



MINUTES for Regular Board Meeting November 20, 2024

Meeting: 11/20/2024 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:

Rohan Shahani – **Vice Chair**

Leslie Sohl – **Member**

Lauren Stover – **Member**

Michael Smith – **Secretary**

Alicia Bourke – **Member**

Kennerly de Forest – **Member**

Erik Marter – **Treasurer**

Jason Ong – **Member**

Melissa Webb – **Executive Director**

Quorum?

Yes No

Guests:

Heather Brooks

John Voegtlin

Brittany Humphrey

Meeting called to order at 7:33 am Mountain Time by Korey Hampton.

Welcome Guests & Housekeeping | 7:33a (Korey)

Approval of Agenda | 7:33 – 7:35a (Korey)

Motion:	To approve the agenda
Made by:	Mike
Seconded by:	Kennerly
Discussion:	
Vote:	In Favor – all Opposed – none Abstaining – none
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



Approval of Meeting Minutes from Previous Board Meetings | 7:35 – 7:40a (Korey)

- Approval of October 16, 2024 Meeting of the ACCT Board of Directors

Motion:	To approve the minutes from the October 16, 2024 Meeting of the Board of Directors
Made by:	Mike
Seconded by:	Leslie
Discussion:	
Vote:	In Favor – all Opposed – none Abstaining – Rohan
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

- Approval of Amendment to the July 17, 2024 Meeting of the ACCT Board of Directors
 - During the July 17, 2024 meeting, the Vendor Accreditation Agreement was discussed. The motion was moved to Slack following the meeting (see July 17, 2024 #bod channel for the record) and passed. It has not been recorded in our minutes. Mike created an amendment to be added to the July 17, 2024 minutes to record the vote following the close of the meeting.

Motion:	To approve an amendment to the minutes from July 17, 2024 Meeting of the Board of Directors to record the electronic vote of the ACCT Board of Directors
Made by:	Mike
Seconded by:	Erik
Discussion:	
Vote:	In Favor – All Opposed – None Abstaining – None
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

ACTION ITEM. Mike will amend and post the July 17, 2024 Minutes.

AIC & Government Relations | 7:40 – 7:55a (Various)

- Discussion to consider merging the AIC and Government Relations Committees (Korey)
 - ACCT is receiving inquiries from other countries regarding the adoption of ACCT Standards and Programs. A discussion was held regarding the differences between the committees. The Government Relations Committee has historically focused on US issues. AIC was an affinity group for much of its history. There were concerns about merging the two committees. It was agreed that both need more direction. The Government Relations Committee needs to be repopulated. Jason added that there is a high likelihood that we will be seeing increased interest by other countries.



- AIC has brought several inquiries for the adoption of ACCT Standards and Programs. We need to put procedures in place with AIC to elevate these inquiries to staff immediately. Policies currently exist for the Executive Director to establish work groups.
- Colin Caine's term status (Jason)
 - Colin's tenure as a member of the AIC is exceeded. He would like to continue to serve as Chair. Currently, the Committee is not taking a lot of action. No one from the Committee has volunteered to step up as Chair.
ACTION ITEM. Jason, Korey, and Melissa will meet separately to discuss a plan of action.
- ATOAI: Adventure Tour Operator of India (Korey & Melissa)
 - Lori will travel to India for the ATOAI conference to meet with Nirat Bhatt and representatives to attend a conference on ACCT's behalf. The conference is from December 3-8, 2024.
- Belize update (Korey & Melissa)
 - Jeff Boeke produced a report for the Belize Tourism Department in 2018. Colin and other members on the AIC have been in communication with them on and off. They recently came to us with a request to review and provide feedback on their proposed standards in a short time period. Review of their proposed standards revealed that their work product was largely sections of the ACCT Standards which had been cut and paste without approval. Melissa responded to their inquiries.

Executive Director Report | 8:18 – 8:33a (Melissa)

- Items needing Board input
 - Accredited Member voting requirements – timing of elections and Annual Report
 - Conference numbers are down both in terms of enrollees and members. Brittany has been reaching out to sponsors and exhibitors. The budget is based on 700 attendees. Melissa is requesting assistance in reaching out to members. There are many people who have said they plan to come but are not currently registered.
 - ACCT Booth Takeover – Sign up to cover the booth
ACTION ITEM. Sign up to cover the booth (individual or ACCT volunteer group)
 - Requesting that committee chairs send reports so we can plug updates into the newsletter.
 - ASTM is looking to fast-track zip line brake standards. They have reached out to discuss harmonization. They are trying to get input within the next three weeks. We have a number of members on the F2959 committee. As an Association, we can only advocate for what has been published.
- Conference workgroup. Six of the twelve members rolled off last year. Melissa is actively guiding the conference workgroup because there are many new members and new systems.

