



# MINUTES for Board Meeting June 18, 2024

Meeting: 06/18/2024 7:30 – 9:30 am Mountain Time

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

## ATTENDEES

### Presiding Officer:

Korey Hampton – **Chair**

### Board Member Attendees:

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Rohan Shahani – <b>Vice Chair</b> | <input checked="" type="checkbox"/> Leslie Sohl – <b>Member</b>   | <input checked="" type="checkbox"/> Lauren Stover – <b>Member</b>            |
| <input checked="" type="checkbox"/> Michael Smith – <b>Secretary</b>  | <input checked="" type="checkbox"/> Alicia Bourke - <b>Member</b> | <input checked="" type="checkbox"/> Kennerly de Forest – <b>Member</b>       |
| <input checked="" type="checkbox"/> Erik Marter – <b>Treasurer</b>    | <input checked="" type="checkbox"/> Jason Ong – <b>Member</b>     | <input checked="" type="checkbox"/> Melissa Webb – <b>Executive Director</b> |

### Quorum?

Yes       No

### Guests:

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Heather Brooks  | <input checked="" type="checkbox"/> John Voegtlin | <input checked="" type="checkbox"/> Brittany Humphrey |
| <input checked="" type="checkbox"/> Michelle Hepler |   |   |

Meeting called to order at 7:30 am Mountain Time by Korey Hampton.

**Welcome Guests & Housekeeping** | (Korey)

**Approval of Agenda** | 7:30a – 7:35a (Korey)

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



### **Meeting Structure | 7:35 – 7:40a (Korey)**

- 6/18 - Information
- 6/19 - Motions
- 6/20 - Revisit Strategic Planning and Bylaws Discussion
- The goal of this week's meetings is to set us up for the July meeting block.

### **Financials and Budget Discussion | 7:40 – 8:15a (Melissa, Laura, Korey, and Erik)**

- FY25 Budget Presentation and Questions
  - Budget is based on 2024 actuals with minor revisions to membership
  - The budget includes adjusting membership dues. The finance committee highlighted the membership area as a little aggressive. We have Brittany reaching out to members.
  - Program numbers are based on reaccreditation. It does not include new accredited members as we don't know how VA rollout will go. Wanted to be conservative.
  - The same is true for Inspector Certification and Operation Accreditation. With the shift to Program Workgroup, we are hoping for a bump, but we want to be careful to manage our capacity and to be conservative.
  - The conference is budgeted at 700 attendees without increases to fees.
  - Made updates to sponsorship tiers based on feedback from last year, including an overhaul of benefits, including year-round sponsorship opportunities. Also added some a la carte sponsorships.
  - All of our technology is included in the overhead
  - There is some money budgeted for international travel as we seek to expand our international membership and look at adding an international event. Korey attended ISO in 2024. We have not accounted for this in the budget, but we need to consider the value of in-person.
  - There is a budget for Government Regulation. It is primarily US-centric for now. We will test here and then seek to expand to other markets in the future.
  - Staff benefits and payroll increases are included. Healthcare renewals are based on existing plans. Melissa is looking at options for healthcare programs that better serve staff needs.
- Questions:
  - Increase in sponsors. There is a plan in place, and Brittany is already making calls. We used to have a waiting list.
  - TIRE request for Standards. Included.
  - Funds for ACCT to exhibit at international conference based on International Committee request. There is a budget for international travel. We need proposals. We are exploring hosting a testing event for Inspector Certification but need more information.
  - Expense line for vendor auditors. We are moving forward with volunteers. Travel expenses are covered by the Vendor.
- Approval Timeline



- Membership fees by category and projected revenue
  - Staff are working on a proposal for the Board regarding possible membership changes
- In-person meetings
  - We are meeting online this June and July to reduce costs for F2F this spring. Historically, we have met at the future conference site using discount rates from our conference site. It is very expensive for us to meet in person, even with discounts.
  - Fall F2F - Considering a meeting at a more affordable location - AirBnB, camp, etc. We budgeted for fewer F2F with more days. This Fall is based on four days.
  - Pre-conference F2F - Budgeted for 2 days. Need to decide which two days as the conference workgroup is already allocating space.
- International efforts and resources -
- SBA Update, Options for use, Q/A - Repayment is not included in the budget. We started engaging with the SBA one year ago. The loans were in Shawn's name and they would not talk to us. Shawn and Melissa worked together to make some progress in January. They have been working to transfer ownership to Melissa and our bookkeeper to allow easier access. We entered repayment in May because we have no access to the loans. The payment was made in May. We received notification that we needed to redo the documentation. Paperwork has been submitted, but we are still dealing with resolving access issues. Melissa will keep us updated.

**Motion:** To approve the budget as presented.  
**Made by:** Erik  
**Seconded by:** Rohan  
**Discussion:** Erik stated that Melissa did an excellent job working with staff  
**Vote:** In Favor – Erik, Kennerly, Rohan, Mike, Jason, Lori, Alicia, Leslie, Korey  
Opposed – None  
Abstaining – None  
**Motion Carries:**  Yes  No

#### **ED update and Staff Reports: Q/A | 8:15-8:25a (MAW)**

Discussion will be focused on requests from staff. Updates are available in report.

- Executive Director, Melissa Webb
  - Items that need most attention are included in this week's agenda.
  - Making headway with exhibitor and attendee registration. Brittany and John V have taken over many of Melissa's previous responsibilities
    - Finalized floorplan and renewed contract with Fern, our decorator
    - Have information we need to transfer to MacD to get registration open
    - John V is working on building out registration. The only thing that is holding us up is pre-conference workshop and revenue-share agreements before registration can be open.
    - Were shooting for July 1 launch with both Attendee and Exhibitor Registration. With new platforms, we are still shooting for it, but it could be slightly delayed.



- Budgeted for Tradewing, but Melissa became aware of possible concerns with the company. Melissa and staff are looking into other engagement platforms. John has been working with Novi to see what other platforms have integrations.
- Attention is being given to LMS and other engagement tools to reach out to members on a more regular basis.
- Based on previous discussions and conversations with the Compliance Committee, Melissa is requesting we come back to this conversation and finalize a system.
- Heather Brooks, Programs
  - Report covers progress
  - Plans to launch Vendor Accreditation on July 25, 2024
- Brittany Humphrey, Outreach and Engagement
  - Membership is on the agenda for discussion later
- John Voegtlin, Office Manager
  - Needs decision on membership discussion
  - The regulation map needs updating.

**Volunteer Management | 8:25-8:50a** (Melissa, Rohan)

- Committee Reports and Reporting: We are seeking Committee reports for July meetings. Liaisons should reach out to their committee chairs. Due date: July 9, 2024.
  - Purpose, funding, and future of Affinity groups | 10:42a (Rohan and Melissa)
    - Rohan asked, "Do we have a requirement for the activity of groups to maintain existence?"
    - Affinity groups have a Facebook page and conference workgroup tries to make space available for workgroup. Women in ACCT has been most active with events and gatherings. Anyone can submit a request to create.
    - Accredited Operators are currently listed as an affinity group. There has been discussion about whether AO should have its own kind of group with budget lines, staff resources, etc. Staff need to know what their role and responsibilities are with these groups.
      - Staff are willing to do more, but need to know what type of administrative resources should be assigned to affinity groups and accredited groups.
      - Information was solicited from groups, but no proposals from groups were received.
      - For Accredited Programs, all of the speaker fees, event, and staff labor are included.
  - Insurance and Risk Management Committee (IRMC) Terms of Reference (TOR), and Potential Projects that align with the strategic plan (LMS) | 8:50a (Lori)
    - The request for a Chair is outstanding; Randy Smith stepped down at the Conference. The group has repopulated the group to fill open spots.
    - Members. Volunteer and Non-Volunteer members. The group has two people who want to join but need a chair approved.



- The group is seeking direction as they revise their Terms of Reference.

**Motion:** To move into a closed session to discuss the appointment of a chair for the Insurance and Risk Management Committee  
**Made by:** Lori  
**Seconded by:** Rohan  
**Discussion:**  
**Vote:** In Favor – all  
Opposed – none  
Abstaining –  
**Motion Carries:**  Yes  No

Moved into Closed Session at 9:10 am.

Left Closed Session at 9:30 am.

**Motion:** To appoint Micah Henderson as Chair of the IRMC pending submission of Volunteer paperwork  
**Made by:** Lori  
**Seconded by:** Erik  
**Discussion:** Documents must be put in place.  
**Vote:** In Favor – Lori, Jason, Mike, Erik  
Opposed – Alicia, Kennerly, Rohan,  
Abstaining – Leslie, Korey  
**Motion Carries:**  Yes  No

**Meeting Closing | 9:30a (Korey)**

**Motion:** To adjourn the meeting.  
**Made by:** Kennerly  
**Seconded by:** Erik  
**Discussion:**  
**Vote:** In Favor – none  
Opposed – none  
Abstaining –  
**Motion Carries:**  Yes  No

Meeting adjourned at 9:31 am Mountain Time.