ No

Moved out of closed session at 3:47 pm MT.

15:47 – 15:54 | Break

15:55 – 16:45 | Governance Discussion | Korey

Bylaws (~20 minutes)

- To be completed before hiring new ED
- Review of changes required

ACTION ITEM – Leslie to work on a way to share comments and solicit feedback on current bylaws. System will be sent out to BoD members before next meeting.

16:45 – 16:52 | Parking Lot

- Board Appeals Policy Review

Motion:	To adopt the Board Appeals Policy
Made by:	Kennerly
Seconded by:	Rohan
Discussion:	None
Vote:	In Favor – Jason, Connor, Kennerly, Leslie, Rohan, Erik, Billy Opposed – Abstaining – Korey
Motion Carries:	☒ Yes ☐ No

- To be added as future agenda items
  - Organization Chart Update
  - Strategic Plan
  - Policy Review
  - Code of Ethics
  - Code of Conduct

Meeting Closing (Korey)

Motion:	Motion to adjourn the meeting.
Made by:	Billy
Seconded by:	Rohan
Discussion:	Compliments
Vote:	In Favor –
	Opposed – none
	Abstaining – none
Motion Carries:	☒ Yes
	☐ No

Meeting adjourned at 5:00 pm Mountain Time.

Board of Directors Appeals Process

Policy:

The ACCT Board of Directors shall provide a process for adjudicating conflicts that arise related to decisions and actions taken by committees under its charge, including but not limited to decisions involving appeals arising from accreditation and certification programs, and grievances of members or non-members.

Purpose:

- Formalize the appeals process for appeals elevated past the committee level
- Provide complainants and committees a pathway to escalate and appeal beyond the committee level
- Establish the responsibilities of the complainant, committees, and the ACCT Board of Directors

Procedure:

1. **Scope**

    A complainant may further an appeal directly to the Board of Directors only after the appeals process has been conducted at the committee level. For example, complaints arising from accreditation and certification programs shall follow the current Accreditation and Certification Committee's Appeals Process. Grievances among members, members and non-members, or members and staff, will generally be managed by the Compliance Committee. ANSI-related appeals shall be addressed according to the most recent version of the Accredited Procedures for Organization, Development, and Maintenance of Challenge Courses Standards by the Association for Challenge Course Technology (ACCT), as aligned with the ANSI Essential Requirements.

    Complaints brought directly to the Board of Directors shall first be directed to the appropriate committee, provided an appeals policy exists at the committee level. If the complainant gives notice to the Board of Directors that such a further appeal is intended, all relevant materials, including the decision made by any committee appeals panel, shall be submitted to the Board of Directors. The decision of the Board of Directors is final.

2. **Responsibilities of Committee**

    Committees are charged with the responsibility for granting or denying ACCT decisions based on the policies and requirements of ACCT Programs and ACCT Membership. Additionally, Committees are responsible for ensuring that certain individuals, individual members, or member operations maintain compliance with the policies, procedures, and professional obligations required by the program/membership.

    From time to time, a committee will require a response or corrective action from an individual, individual member, or member organization to ensure compliance with the requirements of the program or ACCT membership. Additionally, the committee is responsible for sanctioning, suspending, or withdrawing the credential of an organization that fails to meet its obligations.

    All such decisions by committees regarding corrective action, sanction, suspension, or withdrawal of the credential shall be communicated by the committee to the party in writing. The responding committee shall further inform the party of their right to appeal to the Board of Directors.

3. **Appeals**

   Individuals, individual members, or organization members who disagree with a specific committee's decision or action and feel that they still have not been afforded due process in resolving that disagreement shall have the right to appeal that committee's decision to the Board of Directors.

4. **Complaint**

   The complainant shall file a written complaint with the Board of Directors within thirty (30) days after the date of notification of a committee's decision. The complainant shall state the nature of the objection(s) to the decision, including any adverse effects, actions, or inactions at issue, and the specific action(s) that would satisfy the complainant's concerns. Previous efforts to resolve the objection(s) and the outcome of each shall be noted. Appeals shall be submitted with a $125.00 processing fee to the Association for Challenge Course Technology. A fee reduction or waiver may be requested. Approval of the fee waiver shall be at the sole discretion of the Board of Directors by a majority vote.

5. **Response**

   Within forty-five days (45) after receipt of the complaint, the Board of Directors shall respond in writing to the complainant acknowledging their receipt and outlining the appeal process, naming the members of the Board Appeals Panel, and recommending three dates for the hearing, which shall be within ninety (90) days of the receipt of the complaint.

6. **Appeals Panel and Hearing**

   Appeals hearings may be held in person or by remote means. The Board Appeals Panel shall consist of three (3) individuals as assigned by the Board of Directors. Each member shall not be or have been directly involved in the dispute, be free of any conflicts of interest, and not be affected by any decision made in the dispute.

7. **Conduct of the Hearing**

   The appellant is responsible for demonstrating improper actions or inaction, the adverse effects therefrom, and the efficacy of the requested remedial action.

8. **Decision**

   The Board Appeals Panel shall render its decision in writing within thirty (30) days after the hearing, stating its findings of fact and conclusions, with reasons, therefore, and citing the evidence. The Board of Directors shall send the appellant a written decision and inform the specific committee of the decision of the Board Appeals Panel, which shall be binding and final for all concerned. Correspondence may be sent by e-mail, fax, or mail.

To: ACCT Board

From: John Voegtlin, Office Manager [& Secretary to the Consensus Group]

Date: 04/07/2023

Staff Board Report

1. Office Manager:

Novi: working through the learning curve of a new platform and attempting to reach as much parity as possible with the features that members had on the prior platform.

- was granted the proper access to Quickbooks to be able to edit invoices/refund transactions
- still working on the dues and sales invoices having more information about the transaction and/or customer on them.
- wrote and sent "welcome to our new platform" messaging, so we are no longer in the "soft launch" period.
- still writing a tutorial explaining the differences in this new platform in regard to sub-accounts.
- adjusted shipping & handling rates on standards to be as close to what we were charging as possible.
- Contact Us form is on full-time now (the previous platform's version of this feature was off when I started this position because of spam overflow - Novi has a nice way to handle/dismiss those types of submissions) and it's proven as used as, and some weeks more used than, the phone as a point of contact for general inquiries.

new features and projects

- testing the Child / Parent Company relationship which allows me to grant a user at a parent company edit and/or billing privileges at the Child Companies. There are some quirks that I have identified with the Novi customer service team (for example: A Parent with Management Rights can add a person to a Child company but cannot assign them a seat that inherits benefits, even if one is available).
- sales tax is enabled, but Quickbooks is not quite as smart and automatic as it claims to be when it comes to difficult situations like Colorado (destination-based tax for shipping within the state), and more research probably needs to be done on whether we have a "presence" in states where we have remote employees. So far, I haven't seen anyone charged Sales Tax from a Novi sale, but we also haven't had an in-Colorado Standards purchase since moving to Novi and turning this on.
- There are accounting complications (listing each product as a member product and a non-member product instead of using Novi's built-in ability to set member and non-member prices, for example), and I don't understand. If it's necessary. I'm willing to work with it, but it makes inventory allocation and any editing of a product much more work. **Would like a review of the Quickbooks items for streamlining possibilities** or justification for the way they are set up, preferably before we get to the point where more items need to be added

(conference items, maybe? advertising blocks in the newsletter and on the site?).
- ● Still deciding the best way to "upgrade" members from B2C to Accredited Operation. The math problems it introduces include switching from an Anniversary expiration date to a set Calendar expiration date (for the whole member type), as well as when the *first* and *next* Accreditation fee should be collected… whether there is a certain number of months we are willing to *float* or not. Have had these conversations in the office with Heather and I'm confident that we can come to some standing decisions that fit into the program's budget considerations and not have to do mental gymnastics to figure out what math we need to do each time someone becomes accredited.

IT functions

I've done the coursework and research to be able to obtain a Google Workspace Administrator Certification and would be happy to take the exam if it would make the board (or a future Executive Director) feel better about my ability to handle these kinds of tasks.

Websites:

ACCTConference.com -Conference website theme update project is more likely to be a switch to another service. The WordPress site will stay up as an informational site until we're comfortable with a replacement. The hope is that the CVENT website will fill that need for at least this year. A Novi landing page in the form of an event will make it easy to "feature" conference info on our main site, and that event page OR the CVENT site could be where we redirect acctconference.com when we feel that all of the information that's currently on the WordPress site has been moved to one of them and is easy to find/navigate.

I understand that there has been some movement regarding reviving our Government Relations efforts. Please let me know if any of it leads to information that should be posted to **ACCTRegmap.org**. Some/all of this may be able to be taken on by regional volunteers or a volunteer group. The RegMap website is a functional website that could receive update submissions from accounts held by volunteers (that's what
WordPress was built for, multiple author blogs) **and be approved before going live** (there's already an approval flow plug-in installed). Editing the map itself isn't particularly intuitive, but could also be learned by a volunteer. Identifying the right people for these tasks probably starts with the Government Relations Work Group.

If there is a desire to abandon this WordPress site (since Conference will almost certainly be moving on from it, as well as the in-progress work on moving the content from the Certifications site to our main site), I can look into the alternate version of the code that runs the map, and whether we could host it ourselves on a page of our main site, and perhaps create a Regulatory section in our news category. We are currently using a Wordpress-specific version of that codebase.

There's still an opportunity to move the content from **ACCTCertifications.com** over to the main website (*work in progress*) since the former need to run that site on its own platform (*custom form management*) is no longer part of the site and is now being handled by jotform.

2. Work that coincides with Board Priorities

    a. Increase Membership and Value: See Novi work above:

* There's still some older "news" content that hasn't made the transition, there are store products that aren't fully fleshed out with descriptions and images.

3. Membership Workgroup:

- Still need finishing work on member welcome emails. Now that there is a new member platform that directly syncs groups with our marketing platform, a system can be implemented to automatically start a "drip campaign" when members join, and similar content can be targeted towards other groups created by the site's abilities (prospects that come to the site on their own, buy a set of standards, ask a question, come to a conference, have recently expired, etc.).

4. PR & Marketing Workgroup:

- Quick Quips (originally pitched by the staff): a short video series for social media, soliciting content experts from chairs and other groups in the hopes of making a schedule of topics and launching.
     - a. Melissa did one on general conference information in November
     - b. Some of the other Conference promotional videos (John Winter, Cameron Annas, Member Education Panel) seemed to borrow from Quick Quips concept
- Some discussion occurred about the actual monetary value of ads in our Newsletter outside of the existing conference sponsorship offerings.
- Annika helped MEP record the session they hosted at the conference and reported back to PR & Marketing about the progress on editing it and the content that will be generated. ● MEP also made a simple website walkthrough video and hit up Matt about posting it to social media. It wasn't a bad walkthrough for transitioning to the new website from a member perspective.

5. IT Workgroup

- Looking into the best services for Google Workspace backup that allows both Cloud and On-Premises backup storage options. CubeBackup ($5 / user / YEAR for a cost of $100 / YEAR and that includes Free inclusion of all Shared Drives) is top of the list. Acquired two external drives for one on-site and one off-site backup copy, once we implement a regular backup structure. The goal is to meet the *best practice* of 3-2-1 Backups:

     "3-2-1 backup strategy simply states that you should have 3 copies of your data (your production data and 2 backup copies) on two different media with one copy off-site for disaster recovery."

     Google Workspace is the production data, and the two external hard drives are able to fulfill a second type of media as Cloud and (two) Disk(s) as well as a storage option that can be moved

off-site (like our storage unit, or my closet). There are other acceptable variations of 3-2-1 in use today, many cloud data providers try to fulfill some additional *copy* and *site* requirements by providing built-in redundancy at multiple server locations. The second type of media and "off-site" *could* also be fulfilled by enlisting *another* Cloud service. This is the other reason why CubeBackup was attractive, it has the ability to do both.

6. Consensus Group Secretary duties

- **Balance and Outreach**: We have had a resignation and added a member to the group since my last Board report. This, yet again, leaves us short one member in the General Interest category. This one is the hardest to fill as the definition is "materially interested, but not a vendor, and not an operator (User)." We do need (*identified in the audit*) to do more "**targeted outreach**" when we have open seats that put us out of balance. Our current *three* interest categories and balance definition of "not more than *one third*" do make balance particularly hard to maintain, but recent revisions due to be submitted with our audit response and approved after reaccreditation changed **Shall** to **Should** on the topic of balance in the group's procedures and additional interest categories that are being proposed in some drafts make this easier by eliminating the *"balance" is always **perfect** balance* problem as well as by the nature of the better definitions and interest categories being added.

  It is not appropriate for the Secretariat to appoint the members of the Consensus Group after its initial formation, but you are **supposed to engage in targeted outreach, so I am, once again, soliciting your help in fixing our current balance issue and may ask for outreach suggestions in the future**. We've made a news post on our site, featured it in one section of the front page, and included it in the latest newsletter, which PR & Marketing usually follows with a social media repost.

- **Audit**
  - ○ (Leslie) Requested another extension for response AND an extension to annual accredited procedures submittal to April and were granted the extension by ANSI ○ Went over most, if not all, of the Audit Response document with Leslie Sohl
  - ○ Ran the Compliance-Based Revision to the Procedures that Leslie prepared through a formal ballot with the Consensus Group and it was approved.
- **Public Comment Period**
  - ○ Comments are stored and sorted into the sub-divisions for work that TIRE suggested at the February Consensus Group meeting which many of them attended.
  - ○ Processing work was asked to be paused by Korey.
  - ○ Secretariat attempted to officially discontinue the draft and the need to individually process comments to which ANSI responded that discontinuing the entire Project or submitting a new superseding draft were the viable options.
  - ○ The consensus group received Secretariat's recommendation to Discontinue the current Project but decided that they preferred to start work on a new draft that supersedes the one that went out for public review, with a response to current commenters stating such.

There are ANSI Educational Webinars through April and June that are full of great information. We store anything they share with us after the webinars in an ANSI folder of our Staff Drive and occasionally update the educational materials in the Consensus Group's Drive as well. The Q&A sessions are wonderful opportunities to hear about and ask for clarification and clear up any confusion we may have about how the ANS process is supposed to work in comparison to our current structure.

Excerpt from invitation email:

We're happy to share the dates below for the next series of complimentary American National Standards (ANS) process webinars. All sessions will run 60-90 minutes and begin at 2 pm Eastern time – on a Wednesday or Thursday. Advance registration is required. This notice is being sent to all ASD staff contacts on record, but please pass it on to other staff in your organization who may be interested.

Slides and related resource materials will be shared after each session. We will record the sessions with the intention of posting them for your future use. All are geared to the staff of ANSI-Accredited Standards Developers (ASD), but if you would like to invite others involved in your organization's process, you certainly may.

If you haven't visited ANSI's website recently, please take a moment and review this ASD-related section:
https://www.ansi.org/american-national-standards/info-for-standards-developers/standards-developers#

We hope that you will be able to join us for some or all of these sessions.

Best,
Anne
April-June 2023 ANS Webinar Schedule and Registration Links

1. **April 12, 2022 (Wednesday at 2 pm Eastern):** ANSI-Accredited Standards Developers: ANS Audit & Reaccreditation Process Requirements

Register in advance for this webinar:
https://goansi.webex.com/weblink/register/r02ff5b3c69681b90cbe20791fda3afba

2. **April 19, 2023 (Wednesday at 2 pm Eastern):** ANS Process: Key Forms

Register in advance for this webinar:
https://goansi.webex.com/weblink/register/ra114c5026af96254f7afc2d1efaa4f3e

3. **April 27, 2023 (Thursday at 2 pm Eastern):** Overview of the *ANSI Essential Requirements* (www.ansi.org/essentialrequirements): Sections 1.0 & 2.0

Register in advance for this webinar:
https://goansi.webex.com/weblink/register/rc782116081117e59c5b7100d4f2a9264

4. **June 15, 2023 (Thursday at 2pm Eastern):** ANS Process: National Adoption of ISO and IEC standards as American National Standards (ANS)

Register in advance for this webinar:
https://goansi.webex.com/weblink/register/r4e1be9c33abeaeafa89a852a8adf5ba3

5. **June 22, 2023 (Thursday at 2 pm Eastern):** ANS Process: Focus on Votes & Public Comments

Register in advance for this webinar:
https://goansi.webex.com/weblink/register/r74fb8180025a6ca1bc86e3e8f51dde57

6. **June 29, 2023 (Thursday at 2 pm Eastern):** ANS Process - Procedural Appeals Requirements

Register in advance for this webinar:
https://goansi.webex.com/weblink/register/r998210947953d9f8bad6108aa8887218

Staff Board Report

Name: Melissa Webb

Date: 3/27/2023

Please provide a brief narrative of the projects, initiatives, and tasks that you have completed (or are ongoing and in process) since the last F2F BOD meeting:

