



MINUTES for Regular Board Meeting April 02-04, 2025

Meeting: 04/02-04/2025 7:30 – 12:30 am Mountain Time

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

WEDNESDAY, APRIL 02, 2025

ATTENDEES

Presiding Officer:

☒ Korey Hampton – **Chair**

Board Member Attendees:

☒ Alicia Bourke – **Vice Chair**

☒ Michael Smith – **Secretary**

☒ Erik Marter – **Treasurer**

☒ Leslie Sohl – **Member**

☒ J 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

The meeting was called to order at 7:39 am Mountain Time by Korey Hampton.

Welcome Guests & Housekeeping | 7:39a (Korey)

Reminder of 2025 Strategic Goals

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



Approval of Agenda | 7:40 – 7:46a (Korey)

Motion: To approve the agenda
Made by: Kennerly
Seconded by: Erik
Discussion:
Vote: In Favor – All
Opposed – None
Abstaining – None
Motion Carries: ☒ Yes ☐ No

Approval of Meeting Minutes from February 19, 2025 | 7:40 - 7:50a (Korey)

Motion: To approve the Minutes from the Regular Board Meeting on February 19, 2025
Made by: Leslie
Seconded by: Mike
Discussion:
Vote: In Favor – All
Opposed – None
Abstaining – None
Motion Carries: ☒ Yes ☐ No

Record of Motions Taken Electronically Between Regular Meetings

The following motions were taken electronically and recorded here.

- Motion to approve the proposal for Course Manager Affinity Group made on Slack on March 6, 2025.

Motion: To approve the proposal for Course Manager Affinity Group.
Made by: Kennerly
Seconded by: Alicia
Discussion:
Vote: In Favor – Jason, Alicia, Lori, Erik, Kennerly, Michael, Korey, JJ
Opposed –
Abstaining – Leslie
Motion Carries: ☒ Yes ☐ No

- Motion to approve the proposal for a Military/LE Affinity Group made on Slack on March 6, 2025.

Motion: To approve the proposal for Military/LE Affinity Group.
Made by: Kennerly
Seconded by: Alicia
Discussion:
Vote: In Favor – Jason, Alicia, Lori, Erik, Kennerly, Michael, Korey, JJ
Opposed –
Abstaining – Leslie
Motion Carries: ☒ Yes ☐ No



Staff Reports | 7:49a – 10:00a

- Executive Director | 7:49a – 8:10a (Melissa)
 - Melissa provided an overview of ongoing projects. Most of these project will be covered in more detail later in the meeting schedule or during staff reports.
 - Workshop proposals are due May 31, 2025. The Workshop Review Task Force (WRTF) is seeking interested parties to review workshop session proposals. Please have interested parties contact workshops@acctinfo.org
 - A conference planning trip is scheduled for next week in OKC. The team will be looking at how we use our contracted space based on attendee feedback and estimated attendance.
 - Contracting for the Tacoma 2027 Conference is ongoing.
 - Google Drive audit is ongoing. Liaisons, please remind the chairs that we need assistance updating rosters. Also seeking archive items, including old Parallel Lines.
 - Working on populating the Government Relations Work Group.
 - Need assistance from BoD Members for Sponsorship and Over the Edge event in OKC.
 - Branding project is ongoing. Website update is in the sandbox phase.
- Programs Director | 8:10a – 8:55a (Heather)
 - ACCT Academy will be developing standards education webinars. Standards education group includes volunteers from multiple areas. Goal is to develop webinars to assist with CEUs.
 - Vendor Reviews are ongoing for this cycle. Eight vendors are going through reaccreditation. There are only three months left in this cycle and only two reviews have been scheduled. Several companies for this cycle are still working on self-assessment. Information has gone out to the next cycle of reviews.
 - Vendor Auditors. Ten individuals have gone through Vendor Auditor Training. Heather is seeking 2-3 more auditors.
 - LMS. Ran a test on the LMS to see what types of loads the system could handle.
 - Program Work Group is meeting 2x/month. The group is currently working on succession planning.
 - QCP. The course is available on the LMS to learn more about updates presented by the QCP Task Force.
- Office Manager | 8:55a – 9:47a (John V)
 - Drive audit has been ongoing. Access, privileges, and accounts have been cleaned up. Individuals who are not in compliance with forms have been notified.
 - Security awareness training notifications have been sent out to ACCT workspace account holders. Please complete it in a timely manner.
 - Requesting help to update the Regulatory Map. Additional regions can be added as layers.
 - Membership fees. Discussion was held regarding decisions needs regarding annual membership fee increases (previously approved at 3% per annum), non-renewal options in Novi, and communication strategies.



