



MINUTES for Special Board Meeting April 26, 2024

Meeting: 04/26/2024 7:30 – 8:30 am Mountain Time

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

We 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 type="checkbox"/> Lauren Stover – Member
<input checked="" type="checkbox"/> Michael Smith – Secretary	<input checked="" type="checkbox"/> Alicia Bourke - Member	<input checked="" type="checkbox"/> Kennerly de Forest – Member
<input checked="" type="checkbox"/> Erik Marter – Treasurer	<input checked="" type="checkbox"/> Jason Ong – Member	<input checked="" type="checkbox"/> Melissa Webb – Executive Director

Quorum?

Yes No

Guests:

John Voegtlin John Lazarus Lynda Kelly

Meeting called to order at 7:31 am Mountain Time by Korey Hampton.

Welcome Guests & Housekeeping | (Korey)

Approval of Agenda | 7:30a – 7:34a (Korey)

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



Accredited Procedures Task Force Update | 7:34a - 8:30a (Leslie)

- Review of the revised Accredited Procedures (a.k.a. Procedures for Organization, Development, and Maintenance of Challenge Course Standards by the Association for Challenge Course Technology (ACCT)), forwarded to the Board from the Accredited Procedures Task Force.

- Leslie thanked the work of the volunteers on the APTF as they all serve on other volunteer groups or work as staff. Since last July, the group has met 16 times as a whole group with additional mini-group meetings.
 - Members of the APTF
 - Board: Leslie Sohl, Mike Smith, Rohan Shahani
 - Staff: Melissa Webb, John Voegtlin
 - Consensus Group: John Lazarus, Pete Sawyer, and Lynda Kelly
Lynda left the APTF before work was completed
 - TIRE: John Winter

- Floor was opened to questions and comments about the redline and process
 - Erik asked about Section 8 – Termination of the Consensus Body. We have a standing Consensus Body. Other ASD's have project-based consensus bodies. One of the items identified by the APTF was that we have a means to terminate a consensus body, but we do not have a means to create one. We used to have this in our procedures. APTF agreed that this might be worth addressing in a future revision. Right now, it was agreed that there was benefit to a standing consensus body, so changes were kept to the minimum.
 - Leslie shared that the Accredited Procedures are a living document that should be reviewed at least annually. APTF wanted to make certain that so many changes were not made that readers could not understand all of the changes proposed. Priority was placed on changes to align with the current Essential Requirements and feedback from our audit.
 - APTF tried to reformat the document to align with ANSI ER formatting and section numbers, but determined it would require too many substantial changes. To make the document more readable, a table of contents was added along with two appendices which include tables that help readers see how sections in our Accredited Procedures address the Essential Requirements and vice versa.

- Discuss next steps as the Secretariat/Accredited Standards Developer
 - Next step for the Accredited Procedures is to pass it on to the Consensus Group. Per Section 6.4 of our current Accredited Procedures, the the Consensus Group votes on revisions to the procedures. If the CG votes to approve it, then it will pass on to ANSI for review and approval. Submitting the revised Accredited Procedures to ANSI is not a guarantee they will be approved.
 - APTF terms of reference state that the task group will be dissolved once the procedures are approved by ANSI. There are items that the APTF has not been tasked with, including



education, updates to the website, etc. These will need to be addressed by the Secretariat/ASD/Board or by another task group.

- This draft makes a number of changes to language and shifts some responsibilities from the Consensus Group to the ASD per the Essential Requirements and feedback from audits. This will require some changes to other areas including but not limited to information on our website. There will also need to be education for stakeholders, consensus group members, ASD members, etc.
- When we make small changes, the ripple effect can be more significant to staff and volunteers. We will need to schedule a meeting of the ASD to determine how we are going to educate staff and volunteers. We will also need to address governance changes. For example, we might want to develop policies and procedures to clarify how staff, consensus body members, task groups, etc. will address these procedures.
- There are ways we can support and communicate information and educate people including FAQs, guidance documents, virtual sessions, etc.
- Kennerly asked what will be presented during APTF presentation on Monday?
 - Presentation will be a slideshow based on the presentation that was delivered during the conference and to the Consensus Group at their April meeting.
 - This isn't a public comment period. It is an update.
 - Board Members are reminded to register and attend.
- There are several options to move forward:
 - If Board Members have not entirely had a chance to read and understand the revisions and would like more time, we can schedule another meeting.
 - If Board Members are prepared to forward the revision on to the Consensus Group, we can make a motion to do so.
- Members expressed agreement in their interest to proceed.

Motion: To authorize a letter ballot to the Consensus Group by the Secretariat per section 6.6 of the current Accredited Procedures so that they can vote per section 6.4 of the Accredited Procedures to revise the procedures. The specific document they will be voting on is the 2024-04-23 - DRAFT - ANSI ACCT Accredited Procedures – REDLINE.

Made by: Leslie

Seconded by: Erik

Discussion: Mike S and John V will craft the ballot and forward it to the Consensus Group. This may take some time, and there is no set date. Once the letter ballot is delivered to the Consensus Group, the ballot will be open for 28 days. Leslie revised her motion to remove voting on the clean copy after Erik asked whether they needed to vote on the clean copy too. Erik seconded following the change. *The change is recorded using the strikethrough above.*

Vote: In Favor – Kennerly, Leslie, Mike, Erik, Jason, Alicia, Rohan, Korey
Opposed – None



Abstaining – None

Motion Carries: Yes No

- Mike's schedule on Wednesday conflicts with the Consensus Body Meeting on Wednesday, May 1, 12:00p to 1:30 pm MT. He is seeking an alternate in case he cannot make it. Korey and Leslie will be in attendance. He is just looking for someone to fulfil the role of Board Liaison.

ACTION ITEMS. John V. and Mike will work to put out the letter ballot to the Consensus Group.

ACTION ITEMS. Reach out to Mike if you are available to act as an alternate.

- Other ASD Responsibilities
 - Our ANSI Standards is under Period Maintenance, meaning we must open and change the Standard once every five years or reaffirm the existing copy. Because we withdrew the project, we have not completed any changes.
 - Our five-year deadline is July 18, but ANSI would prefer we do not wait until July 18. Two options:
 - File for an extension. Discussion addressed waiting until the Consensus Group votes on the ballot so we can accurately advise ANSI on our progress.
 - File a PINS to update or reaffirm our standard (we don't want to change it). Filing a PINS will require a public review. In either case, we have discussed not filing a PINS until the Accredited Procedures are updated.

Motion: To go into Closed Session to discuss sensitive matters of the ASD.
Made by: Leslie
Seconded by: Kennerly
Discussion: Request John V. and Melissa stay
Vote: In Favor – All
 Opposed – None
 Abstaining – None
Motion Carries: Yes No

Moved into closed session at 8:19 am MT. John L. and Lynda Kelly left the meeting.

Motion: To exit Closed Session to discuss sensitive matters of the ASD.
Made by: Kennerly
Seconded by: Leslie
Discussion:
Vote: In Favor – All
 Opposed – None
 Abstaining – None
Motion Carries: Yes No



Exited closed session at 8:30 am MT.

Reminders

- Accredited Procedures Task Force has scheduled an education session on Monday, April 29, 2024 3:30-5:30 pm MT. It is open to the public. Register at <https://www.pathlms.com/association-for-challenge-course-technology/courses/67683/webinars/44672>

Meeting Closing | 8:31a (Korey)

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

Meeting adjourned at 8:33 am Mountain Time.

APPROVED