- **HPN:** Our contract is in effect until post Oklahoma City 2024. I'm open to discussing options around this contract moving forward. This needs to be part of a much larger discussion regarding the growth of our event offerings in the future.
    - I believe Korey has this on her radar to include in the agenda for the Fall BOD F2F meeting.
- **CVENT**: Our contract with CVENT is in place until 6/30/2024. We are beginning to explore what other platforms are available and will be looking at alternative options over the next year. CVENT holds the monopoly with the event platform market as they continue to acquire other platforms. That said, we're exploring other opportunities as well as platforms that might integrate with Novi to determine if there is a better alternative here.
    - I believe Korey has this on her radar to include in the agenda for the Fall BOD F2F meeting.
- **Portland 2023 recap:**
    - Attendee Registration: We ended with 58 Exhibiting companies and 67 booths sold. $221,623.00 Exhibitor | Sponsor Revenue collected via CVENT (this does not include anything held by stripe our merchant account).
- 7 Silver Sponsorships
- Session Track Sponsorships: Industry Business & Operations Management
- Additional Sponsorships: Pint Glass Sponsorship, Lanyard Sponsor, Registration Sponsor, Thursday After Hours Sponsor, Awards After Party Sponsor
    - Exhibitor / Sponsor Registration: We finalized the event with 808 attendees checked in (841 registered) and collected $384,195.25 in revenue via CVENT (this does not include anything held by stripe our merchant account).
    - The majority of all 2023 event related bills have been processed.
    - Our rooms rebate has been submitted by the Hyatt Regency Portland at the Oregon Convention Center for processing and we should be receiving that soon.
        - **Oklahoma City, OK 2024:**

- o Pre-planning: I will be doing some pre-planning after this upcoming Board meeting to revisit space, the city, as well as meet with all key contacts.
- o Website: I'm actively updating information on the conference website as logistics come together to continue to promote Oklahoma City.
  - The WordPress theme that we've used for the conference website the last few years is outdated and the updates do not serve the function we initially locked in this theme in for. That said I've made basic updates to reflect our OKC event on the existing WordPress site.
  - CVENT has a website (separate from the website / mobile version of the attendee hub app) that would likely be able to fulfill our needs previously met with the WordPress site / plugins. We just need to be careful when we launch this if done before registration is live. The benefit of doing this all via CVENT is we would be able to load all our presenter and session information directly into CVENT and only have one place to update those details should something change. The app would pull this information directly from what is entered into CVENT which if it works properly would be a huge time saver administratively.
  - John and I are currently exploring all these options as well as a basic event page via Novi.
- o Show Decorator: we went to bid for this for 2023 and we vetted five different companies and landed with a Fern Expo. They were great to work with during pre-planning as well as on-site. I'd happy to go to bid for this again but would also be willing to entertain working with Fern in 2024. They are a nationwide company and are familiar with working in the Oklahoma City venues we have contracted.
- o Exhibitor | Sponsor Brainstorming: I am hosting a small group brainstorming discussion with past Exhibitor & Sponsors.
  - The expo has changed quite a bit since the peak of the pandemic. It's time to hear directly from vendors what they would like from that portion of our event. I'm hopeful that this discussion will assist with important decisions surrounding offerings, schedule, and floor plan.
- o 2024 Event Budgeting: I have begun collecting information from the venues to begin running preliminary budget numbers for our 2024 conference.
- **Future Event Contracting:**
  - o We have our event contracts secured through our 2026 annual conference. I would like to hold on making any decisions about 2027 until after our 2024 event. I think it will be imperative for us to have a larger picture conversation about the annual conference / ACCT hosted events.
- **ACCT Awards:**

- o Staff are currently reviewing the awards program files that Bill Zimmermann shared with the Board in January of 2023. It is our hope to be able to suggest modifications and present this to the Board for approval. We would like to see this incorporated into our awards program in Oklahoma City in 2024.
- This does have budget implications as we'll need to ensure we budget accordingly for the placards that will be presented for each category.
- **ACCT International:**
  - o I would still like to discuss bigger picture plans for serving our global community as well as offering translation services at the conference, for virtual events / webinars, ACCT Academy content etc.
- There is potential for huge growth in this area if done properly. It would be great to see money budgeted, or a translation task force created to assist with this in the future.
- **Accredited Member Symposiums**:
  - o **Fall PVM Symposium:** There are currently active discussions about hosting a symposium in October in conjunction with the ASTM F2959 meeting happening in Denver. A poll has been created to collect feedback from the PVM community about this event. I am prepared to check availability in the general vicinity of the ASTM meeting if that is the direction the group chooses to go.
- The group would need to provide specifics for this to ensure this event is accounted for during budgeting.
  - o **Winter PVM Symposium**: Detailed discussions about this symposium have not yet commenced. The group is aware that this will need to be budgeted for and approved by the BOD.
    - Heather and I will likely be taking more of a lead on this event to ensure that everything is accounted for during budgeting (i.e. AV, Food & Beverage, Speaker Fees, etc.) as well as assisting the group with a call for presenters for the symposium to ensure there are professional development opportunities for the group in conjunction with this event.
  - o **Winter AO Symposium:** Detailed discussions about this symposium have not yet commenced. This will need to be budgeted for and approved by the BOD.
- **Professional Development:** I will be participating in ASANA Forward 2023, and have begun scheduling demo sessions for various event platforms: Bluesky LMS, Sessionboard, and Map D.

Please provide a brief narrative of the upcoming projects, initiatives, and tasks that you will be working on between now and the next F2F meeting of the BOD:

Committee/Panel/Work Group Projects: Identify projects or initiatives that are currently being pursued within the committee(s) / panel(s) /or staff work groups that you oversee and write a brief description of the status of each project identified.

- **Conference Workgroup (CWG) Update –** o We have completed our small and large group debrief sessions post Portland conference.
  - o We have begun to identify the needs for the group to start 2024 event planning and will begin recruiting a few new members in the coming weeks. o I've been fine-tuning the 2024 conference work plan via asana so we can begin to dig in and start planning for OKC once new members are onboarded.
  - o I've been working with Leslie Sohl, Workshop Review Task Force (WRTF)Coordinator to begin soliciting volunteers for the 2024 WRTF as well as getting processes in place for vetting / feedback review.
- **Resources Needed** –   o Translation Services to reach more of our global community.
  - o Budget line item for AV / Tech needs to provide virtual / hybrid event options in the future. This should be vetted along with the search for an Academy platform as well as a LMS system for Programs to manage credentialing.
- What is the BOD's vision for Virtual / Hybrid moving forward? That information will be helpful for me to start strategizing what this might look like with my team in 2023 to hopefully role something larger scale out in 2024.
  - o This will also hinge on what LMS platform is selected and the timing for implementation of that platform.
  - o Formally requesting contract hours be budgeted for someone to assist with the workshop's component of the conference in addition to the volunteer staff. This is a critical piece of the conference, and it needs to have someone specifically focused on keeping up with it from beginning to end. I currently meet weekly with this team, and we've done a great job of managing this thus far but there is a need for someone to be designated to various tasks within this area to ensure continuity and accountability.
- I have been working with the Workshop Crew to identify potential tasks for this individual to take on.
  - o An upgraded version of Adobe that would allow me to edit pdf's, sign documents, merge multiple documents into one record etc. My current version is Adobe Acrobat Ink and I am somewhat limited with how I can use the program. I receive a lot of pdf's from venues and it's challenging to not be able to really work directly in the documents. Perhaps Adobe Acrobat Pro?

STAFF REPORT

Heather Brooks, Program Manager
April 10, 2023

Current Projects:

- **Accreditation and Certification**
  - Accreditation Insurance
  - Approval Schedule

- **Vendor Accreditation**
  - Vendor Accreditation Manual is currently with the Board for content approval
    - Ensuring all documents are aligned with the manual.
  - Finalizing PVM Annual Reports and sending out PVM Certificates
  - Finalizing 2022 PVM Review Reports
  - Re-evaluation of Program Fees to ensure they are incorporated into the 23-24 fiscal budget. - This is now shifting to conversations with Korey and probably the Finance Committee
  - Planning/building Vendor Accreditation application education content

- **Insurance for Certification**
  - Language has been moved to its own Insurance Attestation. This is currently under legal review.- This has shifted to Korey. Trying to figure out where we are in the process. We both received different information
  - Program development planning
  - Identifying and developing education content that can be presented outside of the conference.
  - Transfering forms to Adobe for better user experience
  - Web page design and transfer of content to main website
  - Redoing SurveyMonkey exams to match the conference testing exams

- **Operation Accreditation:**
  - Revising the Re-accreditation application
  - Transfering forms to Adobe for better user experience
  - Updating tutorials and content on the website
  - Potential revision of Operation Reviewer Guide
  - Updating Operation Reviewer training
  - Creating an Operation Reviewer Workgroup

- **Other**
  - Compaints: I have created an outline of the complaints process that will be reviewed by the ACC.
  - Recommended program restructure
  - Reading Certification and Accreditation Law Handbook for Program improvements/professional development
  - Cleaning Shared Drived

- Overall Program Needs
  - Governance or structure reassessment
  - LMS

Inspector Certification

- Waiting for a Learning Management System that will fit the needs of certification AND ACCT Academy (In-Progress)
- Strengthening the In-House track is something that can be used to enhance industry and Operation Accreditation (In-Progress) (Possible Issues)
- Create a universal cover sheet for ACCT Certified Professional Inspectors (Not Started)
- Create more ACCT Inspector Trainings (In-Progress) (Possible Issues)
- Creating the web pages to transfer acctcertifications.com to acctinfo.com website (In-Progress)

(Possible Issues of competition in the industry)

Inspector Certification Panel

Chair: Don Nagy
Vice Chair: JT
Secretary: Ross Ogle

- Discussion about creating an Inspector Education Task Force.
- Discussion about creating a Prep Course Workgroup
- Discussion about budget needs
- Discussion about goals for the year
- Moving Forward/ Resources Needed
  - **LMS**
  - **Translations**

Vendor Accreditation:

New Applicants/ Inquiries:
- Still trying to keep in contact with past inquiries while the updated program is nearing the end of development. We are up to potentially 10 companies interested in the new program.

PVM Audits:
2020:
- 1 PVM Company is still working through their review 2021:
- Virtual Site reviews: COMPLETED
- On-site reviews: COMPLETED 2022:
- Virtual Site Reviews- COMPLETED
- On-site reviews- COMPLETED
- 1 PVM has been granted an extension with the due date of April 15th.- Working through finalizing the Report
- Re-accreditation Letters are in the process of being sent

Vendor Accreditation Panel

Chair: Austin Paulson
Vice Chair: Robb Krug
Secretary: Alicia Bourke
- Site Reports are reviewed as they are received
- Maintenance of the current program

Vendor Accreditation Program Design Task Force AND Reviewer Training Task Force:

The Vendor Accreditation Manual has been submitted to the Board of Directors for review and content approval.
Once we have information back from the Board, this group will continue to finalizing the following documents
- Vendor Accreditation Application (Initial and Reaccreditation)
- Vendor Accreditation Manual
- Vendor Auditor Report
- Accredited Vendor Annual Report
- Applicant Liaison description
- Pass/Fail Criteria

- Training Curriculum for Auditor Training
- Auditor Guide

Moving Forward/ Resources Needed:
None at this time

Operation Accreditation:

I am going to work with PRM to put together an accreditation brochure/packet to send out to B2C members and other operations that may not be current members. This packet can also be tailored to other industries that seek out operations in our industry, like the Cruise Line industry. This will provide education and encourage those industries to work with Accredited Operations.

Operation Reviewer:
OR Refresher Training was conducted through Google Classroom. We hosted two refresher calls on September 9th and September 19th.- This was not a good use of Google Classroom and pinpointed the need for a good quality LMS.
Operation Accreditation Application Numbers:
Applications received to date (In Total): 17
Accredited Operations to date: 14

Operation Accreditation Panel

Chair: Tim Prairie
Vice Chair: Andy Brash
Secretary: Kyle Hansen

- The Panel has been assisting with the application review of 3 different applications.
- We have been reviewing the Accredited Operation Reaccreditation process to ensure overall success with those companies who will be going through the process next year.
- Will be creating marketing content for API
- Discussion of creating an Operation Reviewer group.
- Moving Forward/ Resources Needed:
    LMS
    Translations

Other Related Groups I work with

QCP TF:
This Task Force has been meeting twice a month, every 2nd and 4th Thursday, and has been working on developing the information on what constitutes being a qualified individual and will then create the framework to justify it. They have also looked at adding QCPs such as Maintenance, Manager, and other forms of Designer.

Universal Portfolio Task Force:
This TF will be on hiatus until the QCP task force has updated QCPs.

Accredited Operations Affinity Group:
The Accredited Operation Affinity Group meets the first Thursday of the month. They have been working on planning their Virtual Fall and Conference symposiums. They are also talking about providing additional education through out the year for the community with webinars, forums, and potential virtual gatherings.

PVM Symposium Planning Group:
This group have been working on their symposiums. They are looking at hosing a fall symposium potentially in october close to the ASTM event in Denver. A survey was sent out to figure out if this is what the PVM community would like to do and request for presentation ideas.

Government Relations:
I have recently taken on this group. As of 4/7, I have not talked to Don Stock, past/current? Chair, about updating the TOR, finding members, and planning projects.

TIRE:
I have been Staff/ACC liaison to this group. They have not needed anything other then adding and subtracting members. See the TIRE Board Report

Management Report

Association for Challenge Course Technology
Period Ended March 31, 2023

Table of Contents

Association for Challenge Course Technology
Balance Sheet
As of March 31, 2023

	Total
ASSETS	
Current Assets	
Operating Bank Accounts	
Chase Operating	284,304.64
Total Operating Accounts	**$ 284,304.64**
Reserve Accounts	
TIAA - CD	92,304.45
TIAA - Money Market	40,260.25
1st Internet Bank - CD	51,272.13
1st Internet Bank - Money Market	41,419.68
Chase Savings	169,436.24
Total Reserve Accounts	**$ 394,692.75**
Total Bank Accounts	**$ 678,997.39**
Total Other Current Assets	**$ 0.00**
Total Current Assets	**$ 678,997.39**
TOTAL ASSETS	**$ 678,997.39**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Chase Card - Beg Bal	4,489.31
Chase Card - Activity	-8,097.21
Total Chase Card	**-$ 3,607.90**
Total Credit Cards	**-$ 3,607.90**
Total Other Current Liabilities	**$ 0.00**
Total Current Liabilities	**-$ 3,607.90**
Long-Term Liabilities	
SBA Loan	$ 169,300.00
Total Long-Term Liabilities	**$ 169,300.00**
Total Liabilities	**$ 165,692.10**
Equity	
Retained Earnings	457,027.73
Net Income	56,277.56
Total Equity	**$ 513,305.29**
TOTAL LIABILITIES AND EQUITY	**$ 678,997.39**

Association for Challenge Course Technology
Profit and Loss by Class
3rd Quarter: January - March, 2023

	1. Events	2. Membership	3. Standards	4. OAP	5. ICP	6. VAP	7. Overhead	TOTAL
Income								
Income								
Other / Interest Income							927.60	927.60
Standard Income	163,618.66	57,995.00	4,122.13	3,322.76	26,726.75	55,919.12		311,704.42
Total Income	$ 163,618.66	$ 57,995.00	$ 4,122.13	$ 3,322.76	$ 26,726.75	$ 55,919.12	$ 927.60	$ 312,632.02
Gross Profit	$ 163,618.66	$ 57,995.00	$ 4,122.13	$ 3,322.76	$ 26,726.75	$ 55,919.12	$ 927.60	$ 312,632.02
Expenses								
Advertising and Promotions	701.12	698.03						1,399.15
Bank Fees								
Merchant Service Fees		3,136.83	49.09			1,693.19	158.81	5,037.92
Other Bank Fees	25.00						74.00	99.00
Total Bank Fees	$ 25.00	$ 3,136.83	$ 49.09	$ 0.00	$ 0.00	$ 1,693.19	$ 232.81	$ 5,136.92
Dues and Subscriptions			8,879.50					8,879.50
Employee Benefits	2,908.12	1,752.02	111.24				239.16	5,010.54
Insurance								
Workers Comp	13.26	9.51	1.24	2.07	3.74	5.80	5.81	41.43
Total Insurance	$ 13.26	$ 9.51	$ 1.24	$ 2.07	$ 3.74	$ 5.80	$ 5.81	$ 41.43
Meals & Entertainment	1,543.65		299.39				118.12	1,961.16
Miscellaneous	459.08						601.01	1,060.09
Office Supplies	303.77						166.82	470.59
Payroll								
Payroll Processing Fees	451.04	324.19	42.29	70.48	126.86	197.33	197.31	1,409.50
Payroll Taxes	2,802.14	2,394.42	310.00	579.41	933.27	1,113.75	1,522.20	9,655.19
Salaries & Wages	33,544.02	23,796.46	3,189.89	5,693.40	8,981.66	10,620.50	16,000.26	101,826.19
Total Payroll	$ 36,797.20	$ 26,515.07	$ 3,542.18	$ 6,343.29	$ 10,041.79	$ 11,931.58	$ 17,719.77	$ 112,890.88
Postage & Shipping	1,674.16		94.52				23.97	1,792.65
Printing and Publication	167.94		1,649.95		13.32		105.88	1,937.09
Professional Services								
Accountant							2,520.00	2,520.00
Attorney				-2,475.00			10,343.46	7,868.46
Conference Serv Provider	30,530.60							30,530.60
Other Professional Services	11,948.75					649.83		12,598.58
Speaker Fees	345.00							345.00
Total Professional Services	$ 42,824.35	$ 0.00	$ 0.00	-$ 2,475.00	$ 0.00	$ 649.83	$ 12,863.46	$ 53,862.64
Rent & Storage	2,117.76	1,522.14	198.54	330.90	595.62	926.52	1,343.52	7,035.00
Technology	5,506.42						2,879.40	8,385.82
Telecommunications	238.94							238.94
Travel	7,123.08	770.42				1,516.44	1,310.75	10,720.69
Venue Fees	187,408.50							187,408.50
Total Expenses	$ 289,812.35	$ 34,404.02	$ 14,825.65	$ 4,201.26	$ 10,654.47	$ 16,723.36	$ 37,610.48	$ 408,231.59
Net Operating Income	-$ 126,193.69	$ 23,590.98	-$ 10,703.52	-$ 878.50	$ 16,072.28	$ 39,195.76	-$ 36,682.88	-$ 95,599.57
Net Income	-$ 126,193.69	$ 23,590.98	-$ 10,703.52	-$ 878.50	$ 16,072.28	$ 39,195.76	-$ 36,682.88	-$ 95,599.57

Association for Challenge Course Technology
Profit and Loss by Class
Year to Date: July 2022 - March 2023

	1. Events	2. Membership	3. Standards	4. OAP	5. ICP	6. VAP	7. Overhead	TOTAL
Income								
Income								
Other / Interest Income							2,281.10	2,281.10
Standard Income	600,541.40	176,079.14	13,847.63	8,842.53	46,722.46	60,799.12		906,832.28
Total Income	$ 600,541.40	$ 176,079.14	$ 13,847.63	$ 8,842.53	$ 46,722.46	$ 60,799.12	$ 2,281.10	$ 909,113.38
Gross Profit	$ 600,541.40	$ 176,079.14	$ 13,847.63	$ 8,842.53	$ 46,722.46	$ 60,799.12	$ 2,281.10	$ 909,113.38
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		7,524.48	199.28	51.88		1,805.28	178.76	9,759.68
Other Bank Fees	25.00						215.85	240.85
Total Bank Fees	$ 25.00	$ 7,524.48	$ 199.28	$ 51.88	$ 40.00	$ 1,805.28	$ 434.51	$ 10,080.43
Continuing Education							717.07	717.07
Dues and Subscriptions			8,879.50				595.00	9,474.50
Employee Benefits	8,565.02	5,209.18	341.74				700.03	14,815.97
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	28.41	119.26	15.55	25.94	46.71	72.64	72.56	381.07
Total Insurance	$ 918.41	$ 119.26	$ 15.55	$ 25.94	$ 46.71	$ 72.64	$ 27,918.05	$ 29,116.56
Licenses, Taxes & Fees							1,034.29	1,034.29
Meals & Entertainment	1,543.65		299.39			198.35	621.82	2,663.21
Miscellaneous	459.08						601.01	1,060.09
Office Supplies	442.66						689.82	1,132.48
Payroll								
Payroll Processing Fees	1,204.13	865.47	112.89	188.15	338.67	526.81	526.78	3,762.90
Payroll Taxes	6,885.56	5,139.20	639.98	1,257.60	2,069.98	2,813.48	3,420.35	22,226.15
Salaries & Wages	86,674.01	59,285.17	7,454.86	14,467.27	23,680.78	32,082.19	35,924.33	259,568.61
Total Payroll	$ 94,763.70	$ 65,289.84	$ 8,207.73	$ 15,913.02	$ 26,089.43	$ 35,422.48	$ 39,871.46	$ 285,557.66
Penalties and Fines							5,780.00	5,780.00
Postage & Shipping	2,761.16	57.99	364.36			15.40	119.17	3,318.08
Printing and Publication	1,495.63		2,193.32	54.34	13.32		105.88	3,862.49
Professional Services								
Accountant							17,747.60	17,747.60
Attorney				-2,475.00			13,780.96	11,305.96
Conference Service Provider	85,905.60							85,905.60
Other Professional Services	11,948.75					649.83	4,277.50	16,876.08
Speaker Fees	345.00							345.00
Total Professional Services	$ 98,199.35	$ 0.00	$ 0.00	-$ 2,475.00	$ 0.00	$ 649.83	$ 35,806.06	$ 132,180.24
Rent & Storage	6,353.28	4,566.42	595.62	992.70	1,786.86	2,779.56	4,447.56	21,522.00
Technology	17,721.86	21,904.20					13,311.59	52,937.65
Telecommunications	558.92							558.92
Travel	10,367.67	1,252.07		3,071.35		15,774.75	11,681.74	42,147.58
Venue Fees	222,164.67						11,312.78	233,477.45
Total Expenses	$ 467,041.18	$ 106,621.47	$ 21,096.49	$ 17,634.23	$ 27,976.32	$ 56,718.29	$ 155,747.84	$ 852,835.82
Net Operating Income	$ 133,500.22	$ 69,457.67	-$ 7,248.86	-$ 8,791.70	$ 18,746.14	$ 4,080.83	-$ 153,466.74	$ 56,277.56
Net Income	$ 133,500.22	$ 69,457.67	-$ 7,248.86	-$ 8,791.70	$ 18,746.14	$ 4,080.83	-$ 153,466.74	$ 56,277.56