Motion:	To accept the member rates (+3% simple rounding) for 2025-2034 with the caveat that the increases will be reviewed annually.
Made by:	Leslie
Seconded by:	Alicia
Discussion:	Rates will be implemented at the start of ACCT's fiscal year, July 1, 2025.
Vote:	In Favor – Erik, Kennerly, Michael, Jason, JJ, Leslie, Alicia, Lori, Korey Opposed – none Abstaining – none
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

ACTION ITEM. John V and Leslie will wordsmith policy updates for join, renewal, and reinstatement fees and bring forward motion at the next meeting.

BREAK | 9:47a – 10:00a

Staff Reports (continued) | 10:03a – 10:20a

- Outreach & Engagement Coordinator | 10:03a – 10:20a (Brittany)
 - Received the results of the Member Survey. The results will be shared with committees and work groups that need it.
 - PR & Marketing Work Group is updating the marketing
 - Held four calls with Exhibitors and Sponsors to receive feedback and discuss the shape of future conferences. The feedback is being summarized and will be shared with the Board and Staff.
 - Working on an e-mail drip campaign to engage with new members and current members, explain benefits, and how to use benefits.
 - Developing a marketing kit that covers advertising opportunities on all ACCT marketing vehicles.
 - The webpage rebranding campaign is the primary focus. We must ensure content is easy to find and well-organized before launching campaigns.
 - Promoting Accredited Members. Plan is to launch marketing campaigns promoting Accredited Members once the website rebrand is complete. Calls for volunteers to guide marketing campaigns have been made to the Accredited Members. A call with Accredited Members is forthcoming. Another request for participants will be made on the call.

Committee Reports | 10:20a – 11:40a

- ACCT International Committee (AIC) | 10:20a (Jason)
 - Reviewed a proposal for attending IAAPA Asia Expo. Colin Caines is working on securing presentation space for ACCT. Money was set aside in the budget for ACCT involvement in other regions. Given the current deficit in the budget and the significant expense, the Board requested further details from Colin. Several members identified that this was outside of our current strategic priorities. Board Members agreed that we need more information from IAAPA about ACCT's involvement in presenting at IAAPA.



ACTION ITEM. Leslie will reach out to IAAPA to learn more.

- Technical Information, Resources, Education Committee (TIRE) | 10:42a (Leslie)
 - Group has been working on succession planning. Michelle Hepler will continue as Chair, Niels Damman as Vice Chair, and Katie Dickerson as Secretary. Projects reviewing feedback from the last standards project are ongoing.
- Insurance & Risk Management (IRMC) | 10:57a (Lori)
 - The committee will be meeting quarterly.
 - Discussion surrounding whether and how the annual report they intend to create will be shared with the Board, membership, and others. The committee is rethinking what the report could look like. The committee will be meeting and discussing the report at their next meeting on April 7, 2025.
- Finance Committee & Financial Update | 11:03a (Erik & Melissa)
 - No official report was received from the Finance Committee. They will be reviewing Q3 and starting on the budget process this coming month. The Committee will be meeting next on April 21 and May 20, 2025.
 - In addition to budget, they will be looking at program fees and monetizing the LMS
 - March Cash Statement - Erik provide an update on the current financial state.
 - SBA Loan Update & Discussion
 - Laura put together an amortization schedule to pay off the loan.
 - The Finance Committee will tackle whether to pay off the loan or invest the money and maintain it as a safety net.
 - Budget Process, Timeline, and Request of Board Members
 - Laura is working on updating 5-year budget template
 - Laura and Melissa will be reviewing departmental budgets with Staff
 - Budget will be handed off to the Finance Committee and Board for review
 - The Board will vote on the budget at the June 18, 2025 Meeting
- Leadership & Nominations | 11:33a (Alicia)
 - Committee has been inactive over the past year. There is an opportunity to reassess our goals and to update the Terms of Reference.
 - Discussion was held regarding educational opportunities for onboarding volunteers, assisting with elections, and creating a mentorship program. The Membership Work Group has taken on some of these items.