Budget | 8:33 – 8:47a (Melissa)

- Multi-year financial planning: scheduled block increase every X years or fixed annual increase
 - Mike suggested that this would be a good task for the Finance Committee. He recommended that we tie increases, whether annually or every X number of years to CPI or



another economic measure, with a potential percentage increase on top. Erik will bring to the Finance Committee.

- Erik recommended we make some projections based on changes to conference numbers so we can analyze cash flow. The actual budget is available to BoD Members. Melissa is not pushing revenue forward. It is being updated live with actual adjustments.
- The conference and events are the biggest challenge over the next three to five years. Erik is at IAAPA and has been meeting with ACCT members to confirm that they are exhibiting at ACCT as well.

Board Emeritus | 8:47– 8:50a (Korey)

- A member of the Board Emeritus rolls off every year. Jim Wall will be rolling off this year.
- Upcoming Board Meetings are December 18 and January 15. Please consider names to propose at the next meeting.

Elections Update | 8:40 – 9:17a (Rohan & Kennerly)

- Dates
 - Nominations opened on November 15, 2024
 - Sub accounts must be populated and members in good standing by December 31, 2024 (10 days before the beginning of voting)
 - Voting has been aligned with this year's conference, which is earlier than previous years. Voting will begin on January 9, 2025 and conclude on January 24, 2025 (Conference Friday)
- Announcements and Notifications
 - John V has announcements that will be going out in newsletters
- Discussion about any necessary updates to policy & procedures will be moved to Slack. **ACTION ITEM.** Rohan, Kennerly, and Heather will make updates and submit to the Board for approval on Slack.

ASD/Standards Development Topics | 9:17 – 9:34a (Michael)

- Accredited Procedures Task Force Update & Motion to Approve APTF2 Terms of Reference

Motion:	To approve the Terms of Reference for the Accredited Procedures Task Force II
Made by:	Michael
Seconded by:	Erik
Discussion:	
Vote:	In Favor – Michael, Jason, Erik, Alicia, Leslie, Kennerly, Rohan, Lori, Korey Opposed – None Abstaining – None
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



- Consensus Group Updates

- Board received and reviewed a letter submitted by Michael Smith, the Board Liaison to the Consensus Group, requesting that the ACCT Consensus Group be terminated under Section 8 of the Accredited Procedures and that the Board thank the members for their service and efforts. Mike explained: If we are looking for a fresh start, it makes sense to ask that currently serving members to reapply once a new project is initiated rather than try to fit the seated Consensus Group members into the new interest categories of the Consensus Body. His letter is amended to these minutes.

Motion:	To terminate the ACCT Consensus Group under Section 8 of the Procedures for Organization, Development, and Maintenance of Challenge Course Standards by the Association for Challenge Course Technology (ACCT), to be effective on November 25, 2024 following the closing of the current ballot.
Made by:	Michael
Seconded by:	Lori
Discussion:	The intent of the motion is to dissolve the group. Mike's language "to terminate" is based on the language used in Section 8 only, despite his preference to use "conclude" or "dissolve."
Vote:	In Favor – Erik, Michael, Jason, Alicia, Lori, Rohan, Kennerly Opposed – Abstaining – Leslie, Korey
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

ACTION ITEM. Michael will work with John V. to initiate a meeting of the ASD with members of the Consensus Group. He will also draft and send communication from the Board thanking them for their hard work and service to the Association and making them aware of future opportunities.

Meeting Closing | 9:34 am (Korey)

Motion:	To adjourn the meeting.
Made by:	Leslie
Seconded by:	Alicia
Discussion:	
Vote:	In Favor – Opposed – Abstaining –
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Meeting was adjourned at 9:34 am Mountain Time.



<<AMENDMENT TO THE JULY 17, 2024 MINUTES>>

RECORD OF MOTION TAKEN ELECTRONICALLY

- A motion to approve the Vendor Accreditation Agreement was moved to the ACCT Slack Channel following the close of the meeting. The results of the motion are recorded here.