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

	3rd Quarter				Year to Date			
	Actual	Budget	Variance to Budget	% of Budget	Actual	Budget	Variance to Budget	% of Budget
Income								
Income								
Other / Interest Income	927.60	345.00	582.60	268.87%	2,281.10	1,035.00	1,246.10	220.40%
Standard Income	311,704.42	283,893.00	27,811.42	109.80%	906,832.28	1,067,171.00	-160,338.72	84.98%
Total Income	$ 312,632.02	$ 284,238.00	$ 28,394.02	109.99%	$ 909,113.38	$ 1,068,206.00	-$ 159,092.62	85.11%
Gross Profit	$ 312,632.02	$ 284,238.00	$ 28,394.02	109.99%	$ 909,113.38	$ 1,068,206.00	-$ 159,092.62	85.11%
Expenses								
Advertising and Promotions	1,399.15	3,182.00	1,782.85	43.97%	1,399.15	8,706.00	7,306.85	16.07%
Bank Fees								
Bank Service Charges	0.00	60.00	60.00	0.00%	79.90	180.00	100.10	44.39%
Merchant Service Fees	5,037.92	6,804.00	1,766.08	74.04%	9,759.68	15,709.00	5,949.32	62.13%
Other Bank Fees	99.00	5.00	-94.00	1980.00%	240.85	15.00	-225.85	1605.67%
Total Bank Fees	$ 5,136.92	$ 6,869.00	$ 1,732.08	74.78%	$ 10,080.43	$ 15,904.00	$ 5,823.57	63.38%
Continuing Education	0.00	1,000.02	1,000.02	0.00%	717.07	3,000.06	2,282.99	23.90%
Dues and Subscriptions	8,879.50	0.00	-8,879.50		9,474.50	8,720.00	-754.50	108.65%
Employee Benefits	5,010.54	9,481.53	4,470.99	52.85%	14,815.97	28,444.59	13,628.62	52.09%
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	41.43	360.00	318.57	11.51%	381.07	1,080.00	698.93	35.28%
Total Insurance	$ 41.43	$ 360.00	$ 318.57	11.51%	$ 29,116.56	$ 30,234.00	$ 1,117.44	96.30%
Licenses, Taxes & Fees	0.00	235.00	235.00	0.00%	1,034.29	1,435.00	400.71	72.08%
Meals & Entertainment	1,961.16	3,195.00	1,233.84	61.38%	2,663.21	3,785.00	1,121.79	70.36%
Miscellaneous	1,060.09	300.00	-760.09	353.36%	1,060.09	900.00	-160.09	117.79%
Office Supplies	470.59	4,390.00	3,919.41	10.72%	1,132.48	5,170.00	4,037.52	21.90%
Payroll								
Payroll Processing Fees	1,409.50	1,290.00	-119.50	109.26%	3,762.90	3,870.00	107.10	97.23%
Payroll Taxes	9,655.19	7,026.36	-2,628.83	137.41%	22,226.15	21,079.08	-1,147.07	105.44%
Salaries & Wages	101,826.19	80,301.24	-21,524.95	126.81%	259,568.61	240,903.72	-18,664.89	107.75%
Total Payroll	$ 112,890.88	$ 88,617.60	-$ 24,273.28	127.39%	$ 285,557.66	$ 265,852.80	-$ 19,704.86	107.41%
Penalties and Fines	0.00	0.00	0.00		5,780.00	0.00	-5,780.00	
Postage & Shipping	1,792.65	3,095.00	1,302.35	57.92%	3,318.08	4,145.00	826.92	80.05%
Printing and Publication	1,937.09	1,810.00	-127.09	107.02%	3,862.49	2,930.00	-932.49	131.83%
Professional Services								
Accountant	2,520.00	7,680.00	5,160.00	32.81%	17,747.60	23,040.00	5,292.40	77.03%
ANSI Consultant	0.00	0.00	0.00		0.00	2,400.00	2,400.00	0.00%
Attorney	7,868.46	2,250.00	-5,618.46	349.71%	11,305.96	7,800.00	-3,505.96	144.95%
Conference Service Provider	30,530.60	1,200.00	-29,330.60	2544.22%	85,905.60	56,576.00	-29,329.60	151.84%
Health & Safety	0.00	1,700.00	1,700.00	0.00%	0.00	1,700.00	1,700.00	0.00%
Other Professional Services	12,598.58	26,000.00	13,401.42	48.46%	16,876.08	36,500.00	19,623.92	46.24%
PR/Marketing	0.00	0.00	0.00		0.00	1,210.00	1,210.00	0.00%
Speaker Fees	345.00	0.00	-345.00		345.00	0.00	-345.00	
Total Professional Services	$ 53,862.64	$ 38,830.00	-$ 15,032.64	138.71%	$ 132,180.24	$ 129,226.00	-$ 2,954.24	102.29%
Rent & Storage	7,035.00	8,577.00	1,542.00	82.02%	21,522.00	25,731.00	4,209.00	83.64%
Technology	8,385.82	31,908.00	23,522.18	26.28%	52,937.65	75,033.00	22,095.35	70.55%
Telecommunications	238.94	495.00	256.06	48.27%	558.92	1,485.00	926.08	37.64%
Travel	10,720.69	17,750.00	7,029.31	60.40%	42,147.58	30,910.00	-11,237.58	136.36%
Venue Fees	187,408.50	269,144.00	81,735.50	69.63%	233,477.45	313,644.00	80,166.55	74.44%
Total Expenses	$ 408,231.59	$ 489,239.15	$ 81,007.56	83.44%	$ 852,835.82	$ 955,255.45	$ 102,419.63	89.28%
Net Operating Income	-$ 95,599.57	-$ 205,001.15	$ 109,401.58	46.63%	$ 56,277.56	$ 112,950.55	-$ 56,672.99	49.82%
Net Income	-$ 95,599.57	-$ 205,001.15	$ 109,401.58	46.63%	$ 56,277.56	$ 112,950.55	-$ 56,672.99	49.82%

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