BREAK | 11:45a – 12:00p



Closed Session | 12:00 – 12:30 (Korey, Melissa, and Michael)

Motion:	To move into a closed session to discuss sensitive and confidential matters of the Association.
Made by:	Michael
Seconded by:	Lori
Discussion:	Only Board Members will remain on the call
Vote:	In Favor – All Opposed – None Abstaining – None
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

The Board entered closed session at 12:04p after the ACCT Staff exited the meeting.
The Board exited the closed session at 12:36p MT.

No motions were made or passed during the closed session.

Adjourn the Meeting | 12:30p

Motion:	To adjourn the meeting.
Made by:	Leslie
Seconded by:	JJ
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 12:36 pm Mountain Time.



THURSDAY, APRIL 03, 2025

ATTENDEES

Presiding Officer:

☒ Korey Hampton – **Chair**

Board Member Attendees:

☒ Alicia Bourke – **Vice Chair**

☒ Leslie Sohl – **Member**

☒ Lauren Stover – **Member**

☒ Michael Smith – **Secretary**

☒ JJ Stapleton – **Member**

☒ Kennerly de Forest – **Member**

☒ Erik Marter – **Treasurer**

☒ Jason Ong – **Member**

☒ Melissa Webb – **Executive Director**

Quorum?

☒ Yes ☐ No

Guests:

Heather Brooks

Brittany Humphrey

The meeting was called to order at 7:33am Mountain Time.

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

Review Agenda | 7:33 – 7:35a (Korey)

New Liaison Roles (Accredited Operator and Accredited Vendor) | 7:35a – 8:30a (Korey)

- These are new liaison roles. Discussion surrounded how the liaisons can help the groups create an identity and purpose inside the Association, improve communication and feedback channels, and ensure that the groups understand their benefits.
- Liaisons can assist with
 - Education (i.e. voting, benefits, program requirements, special topics)
 - Helping to define the group
 - Communication - Arrange quarterly AV/AO calls
 - Symposium planning
 - Connecting with staff
- **ACTION ITEM.** JJ and Kennerly will review and develop a liaison guidance document.



Accredited Vendor Member Logo & Badges | 8:30 – 9:22a (Melissa)

- Melissa provided background on the rebranding campaign
- Feedback at the Accredited Member Symposium focused on several topics:
 - Accredited Member Logo needs to include the ACCT logo
 - How do we deal with the fact that not all vendors will be accredited for the same number of services
- Discussion was held regarding the difference between the ACCT International Logo and badges. Michael showed some concepts.
- The following were agreed:
 - Creating separate badges for Accredited Operation and Accredited Vendor. The badges should have similar design but may have different color palettes.
 - It would be challenging to create and maintain separate badges for the different service areas for vendors, since there are more dozen iterations.
 - The ACCT International Logo should be prominent in the badge.
 - Badges should be in vector design, and available to Accredited Members in scalable formats.
- **ACTION ITEMS.** Michael, Alicia, Melissa, Brittany, and PR/Marketing Work Group will meet to:
 - Update the style guide
 - Decide on badge design
 - Update logo use policy

BREAK | 9:22a – 9:42a

Practitioner Certification | 9:42 – 10:45a (Heather)

- Heather presented a proposal for the ownership and future of Practitioner Certification.
- There is industry confusion around Practitioner Certification (whether it is a standard or guideline, who can certify individuals to it, what is the correct terminology to use in describing it) and lots of passionate voices with different opinions.
- Several processes are entangled here:
 - Review of processes for Accredited Vendors to deliver Practitioner Certification
 - Updating Practitioner Certification guidelines and certification paths
 - Industry/public clarity
- There were differing opinions regarding the goals of Practitioner Certification and steps to move forward. Members agreed that under the strategic plan, the focus needs to be on the execution of existing programs and not on new program development.



