



2011 August Board Meeting

Meeting Logistics:

Monday 8/2/2011 from 9 am to 6 pm eastern time zone.

Tuesday 8/4/2011 from 12 am to 6 pm eastern time zone.

Preparation / To Dos:

- Board Agenda and Minutes
- Review Committee Reports
- Review Policies
- Review and Complete Action Items from Previous Meeting

Board Members:

Michelle Hepler, Jamie Barrow, Josh Tod, Gary Cwidak, Sarah Oosterhuis, Niels Damman, Charlie Williams, Jim Wall, James Borishade, Todd Domeck

Absent: Michael Stillman, Keith Jacobs

Quorum present? Yes

Others Present: Kim Catchings, Chani Jones, Jon Godsey, Scott Conant, Dick Hammond, John Lazarus, Scott Andrews, Rich Klajnscek and Bill Weaver.

Proceedings:

Meeting called to order at: Meeting called to Order at 9:10 AM.

I. Review and Approve Agenda

a. Motion made by Jamie Barrow to approve the Agenda

- **Seconded by – Charlie Williams**
- **Discussion** – Michelle Hepler requested to make sure that we stay diligent to stay on the timeline so that we can stay on task.
- **Abstentions - None**
- **Opposed - None**
- **Carried**

II. Review All Outstanding Minutes

a. Motion made by Josh Tod to accept the May 27, 2011 and July 5, 2011 minutes as presented.

- **Seconded by – