MINUTES for Regular Board Meeting September 17, 2025

Meeting: 09/17/2025 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**	☐ 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 John Voegtlin Brittany Humphrey

Meeting called to order at 7:31 am Mountain Time by Korey Hampton.

Welcome Guests & Housekeeping | 7:31a (Korey)

Reminder of 2025 Strategic Goals

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

Approve the Agenda | 7:32—7:35a (Korey)

Motion:	To review and approve the agenda
Made by:	Mike
Seconded by:	Erik
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 August 20, 2025 Regular Meeting of the Board

Motion:	To approve the minutes from the August 20, 2025 Regular Meeting of the Board
Made by:	Kennerly
Seconded by:	Erik
Discussion:	
Vote:	In Favor – All Opposed – None Abstaining – None
Motion Carries:	☒ Yes ☐ No

Executive Director Report | 7:38 – 8:00a (Melissa)

- Highlights.
  - Operation Reviewer Training is now live in the LMS.
  - Work from the QCP Task Force will be coming to the Board before the Fall Extended Meeting.
  - Conference
    - Registration is now open, and registrations are being received.
    - Over the Edge
      - Still waiting for access to the FundRazr Platform. Brittany is actively reaching out to contacts.
      - Multiple ways to fundraise.
      - Melissa is seeking Board support to reach out to contacts and encourage them to attend and sponsor the event, as well as consider fundraising opportunities.
  - Accredited Member Symposium
    - Will be hosted at the Blowing Rock Conference Center in Blowing Rock, NC
      - Registration opens shortly
      - Professional Development is lined up, including course tours, technical content CEUs, etc.
      - A virtual option is available.
      - October 22 – A community BBQ will be held in the evening, open to all community members.
  - Website Update
    - Very close to going live. Hoping to go live on October 13 after the first part of the Crisis Management series.
    - Community Engagement Platform - Frog
      - Will be linked throughout the website
      - Will be adding groups over time - starting with BoD, Chairs, and a few groups
      - Forj will enable group interaction, link to courses, and more.
  - Academy Development Workgroup
    - Is nearing completion of reviewing 2021 virtual content to go live.
    - The team is working on the Crisis Management Series, which will be released in October.
  - Accredited Members

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    - The referral program was launched on the Accredited Member call last month.
    - The Accredited Member Logo Badge Program is now live.
  - LMS
    - Getting closer to going live. We are working through transitioning content from the previous platform and building out the new platform.
  - Naming Guidance
    - Article coming out in this week's newsletter.
    - We are holding on to some of the PR until the new website is ready to launc.h
  - Financials
    - Q1 financials will be ready in mid-October
    - Laura Valdez and Melissa are reviewing the financial policies with the Finance Committee, including procedures for Operation Accreditation Audit.
  - Review Form 990. The Board reviewed and discussed Form 990.

Membership Policy Revision | 8:01 – 8:20a

- Membership Policy Revision - Discussion and motion to approve (Mike)

Motion:	To approve revisions to the ACCT Membership Policy as presented.
Made by:	Mike
Seconded by:	Alicia
Discussion:	Discussed wording for the grace period for non-renewal. A clean copy will be presented to the Board.
Vote:	In Favor – Jason, Kennerly, Michael, Erik, Lori, Alicia, JJ, Korey Opposed – None Abstaining – None
Motion Carries:	☒ Yes ☐ No

- Refund Policy: Fees and Dues - Discussion and motion to approve (Melissa)

Motion:	To approve the ACCT Refund Policy: Fees and Dues
Made by:	Kennerly
Seconded by:	Lori
Discussion:	The conference registration has its own policy.
Vote:	In Favor – Jason, Kennerly, Michael, Erik, Lori, Alicia, JJ, Korey Opposed – None Abstaining – None
Motion Carries:	☒ Yes ☐ No

- **ACTION ITEM.** John V. will send out a direct message to members notifying them of the update to the Membership Policy.

Standards Development and ASD Topics Update | 8:20 – 8:55a (Mike)

- APTF2 Progress Update (Mike)

- Under Development: Standards Development Education/ Website Content, Frequently Asked Questions (FAQs), Local Operating Procedures Manual, and Presentation Resources for LMS and/or Workshop at Conference
    - September 30, 2025 Office Hours will be focused on Standards Development Updates.
    - **ACTION ITEM.** A link to the resources will be shared with the Board to review.
- PINS Updates (Mike & John V)
- Convening Consensus Body (Mike)
    - News posts have gone out requesting interested parties to complete an application. Michael has drafted and will send a letter inviting members of the former Consensus Group/Body to apply.
- ISO Update (Korey and Melissa)
    - Korey and Melissa presented a draft to the committee. ISO has set a target to publish the standard by June 30, 2027.