Motion:	To move the ownership and management of the Practitioner Certification Guidelines to the ACCT Program Department to be administered by ACCT Staff, and to ensure that its use falls under existing programs as applicable.
Made by:	Lori
Seconded by:	Leslie
Discussion:	Leslie suggested a modification to the motion to clarify that the use of the document be for existing programs. New program development would require a new proposal. Additional action discussed included communicating the change and explanation to the community
Vote:	In Favor – Erik, Michael, Jason, JJ, Alicia, Leslie, Lori, Kennerly, Korey Opposed – None Abstaining – None
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

- Erik clarified that we need to communicate the difference between training, testing, and certification.
- The Program Work Group will meet on April 8, and the change will be discussed before assigning the task for communicating the changes to membership and materially impacted parties. The Board offered its support to help develop and review the communication plan before it is executed.

Operation Accreditation Audit | 10:45a – 10:50a (Heather)

- Operation Accreditation will celebrate five (5) years this July.
- Accredited Operations are now going through recertification.
- The Program Work Group is conducting an audit of the program, reviewing program qualifications, fees, processes, outreach communication, and resources.
- Operation Reviewers and Accredited Operations have been informed of the audit. The Program Work Group plans to solicit their feedback.

Events | 10:50a – 11:30a (Melissa & Korey)

- Future of Events
 - Due to the need to make changes quickly, Melissa is taking the lead on many of the changes. A task force will be created once we get through the budget cycle, including individuals from the events industry and those who have been involved with ACCT Events, to consider options and envision the future of ACCT Events
 - Leading goal for ACCT Staff is to do better at communicating with our members outside of our Event, throughout the year. Attendance at our conference is largely regionalized. Brittany and Melissa are working on helping to arrange semi-official gatherings in different regions to focus on community building and networking, including sponsoring/arranging networking events at other conferences and regional events where ACCT members gather.
 - Melissa and the staff have been brainstorming and exploring the concept of shared conferences. Melissa is reaching out to other executives who have experience organizing



joint conferences.

- The discussion was held around U.S. outreach and networking versus international outreach and marketing.
- Three types of events were discussed:
 - 1) Events that ACCT Staff or Members attend to market and be present,
 - 2) Events that bring ACCT members together to build community, and
 - 3) Events that ACCT presents or delivers services, like ICE.
- Other Events being considered
 - AVM Symposium Outside of the U.S. in Fall 2025 - Singapore
 - PCAL – September 2025 in Mexico w/ ICE Offering
 - International Exposure Opportunities
 - ATOAI India
 - IAAPA Shanghai
 - ISO Brazil
 - Leslie proposed that staff use our Strategic priorities as a benchmark for prioritizing which events to attend. For example, attendance should be tied to standards development, significant membership growth, program participation, opens a new market.
 - Jason brought to the Board's attention that many countries are issuing travel advisors for travel to the U.S.A. which might impact attendance at the conference.
- Board of Directors/Staff Face-to-Face – First week of October 2025
 - Do we want to do this in conjunction with a Accredited Members or networking event? If so, our AM Liaisons could collaborate on a location to hold the F2F, networking event, and symposium at a joint location. Several Board members expressed their interest in helping to coordinate a joint event.
 - The Board/Staff F2F is currently scheduled for October 5-9, 2025.
 - **ACTION ITEM.** Melissa, Korey, JJ, Erik, and Kennerly will meet to discuss and communicate with groups.

BREAK | 11:30a – 11:50a

International Growth Opportunities | 11:50a – 12:30p (Melissa and Korey)

- Jason drafted a Memorandum of Understanding with ATOAI.
- India's Bureau of Indian Standards (BIS) has stated that they cannot adopt standards of other countries and would not adopt an ANSI. They will adopt ISO Standards, but none currently exist. It is our understanding that BIS can advise groups to follow a trade association standard. Jason recommends that we partner with ATOAI and that ATOAI adopt ANSI/ACCT Standards until an ISO Standard is available. It is unclear if ATOAI is seeking to use our standards "as is" or if they want approval to adopt and change our standard.
- A partnership allows us to promote ACCT programs, services, and Standards and increase our membership base. It offers ATOAI the chance to promote a process to reduce risk, satisfy government mandate to reduce accidents, and promote a standard of care.
- India has about 3,000 registered aerial adventure course owners.
- Recommendation to review the BSA MoU.
- Concern was expressed about the desire of other agencies and AHJ to receive permission to edit and change the ACCT Standards.



- **ACTION ITEM.** Jason will upload an editable version for Board Members to comment on and edit before next meeting. Korey, Melissa, Jason, and Lori will arrange a call with Nirat Bhatt to clarify what ATOAI is asking for and put together a bullet list so we can update the MoU.

Adjourn the Meeting | 12:43p

Motion:	To adjourn the meeting.
Made by:	Erik
Seconded by:	Leslie
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 12:43 pm Mountain Time.



FRIDAY, APRIL 04, 2025

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

The meeting was called to order at 7:32 am Mountain Time by Korey Hampton.

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

Review Agenda | 7:32 – 7:35a (Korey)

International Growth Opportunities (continued) | 7:35a – 8:10a (Melissa and Korey)

- ACCT has received inquiries from several countries to adopt ACCT Standards
- Memorandum of Understanding with ATOAI
 - ATOAI (Adventure Tour Operators Association of India) wants to adopt ACCT Standards with permission to adapt the standards so they can be submitted to the Bureau of Indian Standards (BIS)
 - BIS cannot adopt other standards of other countries. At this time, developing an ISO standard for Aerial Adventure Courses is several years off.
- ACCT needs to develop marketing materials that offer different business models for how AHJs or other Associations can adopt ACCT Standards with or without variances, adopt ACCT Standards and programs in various formats.
- **ACTION ITEM.** Korey, Michael, Erik, JJ, Lori and Jason will meet to flush out the models and create a business plan for partnering.



Standards Development/ASD Tasks | 8:10a – 9:00a

- Accredited Procedures Task Force 2 Update
 - Met twice and have done some homework in between
 - Breaking down the process to determine what educational materials need to be created.
 - The ASD needs to meet to clarify roles and responsibilities
- Compliance with ANSI Essential Requirements 2025
 - ACCT has an April 30, 2025 deadline to submit compliance form for ANSI Essential Requirements alignment.
- Deadline for revision or reaffirmation
 - July 18, 2026 deadline to file a PINS (announcement of revision project) or BSR-8 form required for reaffirmation or revision.
 - March 2029 (ten year)
- Discussion of accredited procedure updates necessary to comply with the 2025 update to the ANSI Essential Requirements. The Board reviewed the proposed revisions to the Accredited Procedures. This included:
 - Adding Section 20 to discuss Publication requirements to comply with updates to the Essential Requirements
 - Inserting language to form a Consensus Group (4.4)
 - Updating language for the nomination and approval of Consensus Body officers

Motion: To approve the redline revisions to the Accredited Procedures (approved on August 28, 2024), and to submit the revisions to the ANSI Executive Standards Committee for approval.

Made by: Erik

Seconded by: JJ

Discussion: The ASD went through each of the proposed revisions one at a time to clarify language and terminology.

Vote: In Favor – Jason, Michael, Erik, Alicia, Leslie, Lori, Korey
Opposed –
Abstaining – JJ

Motion Carries: ☒ Yes ☐ No

ACTION ITEM. John V will submit a redline and clean copy to ANSI.

Motion: Michael Smith be appointed as the Board Liaison to the Accredited Procedures Task Force II.

