



MINUTES for Regular Board Meeting February 19, 2025

Meeting: 02/19/2025 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:

☒ Alicia Bourke – **Vice Chair**

☒ Michael Smith – **Secretary**

☒ Erik Marter – **Treasurer**

☒ Leslie Sohl – **Member**

☒ JJ Stapleton - **Member**

☒ Jason Ong – **Member**

☒ Lauren Stover – **Member**

☒ Kennerly de Forest – **Member**

☒ Melissa Webb – **Executive Director**

Quorum?

☒ Yes

☐ No

Guests:

Heather Brooks
John Voegtlin
Brittany Humphrey

Doug Stevens
Bob Ryan
Michelle Hepler

Seth Cooper
Emalyn Mendonca

Meeting called to order at 7:32 am Mountain Time by Korey Hampton.

Welcome Guests & Housekeeping | 7:32a (Korey)

Reminder of 2025 Strategic Goals

1. Standards Development
2. Program Execution
3. Future of ACCT Events

Reading of the ACCT International Mission Statement | 7:33a - 7:34a (Erik Marter)

The Association for Challenge Course Technology (ACCT International) establishes and promotes the standard of care and measure of excellence that defines professional practice and effective challenge course programs. ACCT International 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.



Reading of the ACCT International Anti-Trust Statement | 7:35a - 7:36a (Erik Marter)

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 Association Executive Director or the Chair of the Board of Directors.

Approval of Agenda | 7:36 – 7:39a (Korey)

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

Role of Fiduciary | 7:39 - 7:54a (Doug Stevens)

- Doug Stevens of Caplan & Earnest LLC, counsel for ACCT International, presented on the role of a fiduciary for a non-profit organization.

Introduction of the Board Emeritus | 7:50a - 8:00a (Korey Hampton and Brian Lisson)

- The Board Emeritus serves as an advisor on matters the BoD deems necessary. They are held to the same policies as BoD Members, and are invited to all BoD meetings, including closed sessions. The following are seated members of the Board Emeritus. *The date listed denotes the end of their term.*
 - Ken Jacquot, 2026
 - Brian Lisson, 2027
 - Michelle Hepler, 2028
 - Josh Tod, 2029
 - Bob Ryan, 2030



Board Norms and Procedures | 8:00 - 8:11a (Korey)

- Board Norms
 - Board Members are fiduciaries of the Association
 - The Board is the governing body of the Association. Our job is to direct, protect, and enable the Staff. Avoid getting too into the weeds.
 - The "Will of the Board" is determined by a majority vote. While we strive for consensus, Board Members are expected to do their homework and bring.
 - Review of behavioral norms
 - Be kind
 - Focus on moving forward: learn from mistakes and move on
 - Be humble, listen, and change your mind if the situation calls for it
 - Assume the positive intent of others until proven otherwise
 - Respect is paramount: show it, and then you can demand it from others
 - If you disagree, do so politely
 - Speak kindly of others as much as the truth will allow
- Meeting Norms

Board Member Disclosures | 8:11 - 8:25a

The following disclosures were made by the members:

- Korey Hampton, 2027
 - Owner/operator of French Broad Adventures (Accredited Operation)
 - Compliance Coordinator at Challenge Towers (Accredited Vendor) - P/T salaried employee
 - ACCT-Approved Operation Reviewer
 - ACCT L2 Professional Inspector
 - Member and Board Emeritus of NCAAA (a state-based 501c6 trade association of ACCT members)
- Erik Marter, 2028
 - Jennifer Marter is spouse
 - Co-owner of Synergo (AV)
 - Operation Reviewer
 - ICE L2 Supervisor
 - Action Photo Systems (part owner)
 - Lanai Adventure Center (owner)
 - Northwest Adventures (owner) – Pumpkin Ridge Zip Line Tour is an Accredited Operation
 - Sitka Treetop Adventure Park (owner) - operation
 - Expert witness
 - Chair of BoD of Mt. Hood Kiwanis Camp
 - Vice-chair of Full Circle – provides programming for HS teenagers
 - Synergo is the owner of Northwest Challenge Course Network
 - Voting member ASTM F24 – Member of F2959 Committee
- Kennerly de Forest, 2026
 - Founder and ex-owner of Challenge Works (AV)



- Project Manager for ERI (AV)
- ACCT Level 2 Professional Inspector w/ Supervisor
- ERI is an Alliance Collaborative member; he has pulled back from anything with the Alliance
- Michael Smith, 2026
 - Owner of AdventureSmith, Inc., offering business and risk management consulting, inspections, op reviews, training, expert witness work, documentation development, graphic design, web design, and marketing.
 - ACCT Level 2 Professional Inspector
 - ACCT Approved Operation Reviewer
 - NAARSO Level 2 Inspector
 - Voting member ASTM F24 – Member of F2959 Committee
 - ACCT's Liaison to the PRCA Standard Committee
 - Individual Member of PRCA
- Jason Ong, 2028
 - BOT Outward Bound Malaysia
 - BOT Malaysian Wilderness safety research
 - Former Co-Owner of Cairns Canyoning
- Leslie Sohl, 2026
 - Employee of the State of Colorado
 - Works as a regulator
 - Voting member ASTM F24
- Alicia Bourke, 2027
 - Employee of Signature Research (PVM/AV)
 - Previously employed by ABEE (PVM/AV)
 - ACCT L2 Professional Inspector
- Lori Stover, 2027
 - North Carolina State Employee
 - Owner of Avanti Solutions, LLC– consulting, operation reviews, training
 - Works as a seasonal trainer for AVs (ABEE, Challenge Design Innovations)
 - Member of COLA (Carolina Outdoor Leadership Association)
- JJ Stapleton, 2028
 - Employee (Director of Operations) for The Adventure Park at Sandy Spring (Accredited Operation)
 - Former employee of Outdoor Venture Group (has multiple Accredited Operations)
 - Primary of Looking Up Adventure Consulting - provides consulting and Operations Reviews
 - ACCT Approved Operations Reviewer
 - Individual member of The Alliance
 - Individual member of PRCA



