

## Convene the Meeting

Meeting called to order at 3:36p

Quorum Present: Yes

Welcome to the AGM by the Chair of the Board, Micah Henderson. Shared with audience that this is a working meeting and that all are welcome at this important annual meeting.

1. Motion to accept the agenda.  
Motion by: Michelle Hepler  
Second by: Niels Damman  
Discussion: None  
Motion Carries: yes
2. Reading of the Anti-Trust Statement
3. Approve the minutes from the 2016 Annual General Meeting (attached)  
Motion to Approve the minutes: Michelle Hepler  
Second by: Niels Damman  
Discussion: None  
Motion Carries: Yes

## Regular Business and Reports

4. Report from the Chair of the Board of Directors  
Micah introduced the Executive Committee of the board and the other board members. In May Board hired Shawn Tierney as the New Executive Director. Micah gave a description of his work history and that the board has enjoyed working with him and finding easy to work with and accessible.
5. Report from the Executive Director  
Shawn Tierney: it is a privilege to serve this community of leaders in this industry. Our mission is to establish and promote the standard of performance and measure of excellence that defines the professional practice. Shawn offers strong and heartfelt thanks for the countless hours of volunteer work. Introduction of the staff. Slides showing Program Accreditation, New Office, ACCT University, PR Marketing, Government/Relations and showing the Volunteer Committee Chart (attached)
6. Elections  
Ryan Olson ran the election
7. Treasurer's Report  
Ben Kopp gave the report of the 2016 fiscal year. (report attached)

### 8. Committee Reports

#### a. Nominations

*Not currently populated with members and are currently seeking new members.*

*The Terms of Reference of this committee are:*

- 1. To recruit volunteers for leadership positions within ACCT.*
- 2. To identify and develop leadership skills of volunteers within ACCT.*
- 3. To assist the Board Vice Chair in managing annual elections.*
- 4. To ensure that there are qualified candidates for all elected positions in the organization.*

*There were a few of us that did some work on behalf of this committee. We were very excited to have 8 people run for the open seats on the BOD. We hope to continue that trend in the future.*

#### b. Insurance

*During 2016, the Board of Directors reviewed the Insurance Committee Terms of Reference. Based on the recommendations from Insurance Audit conducted completed in 2015, the terms of reference have been revised and approved to include the addition of:*

*"Conduct regular and complete reviews of the ACCT's insurance policies".*

***Membership is set to include:***

*- 5- 7 members to be appointed by the Insurance Committee - Membership shall include the following:*

- Lawyer*
- Insurance Expert consultant*
- Accredited Professional Vendor Member*
- Program Operator*
- Board Member*

*Interested members should contact Shawn directly for information.*

*From this group, the Board of Directors will approve and appoint a chair to continue populating the committee membership with candidates from these various categories and begin working.*

#### c. Ethics

*We as a committee of 2, are looking for a couple new members and there has been no action(s) taken by our committee over the last year.*

#### d. Finance

*The committee has for the most part been quiet over the last year with input into the FY Budget 17. The group is accepting additional qualified members with the goal of reviewing and implementing new ACCT financial policies.*

#### e. Accreditation and Certification

***Vendor Accreditation Panel:***

*We have several new PVM applicants in the works; 5 preliminary applications have been accepted, 1 has a review scheduled, and 3 have review teams assigned are awaiting scheduling.*

*Thirty-six PVM Annual Reports are complete, 4 have some quick follow up needed to complete their reviews.*

***Inspector Certification:***

*We have ~97 candidates applying for either 1st time certification or re-certification in this session. Of those candidates, there are ~23 Level 1 In House, ~14 Level 1 Professional, ~4 Level 2 In House, and ~46 Level 2 Professional.*

***Practitioner Certification Task Force:***

*Meet Monthly to lay the ground work for future Certification.*

f. Standards Development

***Standards Development Committee:***

*The SDC Supported the ANSI Appeals Process to a successful conclusion. The SDC has also proposed a new Project Initiation Notification System (PINS) for consideration by the ANSI Consensus Group.*

***Design, Performance and Inspection:***

*The Design, Performance and Inspection workgroup added new members and are hosting a standards development workshop at this conference to discuss potential edits to the ANSI ACCT Standard.*

***Operations, Training and Certification Standards:***

*The Operations, Training and Certification Standards workgroup has added new members, and developed a strategy for consideration to reorganize the operations standard. This will be introduced in a standards development workshop at this conference. Also, the operations workgroup continues to develop proposed standards for Guided and Self-Guided tours.*