Made by: JJ

Seconded by: Leslie

Discussion:

Vote: In Favor – Erik, Jason, JJ, Michael, Lori, Alicia, Leslie, Korey
Opposed –
Abstaining –

Motion Carries: ☒ Yes ☐ No



- ASD Meeting Schedule Discussion
 - **ACTION ITEM.** Korey will send out invitations for meetings of the ASD to discuss strategic decisions outside of APTF2 scope

ACCT International Naming Updates | 9:05a – 9:18a (Melissa)

- Discussion about the process for updating outward-facing copy that uses language approved in policy or by the Board of Director. For example, ACCT's Mission and Vision, ANSI registration, etc.
- **ACTION ITEM.** Michael will compose language and present a motion on Slack to authorize the use of ACCT International, authorize staff to update existing documents and marketing pieces, and authorize comparative use so that existing policies do not need to be individually updated and re-approved.
- **ACTION ITEM.** Staff will put out a press releases regarding the organization's name change and name change of Professional Vendor Member (PVM) to Accredited Vendor (AV).

BREAK | 9:18a – 9:44a

Strategic Planning and Goal Setting for Staff | 9:44a – 11:12a (Melissa)

- Board discussed clarity on Strategic Goals. It was agreed that more time will be spent at the Fall F2F setting clear goals.
- Program Execution goal means that Programs should focus on executing existing programs and fine tuning. No major overhauls or new program development should take priority. This doesn't mean we will not consider other opportunities, but priority will be on execution.
- Staff and Board discussed some of the challenges of transitioning from a Board-led Association to a Staff-led Association.

Board of Directors Appeal Process Policy Update | 11:12a – 11:28a (Melissa)

- The Board Appeal Process Policy was last updated in April 2023 before the Programs and Program volunteer groups were reorganized. The Compliance Process was also updated. The process needs to be updated to focus only on Program-related appeals.

Motion: To sunset the Board of Directors Appeal Policy, adopted on April 18, 2023, and to direct all Program-related appeals to the Compliance Resolution Procedures, located in the current adopted version of the ACCT Code of Ethics Policy, last revised on January 25, 2025.

Made by: Michael

Seconded by: Leslie

Discussion:

Vote: In Favor – Michael, Leslie, Erik, Jason, Alicia, JJ, Lori, Korey
Opposed – None
Abstaining – None

Motion Carries: ☒ Yes ☐ No



Update on Shared Policy and Template Folder | 11:28a – 11:38a – (Lori)

- Lori and Kennerly conducted an audit of Board Minutes and searched the shared drive to reconcile and organize current policies and procedures. They are working to develop a volunteer/community drive that makes available current and applicable policies.
- **ACTION ITEM.** Lori will meet with John V to determine what the best technology is to provide access and to make updates efficient.

Discussion of Inspector Certification Exam Proctors | 11:38a – 12:06p (Korey)

- ICE Proctors are the only volunteer position for which we pay volunteers. When the shift was made from in-person to virtual (during Covid), we transitioned from Administrative Reviewers (part-time staff) to volunteers. For certain testing events, there were requirements for the proctor to be a staff member or ICE panel member. During the transition to virtual a policy was adopted that required a 1:6 ratio of proctor to tester. For in-house events, there is no required ratio. Virtual proctors have been paid an hourly rate.
- Programs is currently testing the LMS system. There are limitations with the LMS regarding the number of testers which can test at any one time. This may require the use of more proctors.
- Different jurisdictions have different requirements for payment, supervision ratios for in-person and virtual, etc. More research is required.

Closed Session Discussion | 12:07p – 1:19p

- A closed session to discuss sensitive matters of the Association

Motion:	To enter a closed session to discuss sensitive and confidential matters of the Association
Made by:	Mike
Seconded by:	
Discussion:	Only Board Members will attend the closed session
Vote:	In Favor – All Opposed – None Abstaining – None
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

- The Board of Directors entered closed session at 12:08 pm Mountain Time.
- The Board of Directors exited closed session at 1:19 pm Mountain Time. No motions were made or passed during the Closed Session.



Adjourn the Meeting | 1:19p

Motion: To adjourn the meeting.
Made by: Alicia
Seconded by: Michael
Discussion:
Vote: In Favor – All
Opposed – None
Abstaining – None
Motion Carries: ☒ Yes ☐ No

The meeting was adjourned at 1:22 pm Mountain Time.

APPROVED