Technical Information, Research, and Education Committee (TIRE) | 8:55 – 9:05a (Mike)

- Approval of TIRE Committee Terms of Reference

Motion:	To approve revisions to the TIRE Terms of Reference as presented
Made by:	Michael
Seconded by:	Alicia
Discussion:	The Board discussed and made several changes to the Terms of Reference to clarify Term Limits and membership balance.
Vote:	In Favor – Jason, Kennerly, Michael, Alicia, Lori, Erik, Korey Opposed – None Abstaining – None
Motion Carries:	☒ Yes ☐ No

ACTION ITEM. Michael will template and finalize the Terms of Reference and forward to Lori and Leslie, as the TIRE Liaison.

Board Elections | 9:05 - 9:20a (Mike)

- Review Board Elections Process and Lessons Learned from last election (Mike)
- Board Elections Packet Review
    - The packet will be put forward for motion to approve at the Fall Extended Meeting.

  ACTION ITEM. Michael, Alicia, Melissa, John, and Heather will meet to discuss and document what-if scenarios remediations.
- Board Member Roles and Responsibilities (Alicia and Lori)
    - Drafted a document to help educate members of our community on the roles and responsibilities of ACCT Board Members.
- **ACTION ITEM.**
    - Lori will add a link to the onboarding materials created by previous Boards to Slack.
    - The document will be used to help educate our membership and potential candidates.
    - Board Members will review and provide feedback.
    - Additional Outreach

Fall Extended Meeting Planning Topics | 9:20 – 9:30a (Korey or Melissa))

- Succession Planning
  - Board
  - EC
  - Liaisons (including Standards Development)
- Board Elections
- Staff Reports
- Committee Reports
- Government Relations - Strategic Planning
- Document and Storage Policy
- Qualified Course Professional (QCP) Guidelines
- Practitioner Certification Guidelines
- Standards Development
- Strategic Planning Updates

Upcoming Meetings

- September 30, 2025 – 6:00 pm ET – Office Hours: Standards Development
- October 6-9, 2025 – 7:30 am -12:30 pm MT – Extended Meeting of the Board
- October 29, 2025 – 7:30 am - 9:30 am MT - Regular Board Meeting
- November 19, 2025 – 7:30 am - 9:30 am MT - Regular Board Meeting

Meeting Closing | 9:30a (Korey)

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

The meeting was adjourned at 9:17 am Mountain Time.

Association for Challenge Course Technology
PO Box 19797 Boulder, CO 80308, USA
303-827-2432 | www.acctinfo.org

ACCT Membership Policy

Policy:

In exchange for the benefits of membership, all ACCT members must agree to the terms and conditions of membership.

Purpose:

As outlined in its bylaws, the Association for Challenge Course Technology, Inc., doing business as ACCT International (ACCT) welcomes individuals and organizations with an interest in the challenge course field to become members. To become and remain a member, individuals and organizations must agree to certain terms and conditions of membership. This policy intends to outline the privileges and responsibilities of membership.

Procedure:

1. General Requirements
   - 1.1. ACCT Code of Ethics. All members agree to abide by the terms of the ACCT Code of Ethics.
     - 1.1.1. As an extension to the ACCT Code of Conduct Procedures, Section A.1., potential members will also correctly identify themselves for the purpose of choosing a membership level.
     - 1.1.2. "Dismissal from the ACCT community," resulting from the Grievance and Mediation Procedures, shall include the loss of membership.
   - 1.2. Website Use. As an ACCT website user, individuals and organizations must also agree to the ACCTinfo.org Terms of Service and Privacy Policy found on the ACCT website. ACCT reserves the right to update the Terms of Service and Privacy Policy at any time without notice.
   - 1.3. Technology Use. As a user of ACCT technology platforms, which may include but are not limited to social media, list-serves, email, mass communication tools, video conferencing, file and media storage, or other communication tools, members agree **not** to:
     - 1.3.1. Send, post, or forward any communication containing libelous, defamatory, offensive, racist, or obscene remarks, or any other material that might embarrass or discredit ACCT, its staff, and/or volunteers.
     - 1.3.2. Post, resend, or share private or Confidential Information that reasonably appears to be without the direct consent of the person initiating the email, message, or communication.
     - 1.3.3. Send unsolicited mass emails, messages, or chain mail.
     - 1.3.4. Deceive or attempt to deceive the recipient as to the source of the message.
   - 1.4. Program Use.
     - 1.4.1. *ACCT Credentialing Programs*. Members or employees of organizational members who participate in ACCT programs agree to abide by the terms and conditions of the programs. Failure to abide by or meet program requirements may result in a change in credentialing or membership status, including but not limited to suspension or revocation of credentials or membership.

1.4.2. *ACCT Logo, Logomarks, and Logo Badges ("Marks").* The ACCT Marks are the property of ACCT International and may not be used without permission from ACCT. Any use of the Marks must conform to the terms of use, which may be updated from time to time without notice. Unauthorized or misuse, including failure to abide by or meet the terms and conditions of Logo, use programs, may result in loss of authorization to participate, or in a change to membership status, including but not limited to suspension or revocation of credentials or membership.

