



MINUTES for Regular Board Meeting August 20, 2025

Meeting: 08/20/2025 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

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

Approve the Agenda | 7:33—7:35a (Korey)

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



Approval of Minutes from Previous Board Meetings | 7:35–7:38a (Korey)

- Approval of July 16, 2025 Special Meeting of the Board

Motion:	To approve the minutes from the July 16, 2025 Special Meeting of the Board
Made by:	Lori
Seconded by:	Alicia
Discussion:	
Vote:	In Favor – All Opposed – None Abstaining – None
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Executive Director Report | 7:38 – 8:21a (Melissa)

- Overview. Staff are working to complete many significant tasks simultaneously while also maintaining day-to-day operations. There are several intertwined projects that are nearing completion.
- Programs.
 - Vendor Reviews. Heather is continuing to work through reaccreditation for the first round reviews/reaccreditation in the new Vendor program. Second round candidates are ready to go, but many first round applicants are behind.
 - ICE Prep. Heather is loading ICE Prep and Testing into the new Learning Management System.
 - Staff are working together to put systems in place to enact the Program Appeals policy passed last meeting.
 - QCP Task Force. The group has completed their work. It has been handed over to the Program Work Group and is scheduled for review. It will be presented to the Board at the Extended Fall Meeting.
- Events.
 - The Workshop Crew has successfully navigated Pre-Con and Post-Con Schedules, received agreements, and is now finalizing details. Moving to dealing with backend logistics and scheduling of workshops.
 - The Academy Workgroup is prioritizing which sessions to record for the future LMS.
 - CEUs are being assigned.
 - Registration. The platform is built out. Testing will begin this week. We hope that registration goes live next week.
 - Addressing Safe Space during Conference
 - Melissa worked with Doug Stevens (Legal) to update the attendee waiver.
 - Staff are working on creating an emergency hotline to go live during the conference. Staff will assign a manager on duty.
 - Melissa is conducting a review of policies and updating volunteer and attendee agreements for appropriate behavior.
 - Exhibitor registration is live. Brittany will be reaching out to the Board for assistance in prospecting.



- Over the Edge. We are making progress on submitting the fundraising forms. Melissa and Brittany are putting together a playbook.
- Administration.
 - Heather and John have been working closely to streamline program-related payment processing.
- Policy Drive.
 - The contents of the folder have been shared with our volunteers.
 - Lori will present a guidance document for handling approved documents and working documents at the Fall Extended Meeting
- Academy Work Group.
 - Reviewing 2025 Conference Sessions.
 - Working to get the Crisis Response Series finalized to go live in the Fall. They are planning to launch on the new LMS, but it may go through Zoom.
- Financials.
 - ACCT received an employee retention credit
 - Working through Form 990. Form is being sent to the Finance Committee and will come to the Board soon after.
- Accredited Members.
 - A call is scheduled for tomorrow. JJ and Kennerly will be leading.
 - Rolling out the Accredited Vendor Referral Program and Accredited Member Logo Badge Program.
- Forj LMS and Community Engagement Platform.
 - Staff have been meeting with Forj regularly to onboard and build out the new LMS system and community engagement platform. The Community Engagement Platform, "Connect," may replace Slack for some of our volunteer groups.
- Website Overhaul.
 - Staff have been meeting frequently to move the sandbox site forward
 - Templating was completed without having to pay Novi's design team. John has been actively updating style sheets and code.
 - John is actively rearranging content and page structure to the plan that Tyler (consultant) presented.
- Naming Guidance.
 - A small group meeting was held to develop and implement a communication and marketing strategy to address the name change to ACCT International and from PVM to Accredited Vendor.
- Newsletter.
 - Brittany is requesting support in obtaining updates from Volunteer Groups to include in the newsletter.

Membership Policy Update | 8:21 – 8:30a (Mike)

- A proposal was presented to revise the Membership Policy, including language about Program Use (Credentialing and Logo Badge Use), and to clarify Board and ED authorities. Changes also correct several mistakes that were incorporated when finalizing the approved policy on 04/16/2025.