Motion:	Approve the document '2024-07-17 INFO VENDOR ACCREDITATION PROGRAM AGREEMENT - draft'
Made by:	Rohan (July 17, 2024 @ 6:09 pm MT)
Seconded by:	Jason (July 17, 2024 @ 8:18 pm MT)
Discussion:	Kennerly asked about why some of the policies attached as exhibits do not have adopted dates. It was agreed that policies would be reaffirmed. Work continues to organize archive folders and organize documents from different storage services.
Vote:	With no additional discussion, a cote was called at 1:07 pm MT on July 19, 2024 In Favor – Lori, Rohan, Erik, Kennerly, Corey, Jason, Alicia Opposed – None Abstaining – Leslie, Michael
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**This amendment to the July 17, 2024 was approved on November 20, 2024 by the ACCT Board of Directors.*

APPROVED

Terms of Reference

Accredited Procedures Task Force II

Purpose:

Develop educational sessions and supporting resources, based on the August 2024 version of ACCT's Accredited Procedures, to inform impacted parties and stakeholders on ACCT's standards development process.

Terms of Reference:

- Develop supporting resources, which may include but not be limited to:
 - Frequently Asked Questions
 - Tips for staff or other personnel involved in document submissions
 - Example of how ACCT will initiate its next project
 - Flowcharts
 - Updates to the ACCT website
 - Newsletter articles
 - Webinars
- Prepare and deliver informative presentations to ACCT Staff and volunteers, impacted parties, and stakeholders.
- Deliver to the ACCT Board of Directors recommendation for updates to policy and procedures to support the standards development process.

Leadership:

- Chair – to be appointed by the ACCT Board of Directors
- Other Officers – as needed and to be voted on by membership.

Membership:

- Staff
- ACCT Board of Directors Members
- Up to five (5) additional volunteers with the following prerequisites:
 - Current ACCT member in good standing
 - Volunteer application on file
 - Current and signed Conflict of Interest (COI) form on file
 - Prefer experience in technical writing, standards development, and/or understanding of the Accredited Procedures

Term Limit:

- The task force will be dissolved once the resources are delivered to the Board of Directors, but no later than the end of the 2026 ACCT Annual Conference and Exposition

Accountability:

- The task force is accountable to the ACCT Board of Directors.

Strategic Plan:

- The task force supports the work of the Board in its role as an Accredited Standards Developer (ASD), accredited by ANSI.

November 19, 2024

Association for Challenge Course Technology
Attn: ACCT Board of Directors/Accredited Standards Developer
P.O. Box 19797
Boulder, CO 80308

E-mail Transmission: ACCT-ASD@acctinfo.org

Dear Members,

I am writing to you as the Board of Director Liaison to the ACCT Consensus Group to request that the ACCT Board of Directors, acting on behalf of the Accredited Standards Developer, move to terminate the ACCT Consensus Group under Section 8 of *Procedures for Organization, Development, and Maintenance of Challenge Course Standards by the Association for Challenge Course Technology (ACCT)*, herein referred to as "Accredited Procedures," for the following reasons:

1. ACCT has no active ANSI Standards Development Project and, therefore, no need under its current Accredited Procedures to maintain a Consensus Body/Group.
2. Members of the Consensus Group are currently seated under Interest Categories from previous versions of the Accredited Procedures that do not align with the categories in ACCT's current Accredited Procedures, approved by the ANSI Executive Standards Council on August 28, 2024. Rather than attempt to figure out a system to re-assign existing members to new interest categories, it would be more appropriate for seated members to re-apply under the new Accredited Procedures and Interest Categories.
3. ACCT has administrative work to complete before a new standards development project is initiated, including but not limited to:
 - a. updates to the ACCT website;
 - b. revision to forms for interested parties to apply to the Consensus Body under new interest categories;
 - c. development of educational sessions to inform impacted parties, stakeholders, volunteers, and ACCT staff to the new procedures; and
 - d. development of resources to support staff and other administrators of the ASD in submitting documents and guiding the Standards Development Process under the Accredited Procedures.

Additionally, I request that the ACCT Board of Directors use this opportunity to acknowledge and thank ACCT Consensus Group members for their efforts and achievements and to invite those interested in future standards development efforts to re-apply once ACCT initiates its next standards development project.

Thank you for your consideration. If you have any questions or concerns, please do not hesitate to contact me.

Best wishes,



Michael R. Smith
ACCT Board Secretary
ACCT Board Liaison to the Consensus Group
Business-to-Client Member