***Task Groups:***

*The Aerial Adventure Park standards task group submitted their completed work product to the SDC. The committee has a current proposal submitted to the consensus group for potential inclusion into the ANSI standard.*

*The workplace safety task group submitted their final work product to the SDC and collaborated with OSHA to influence the development of the newest workplace safety pamphlet.*

*We thank all the volunteers for their work this past year.*

g. Consensus Group

*The Consensus Group met once this past year after the conclusion of the ANSI appeal process.*

*Currently have one proposal submitted for consideration by the ACCT Standards Development Committee.*

*We plan to meet several times during this next year to move our ANSI/ACCT Standard forward.*

### 9. Election Results

The first ballot result was that Carson Rivers and a tie between Ben Kopp and Mandy Stewart. The Board quickly checked the Bi-laws to see what the process for resolving this issue. A second ballot between Mandy Stewart and Ben Kopp was held.

General Membership Bahman Azarm – Outdoor Ventures

PVM #1 Carson River

PVM #2 Ben Kopp

Thank you to Mandy Stewart and Matt Andrews for offering your services to the organization.

### New Business

Question and answer session: why change in board size. Answered by Micah Henderson.

- Budget for less expense in board operation
- Consistency of election each year (one general and 2 Vendor Members each year)
- Governance model allowed by changed committee structure

### Adjourn the meeting

Motion to adjourn the meeting: Michelle Hepler

Second: Niels Damman

Discussion: None

Motion Carries:

Next meeting: Fort Worth Texas, Omni Fort Worth Hotel & Sheraton Fort Worth Downtown, February 1 or 2, 2018.

**Association for Challenge Course Technology**  
**Profit and Loss**  
**July 2015 - June 2016**

	Total	
	Jul 2015 - Jun 2016	Jul 2014 - Jun 2015 (PY)
<b>Income</b>		
Discounts		-
<b>Events</b>		
Advertising Income	4,250.00	6,313.81
Conference fees	434,662.26	344,800.55
Event Sponsorships	14,607.50	46,645.00
Exhibit Hall Fees	103,197.50	72,724.41
Symposia	3,975.00	4,128.75
<b>Total Events</b>	<b>560,692.26</b>	<b>474,612.52</b>
<b>Membership</b>		
Awards Revenue	1,805.00	
Individual Memberships	59,415.00	69,980.00
Membership Dues Refund	(700.00)	(6,069.18)
Organizational Memberships	131,018.80	102,991.25
<b>Total Membership</b>	<b>191,538.80</b>	<b>166,902.07</b>
<b>Operations</b>		
Inspector Certification	45,561.57	20,275.00
Vendor Accreditation	72,100.00	67,764.00
<b>Total Operations</b>	<b>117,661.57</b>	<b>88,039.00</b>
<b>Other Income</b>		
Interest	15.38	
Miscellaneous	25,909.06	2,115.58
<b>Total Other Income</b>	<b>25,924.44</b>	<b>2,115.58</b>
<b>Publication &amp; Retail Sales</b>		
Job Listings	2,100.00	1,900.00
Standards Sales	11,895.00	11,916.00
Store	2,576.00	1,307.68
<b>Total Publication &amp; Retail Sales</b>	<b>16,571.00</b>	<b>15,123.68</b>
<b>Recovery Income</b>		
Shipping	609.00	674.00
Travel	9,267.90	11,597.31
<b>Total Recovery Income</b>	<b>9,876.90</b>	<b>12,271.31</b>
<b>Sales of Product Income</b>	<b>1,298.91</b>	
<b>Sponsorships &amp; Fundraising</b>		
Auction	3,000.00	1,260.00
Corporate Sponsorships	25,000.00	
<b>Total Sponsorships &amp; Fundraising</b>	<b>28,000.00</b>	<b>1,260.00</b>
<b>Total Income</b>	<b>951,563.88</b>	<b>760,324.16</b>
<b>Expenses</b>		
<b>Bank Fees</b>		
Credit Card Processing Fees	26,235.77	30,920.92
Paypal Fees	211.89	