ACTION ITEM. Michael will make the minor changes errata to the 04/16/2025 revision. The more significant changes will be presented at the September meeting. Board Members are asked to review and comment on the proposed language.

Government Relations | 8:20 – 8:48a (Korey and Melissa)

- Findings from the Staff and Board Member Poll. The poll was completed by all Staff and Board Members. The results have been shared with our Government Relations Consultant and he is sifting through the data to assist in developing a strategy.
- Update on Communications from Attorneys – Melissa and Korey held a call with Doug Stevens. Doug shared that our needs are outside their firm's expertise, but made some recommendations. Calls with other professionals who have been through this process offered counsel and guidance, including cautions about working with countries that come to us for assistance in developing standards and offering guidance.
- Singapore Update – Singapore recently adopted new standards for outdoor adventure programs. For aerial adventure courses, ACCT Standards and Programs are referenced.
- Requests have been received from the International Committee to modify pricing for certification courses when offered in other regions. Heather is working on bringing the inspector certification program virtual, which will ultimately reduce costs to those who would previously have had to cover travel to the U.S. for the conference.
- Follow up with ATAOL – Poll results suggest that the Board agrees that we should encourage other bodies to adopt our standards and make use of our programs, but ACCT does not provide consultation on helping other bodies develop standards.

ACTION ITEM. Korey will follow-up with ATAOL.

Standards Development / ASD Items | 8:49 – 9:15a (Michael)

- Update on Accredited Procedures Task Force (APTF2)
- Motion to submit PINS
 - Overview. At our July 03, 2025 Meeting, we passed a motion to "Draft a PINS to revise the American National Standard (ANS). It was agreed that John V would develop the PINS scope with support from the Board and Staff. The PINS scope was taken to TIRE and discussed.
 - Proposed PINS Scope Statement.
"Revise standards to enhance consistency in terminology, structure, and application, with integration of evolving industry practices and technological developments."

Motion:	To file a PINS with ANSI to revise the American National Standard (ANS).
Made by:	Michael
Seconded by:	Erik
Discussion:	Timeline for project should allow us to file our BSR-8 well before the July 2026 Extension Deadline. In submitting the PINS, we should also be recruiting for the Consensus Body.
Vote:	In Favor – Erik, Kennerly, Michael, Leslie, Lori, Alicia, JJ, Jason, Korey Opposed – None Abstaining – None
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



- Consensus Body
 - The Outreach Plan will be discussed in a meeting to be scheduled. Michael has begun trying to assemble a list of parties.
 - Motion to convene a Consensus Body

Motion: To convene a new Consensus Body.
Made by: Michael
Seconded by: Leslie
Discussion: Board discussed the process for convening a Consensus Body, including targeted outreach, updating the application, and updating the web page for the Consensus Body. Under the new accredited procedures, the BoD selects have the group.
Vote: In Favor – Kennerly, Michael, Leslie, JJ, Lori, Alicia, Erik, Jason, Korey
Opposed – None
Abstaining – None
Motion Carries: ☒ Yes ☐ No

- Next steps.
 - ASD Workgroup.
 - Michael will put out a poll to the APTF2/ASD Small Group on Slack to meet to create a timeline and strategy. All other Board Members and Staff are welcome.
 - Webpage Updates and Stakeholder Education – Michael is working on content for educational resources. He is requesting assistance from Board Members and Staff to review the content and offer feedback.
 - TIRE Terms of Reference Update - TIRE will review at their next meeting and send to the Board.
 - Communications. Michael, Korey, and Leslie volunteered to help with a communications strategy
 - John V. will pull and share a list of individuals who have previously served or applied to be on the Consensus Body

Upcoming Meetings

- September 17, 2025 – 7:30-9:30 am MT – Regular Meeting of the Board
- October 6-9, 2025 – 7:30 am -12:30 pm MT – Extended Meeting of the Board

Meeting Closing | 9:21a (Korey)

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

The meeting was adjourned at 9:22 am Mountain Time.