



# MINUTES for Board Meeting June 19, 2024

Meeting: 06/19/2024 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 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:

Heather Brooks  
Michelle Hepler

John Voegtlin  
Randy Smith

Brittany Humphrey  
Josh Tod

Meeting called to order at 7:35 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>	Rohan Shahani
<b>Seconded by:</b>	Alicia Bourke
<b>Discussion:</b>	Melissa requested that membership fees (motion to approve) be added to an agenda before the end of this week's meetings.
<b>Vote:</b>	In Favor – All Opposed – None Abstaining – None
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



**Approval of Minutes | 7:35a - 7:50a**

From April 26, 2024 Special Meeting of the Board of Directors | (Korey)

**Motion:** To approve the minutes from the Special Meeting of the Board of Directors on April 26, 2024

**Made by:** Kennerly

**Seconded by:** Rohan

**Discussion:** Corrections of typos and grammatical errors completed during the meeting.

**Vote:** In Favor – All  
Opposed – None  
Abstaining – None

**Motion Carries:**  Yes  No

From April 29, 2024 Special Meeting of the Board of Directors | (Korey)

**Motion:** To approve the minutes from the Special Meeting of the Board of Directors on April 29, 2024

**Made by:** Kennerly

**Seconded by:** Rohan

**Discussion:** None

**Vote:** In Favor – All  
Opposed – None  
Abstaining – None

**Motion Carries:**  Yes  No

From May 15, 20224 Regular Meeting of the Board of Directors | (Korey)

**Motion:** To approve the minutes from the Regular meeting on May 15, 2024

**Made by:** Kennerly

**Seconded by:** Rohan

**Discussion:** None

**Vote:** In Favor – Everyone but Alicia  
Opposed – None  
Abstaining – Alicia

**Motion Carries:**  Yes  No



From May 24, 2024 Special Meeting of the Board of Directors | (Korey)

<b>Motion:</b>	To approve the minutes from the Special Meeting of the Board of Directors on May 24, 2024.
<b>Made by:</b>	Kennerly
<b>Seconded by:</b>	Rohan
<b>Discussion:</b>	None
<b>Vote:</b>	In Favor – All Opposed – None Abstaining – None
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**Accreditation Certification Committee Update | 7:50a – 8:30a** (Heather and Rohan)

*Purpose of this time is to bring everyone up to speed on where we are in the process.*

- Status of group and transition of tasks to Staff and the Program Work Group (Heather)
  - PWG has been actively reviewing ICE applications and will be proctoring the July testing event. Approved 3 accredited operations. Taking time in meetings to learn how each ACCT program works. Group has also started to discuss applicant liaison roles and assignments.
  - ACC has voted to disband the ICP and VAP but those letters have not been sent out yet.
  - Vendor Auditor Training Task Force has made recommendations and is being moved by the board to support the recommendation.
  
- ACC transition tasks (Rohan)
  - Procedural Votes
    - Proposal to add 'Design' to the ACCT mission statement.
      - Operation and training are also not directly captured. It could be changed to have all 5 areas of the standards, leave it the same, or reduce it to just say "standard."
    - **ACTION ITEM.** Discussion to be moved to Slack
  - Dissolution of ACC and all sub-groups to ensure everything has been captured and cleaned up.
    - Staff will work to clean up all the little things that need to happen with this transition, such as updating the organization chart.
    - There is one PVM that has not submitted their annual report. Staff and the Program Work Group will manage.



- Vendor Accreditation
  - Package Status
    - Remaining: Vendor Agreement
      - The document has been reviewed by stakeholders and the comments and conversations are being reconciled into a final document to be shared with the Board. The two remaining issues have been resolved and will be presented when the final document is shared.
      - This is the last procedural vote for the Vendor Accreditation Program. The motion will be made at the next meeting.
    - Vendor Auditor Eligibility and Restrictions
      - Very different from operational reviews since they are contractors. Since vendor auditors are a part of ACCT Staff, the ACCT Staff feel board members should not be eligible to be vendor auditors. This is the same reason Board Member do not serve in other volunteer roles while on the Board.
- Group disbandment procedures
  - Thank you letters and such - for whom and from.