**Association for Challenge Course Technology**  
**Profit and Loss**  
**July 2015 - June 2016**

	Total	
	Jul 2015 - Jun 2016	Jul 2014 - Jun 2015 (PY)
Service Charges	954.47	823.40
<b>Total Bank Fees</b>	<b>27,402.13</b>	<b>31,744.32</b>
<b>Board of Directors &amp; Governance</b>		
BOD & Committee Meeting Expenses	738.54	20,498.06
BOD & Committee Telephone	811.50	539.50
BOD & Committee Travel	7,508.78	30,494.72
Strategic Plan Expenses		18,443.86
<b>Total Board of Directors &amp; Governance</b>	<b>9,058.82</b>	<b>69,976.14</b>
<b>Events-</b>		
Conference Expenses	305,705.78	335,825.31
Workgroup Expenses	3,470.11	5,040.94
<b>Total Events-</b>	<b>309,175.89</b>	<b>340,866.25</b>
<b>General Operating 1</b>		
Meals & Entertainment	726.90	835.87
Professional Development	224.32	6,500.00
Staff Travel- General	9,709.14	25,654.99
Web/Tech Support	3,531.17	5,159.38
<b>Total General Operating 1</b>	<b>14,191.53</b>	<b>38,150.24</b>
<b>General Operating 2</b>		
Moving Expenses	2,848.48	
Office Rent & Storage	13,487.58	13,446.11
Office Supplies	1,513.67	4,161.15
Postage and Shipping	7,218.19	11,129.96
<b>Total General Operating 2</b>	<b>25,067.92</b>	<b>28,737.22</b>
<b>Insurance</b>		
Conference Cancellation	1,420.00	1,800.00
Directors & Officers	731.33	
Errors & Omissions	4,806.00	
General Liability	10,357.00	7,558.00
Workers Comp	554.14	881.00
<b>Total Insurance</b>	<b>17,868.47</b>	<b>10,239.00</b>
<b>Licenses/Taxes/Dues</b>		102.90
Colorado Fees	50.00	
Delaware fees	49.00	75.00
<b>Total Licenses/Taxes/Dues</b>	<b>99.00</b>	<b>177.90</b>
<b>Marketing</b>		
Exhibit Booth & Supplies	399.33	1,699.66
Exhibit fees	625.00	1,670.85
Office Ads	6,827.84	952.21
Other	300.00	
Printing	324.86	
Website Fees	8,323.95	6,817.80

**Association for Challenge Course Technology**  
**Profit and Loss**  
**July 2015 - June 2016**

	Total	
	Jul 2015 - Jun 2016	Jul 2014 - Jun 2015 (PY)
<b>Total Marketing</b>	<b>16,800.98</b>	<b>11,140.52</b>
<b>Membership Workgroup</b>		
Awards	1,982.63	625.00
Workgroup Expenses	255.01	1,528.94
<b>Total Membership Workgroup</b>	<b>2,237.64</b>	<b>2,153.94</b>
<b>Operations-</b>		
Inspector Certification Expenses	9,969.68	1,823.48
Panel & Work Group Expenses	675.80	
Standards Development	40,233.89	7,005.00
Vendor Accreditation Expenses	9,626.12	12,248.54
<b>Total Operations-</b>	<b>60,505.49</b>	<b>21,077.02</b>
<b>Professional Services</b>		
Accountant	8,650.00	6,900.00
Attorney	19,203.00	2,249.70
Delaware Representation	633.75	284.00
Management Company	23,563.96	
Other services	46.45	2,765.17
<b>Total Professional Services</b>	<b>52,097.16</b>	<b>12,198.87</b>
<b>Publications &amp; Retail Sales</b>		
Purchases for Store	2,636.57	
Standards Publication	2,201.42	
<b>Total Publications &amp; Retail Sales</b>	<b>4,837.99</b>	-
<b>Research Committee (deleted)</b>		1,500.00
<b>Salaries, Wages, &amp; Related</b>		
Benefits	7,500.00	21,600.00
Miscellaneous		2,595.60
Payroll Processing Fees	1,670.90	3,086.89
Payroll Taxes	19,934.20	25,718.37
Salaries & Wages	250,619.93	308,731.82
<b>Total Salaries, Wages, &amp; Related</b>	<b>279,725.03</b>	<b>361,732.68</b>
<b>Telecommunications</b>		
Internet	1,019.98	1,258.70
Telephone	8,002.13	8,937.31
<b>Total Telecommunications</b>	<b>9,022.11</b>	<b>10,196.01</b>
<b>Uncategorized Expense</b>		1,715.00
<b>Total Expenses</b>	<b>828,090.16</b>	<b>941,605.11</b>
<b>Net Operating Income</b>	<b>123,473.72</b>	<b>(181,280.95)</b>
<b>Other Expenses</b>		
Other Miscellaneous Expense/Adjustments	198.10	
<b>Total Other Expenses</b>	<b>198.10</b>	-
<b>Net Other Income</b>	<b>(198.10)</b>	-
<b>Increase in Net Assets</b>	<b>123,275.62</b>	<b>(181,280.95)</b>