1.5. Participation in ACCT Events or as an ACCT Representative. Members participating in ACCT Events, whether officially tasked as a representative of ACCT or not, are regularly viewed by the public as representatives of the Association. As such, ACCT Members are expected to adhere to the Code of Ethics when interfacing with other members during the event or outside of event hours. Conduct that threatens to harm the reputation or goodwill of the Association, or breaches the ACCT Code of Ethics, may result in removal from the event or position, or, in rare cases, actions against a member's credentialing or membership status, including but not limited to suspension or revocation.

1.6. Volunteering. Participation in ACCT volunteer groups, including but not limited to committees, task forces, staff-led work groups, or panels, is a member privilege that may be limited or withdrawn by the Executive Director or ACCT Board of Directors at any time.

2. Privileges

2.1. ACCT will make available to Members updates about ACCT's activities as an ANSI Accredited Standards Developer (ASD), including access to the latest published ANSI/ACCT Standard.

2.2. ACCT will provide industry updates, including but not limited to equipment recalls, warnings, and regulatory notices that are brought to the Association's attention, as well as additional information and assets on the ACCT website (and other partner websites).

2.3. Individual and organizational members will receive a member profile in the member directory.

2.4. Accredited member organizations will receive a similar listing in a public Accredited Vendor/Operation Directory.

2.5. Member privileges and benefits at the Individual Membership level are only granted to that individual. Organizational membership belongs to the organization, and those privileges and benefits can be extended to a set number of employees under the membership plan, with additional employees added for a fee.

3. Dues

3.1. ACCT dues are established by the Board of Directors, per the bylaws.

3.2. Dues are annual and vary in price by membership type.

3.3. Dues are invoiced 30 days before the expiration of membership

3.4. Membership will be non-renewed if the member's dues are not paid by the expiration date. At that time, members lose access to the above privileges and any other current member benefits. Organizations may also lose benefits, such as inheriting member seat assignments.
Note: Payments that are postmarked by the expiration date will be processed as paid by the expiration date, with a maximum grace period of 14 days for delivery.

3.5. Dues paid by auto-pay receive a percentage discount, established by the Board of Directors. If the credit card associated with the account expires or becomes inactive, resulting in non-payment, the new credit card will need to be established within 30 days of being notified of this issue, or membership will be non-renewed per 3.4.

4. Changes to the Membership Policy
    4.1. ACCT reserves the right to change the Membership Policy at any time. Any changes to the Membership Policy will be effective immediately upon posting them on the ACCT website.

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Terms of Reference
Technical Information, Research, and Education Committee

Purpose:

The Technical Information, Research, and Education (TIRE) Committee serves as the source of technical information for the ACCT International (ACCT) community, through research and documentation of relevant technical information, creation of white papers relevant to the aerial adventure industry, and the creation of draft standards for submission to the ASD.

Terms of Reference:

1. Assist ACCT in meeting the emerging needs of the industry, identifying and researching relevant technical, operations, and training related information.
2. Coordinate the gathering, creation, and dissemination of information pursuant to technical, operations, and training related research.
3. Assist ACCT in standards harmonization efforts.
4. Create, manage, and administer relevant task forces and research groups as necessary, including but not limited to creating or updating Terms of Reference and appointing chairpersons.
5. Submit draft standards to the Board of Directors, acting on behalf ACCT as an ANSI Accredited Standards Developer (ASD) per the ANSI review and approval process.
6. Submit an annual meeting schedule to the Board of Directors for approval including at minimum one (1) face-to-face meeting per year.
7. Submit annual budget requests, including sub-group requests, to the Board of Directors for approval annually.

Membership:

1. Seven to ten (7-10) members to be appointed by members of the committee. Variance from these limits is permissible with prior approval from the Board of Directors.
2. Membership will include those who possess knowledge, expertise, and/or ability relevant to matters of issue to the committee.
3. Members of the committee will comply with ACCT volunteer policies, including the submittal of required volunteer documentation.
4. While balance is not required, the committee will seek to include members with a breadth of industry experience and knowledge.

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Leadership:

1. Chair, Vice Chair and Secretary to be elected by members of the TIRE Committee.
2. Chair to be confirmed by the Board of Directors.

Term Limit:

TIRE Committee members serve at the pleasure of the Board of Directors for a term not to exceed five (5) consecutive years. Prior to serving a second term, the committee member must vacate their seat for a period of no less than one (1) calendar year. Term limit requirements may be waived by a majority vote of the members of the committee and approval from the Board of Directors. Any waiver must be reviewed annually.

Accountability:

1. The TIRE Committee is accountable to the Board of Directors.
2. The Chair or designee (Vice Chair or Secretary) is to submit a report to the Board of Directors periodically as requested.
3. The committee roster is to be submitted with periodic reports to the Board of Directors.

Strategic Plan:

The work of the TIRE Committee supports the achievement of a core strategy–standards development and education–of the ACCT Strategic Plan.