**ACTION ITEM.** Rohan and Heather to collaborate and write letters to bring forward to the board in a future meeting.

<b>Motion:</b>	Dissolve the Accreditation and Certification Committee and sub-groups
<b>Made by:</b>	Rohan
<b>Seconded by:</b>	Kennerly
<b>Discussion:</b>	All tasks underneath The ACC are now under the purview of ACCT Staff with the assistance of the Program Work Group. The ACC has overseen many projects over many years and so Korey would like to share her heartfelt gratitude for all those efforts.
<b>Vote:</b>	In Favor – Rohan, Erik, Jason, Lori, Alicia, Mike, Kennerly, Korey Opposed – None Abstaining –
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



## TIRE Update | 8:30a – 8:40a (Leslie)

- General Update
  - Michelle Hepler and Randy Smith were invited to speak in Leslie's absence.
    - TIRE compiled a list of findings that was sent to the board. Since that original submission there have been questions about receiving additional information. TIRE has received the board's feedback. TIRE is ready to move forward but want to make sure they have clear directive's from the board on next steps.
    - A report was submitted to the board about the process and comments and felt that the assignment was complete.
    - TIRE does not want to get in the way of board revising procedures but feel like the development of standards is what they do and there is no reason not to continue that work. Would like to look at the standards they submitted and use the comments and what has changed to work on updating them. TIRE would like to do that in a different process similar to how the vendor accreditation process was done by utilizing public meetings to create a transparent process and allow for more community input.
      - ANSI does have recommendations on how these meetings should occur.
      - TIRE work would start at the end of July at their next meeting which is after the ballot responses are returned on July 15
  - TIRE has had one resignation and has one vacancy on the committee.
  - **NEXT MEETING OF TIRE:** Monday, July 15 (3<sup>rd</sup> Monday)
- Resource: Practitioner Certification Write-up
  - John Winters had created a summary write-up with a timeline that was then passed to ACC. TIRE would like to know if they need to pass that onto staff or the program work group.

## International Committee Updates and Actions | 8:40a – 9:00a (Korey)

- ACCT International Committee (AIC) Leadership and Term Limits (Jason)
  - At the ACCT Conference, the Board of Directors extended the Chair's term to provide time for the group to recommend a chair for the Board to approve.

<b>Motion:</b>	Appoint Pavel Gaitan as Chair of the AIC
<b>Made by:</b>	Jason
<b>Seconded by:</b>	Rohan
<b>Discussion:</b>	
<b>Vote:</b>	In Favor – Rohan, Jason, Erik, Lori, Alicia, Kennerly, Mike Opposed – None Abstaining –
<b>Motion Carries:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



- Opportunities in India
  - Jason and Korey have been discussing with Nirat Bhatt, who is actively involved in the ISO committee dealing with the writing of standards. They have been discussing how India's government wants to put standards in place to regulate aerial adventure parks. ACCT Standards are being considered, which would be an extensive expansion of ACCT standards' reach. There are benefits and concerns that needs to be addressed.
- ISO F2F update
  - Korey's workgroup is a liaison to a workgroup on Operations, Training, and Safety. ACCT standards are being used as source material. The project is planned to take 3 years. Liaisons can't vote but can recommend, have opinions, advise, etc. ACCT did not start this process but was invited to be engaged which allows us to help ensure international standards are harmonized with our ACCT standards.

#### **Volunteer Policy and Rollout | 9:00 – 9:10a (Rohan)**

- State of Relevant documents and needed actions (Korey, Rohan)
  - All documents below are part of the Volunteer Policy, and have been included in the meeting folder.
    - COI/NDA
    - Intellectual property agreement
    - Tech Use policy
    - Code of Ethics
    - Grievance Process

**ACTION ITEM.** Board Members to review all Volunteer Policies before the July meetings

#### **ASD/Secretariat Update | 9:10 – 9:30a (Leslie and Michael)**

- Update on recent meetings, ballots, and actions in progress
  - A letter ballot to approve the revisions to the Accredited Procedures was issued by the Secretariat. Ballots are due by July 15th. John V will send out reminders.
- Targeted Outreach
  - There are several open seats within the consensus group. The Consensus Group approved a member in the General Interest category in May. There are currently two (2) open seats in the Vendor category and one (1) seat in the General Interest category.
- PRCA Standards Committee Representative Request
  - Josh Tod has served as that ACCT representative to the PRCA Standards Committee, but is no longer interested. We are seeking an interested party to fill the role of ACCT representative. If we are unable to find someone, John V. has offered but there is a concern if that is a conflict with our procedures. Steve Gustafson informed Mike Smith that there is generally only one meeting to attend each year. Ideally, this is someone who would apply and stay on it for a long period of time. It is suggested that it is a newer member to ACCT



(versus someone on the old guard) due to old grievances. Mike is also willing to serve in this role and had already planned on attending the PRCA conference this year. Board members have served in the past.

**ACTION ITEM.** If you or someone you know would be interested in volunteering, please ask them to reach out to Mike Smith, who is working with PRCA to get an application form.

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

<b>Motion:</b>	To adjourn the meeting.
<b>Made by:</b>	Erik
<b>Seconded by:</b>	Rohan
<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 adjourned at 9:32 am Mountain Time.

### Parking Lot

- Conference Debrief
- Membership fees (motion to approve)