Executive Director Report Highlights | 8:25 - 8:41a (Melissa)

- Election Recap – need support to capture the process and procedures for next year
ACTION ITEM. Alicia, Kennerly, Mike, John V to meet to capture learnings and process.
- Call for Presenter Deadline is May 31, 2026. This includes Board-led and Committee-led workshops
- Out of Conference Center for 2026 Conference. We will only be in the Hotel. Remapping how to best use the space. The conference framework will start to look different as we scale down. Melissa will be leading a focus group and seeking input.
- Notice has been sent out to volunteers regarding updating documents. Volunteers without proper documentation will be removed. Please remind the groups you liase to update their documentation.
- Volunteer reimbursements are due within 60 days of the Conference.
- New style guide is being used to revamp the newsletter. /
ACTION ITEM. Staff need help from committees and task groups to provide updates for the newsletter.
- Finance Update – Reviewed February Cash Statement

Approval of Meeting Minutes from Previous Board Meetings | 8:41 – 8:46a (Korey)

- Approval of January 20-21, 2025 Meeting of the ACCT Board of Directors

Motion: To approve the minutes from the January 20-21, 2025 Face-to-Face Meeting of the Board of Directors
Made by: Kennerly
Seconded by: Jason
Discussion: Mike will update the minutes to reflect ACCT International
Vote: In Favor – All
Opposed – None
Abstaining – JJ
Motion Carries: ☒ Yes ☐ No

- Approval of January 26, 2025 Meeting of the ACCT Board of Directors

Motion: To approve the minutes from the January 26, 2025 Special Meeting of the Board of Directors
Made by: Kennerly
Seconded by: Lori
Discussion:
Vote: In Favor – All
Opposed – None
Abstaining – None



Motion Carries: ☒ Yes ☐ No

- Approval of February 11, 2025 Special Meeting of the ACCT Board of Directors

Motion: To approve the minutes from the February 11, 2025 Special Meeting of the Board of Directors
Made by: Kennerly
Seconded by: JJ
Discussion:
Vote: In Favor – All
Opposed – None
Abstaining – None
Motion Carries: ☒ Yes ☐ No

Plan for the Annual General Meeting | 8:46 - 8:50 (Korey)

- Schedule – 02/20/2025 4:00 pm to 5:30 pm MT
 - Melissa, Korey, Alicia, Erik have speaking parts
 - Leslie volunteered to take notes in Mike's absence.
- Dry Run Schedule – 02/19/2015 10:00 am MT

International Committee Update | 8:50 - 9:22 (Jason)

- Chair Appointment – Victor Gallo

Motion: To appoint Victor Gallo as Chair of the International Committee.
Made by: Jason
Seconded by: Leslie
Discussion:
Vote: In Favor – Alicia, Mike, Erik, Kennerly, Jason, JJ, Leslie, Lori, Korey
Opposed – None
Abstaining – None
Motion Carries: ☒ Yes ☐ No

- The committee is adding new members
- Committee requested the opportunity to put out a press release regarding MOUs with international countries.
ACTION ITEM. Melissa and Korey to meet with Victor and Jason to discuss
 - Request to seek sponsorship for ACCT Staff or representatives to attend IAAPA International Conference (June 30-July 5, 2025) in Shanghai.
 - Melissa mentioned that we need to review IAAPA guidelines
 - BoD Members questions to be answered: What are the requirements of the ACCT representative? What guidelines would there be in having a presence at a sponsors booth?
- Update from ATOAI



- India can accept ISO or build its own standard. India has agreed to follow ATOAI's recommendation. ATOAI has requested that we develop a MOU that they adopt ACCT International's standards.

ACTION ITEM. Jason will work on a draft MOU

Affinity Group Proposal | 9:22 - 9:25a (Melissa)

- Applications were received for the creation of two affinity groups. Due to timing, the approval of the affinity groups was moved to Slack.
 - Military/LE Veterans Affinity Group
 - Course Manager Affinity Group

Closed Session | 9:25 – 9:30a

Motion:	To enter a closed session to discuss matters sensitive to the Association and its members.
Made by:	Kennerly
Seconded by:	Alicia
Discussion:	Only Board Members were invited to the session.
Vote:	In Favor – All Opposed – None Abstaining – None
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

- Guests and staff drop off the call. The Board of Directors moved into a closed session at 9:25 am. The Board of Directors exited the closed session at 9:39 am. No motions were made or passed during the closed session.

Meeting Closing | 9:39a (Korey)

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

The meeting was adjourned at 9:39 am Mountain Time.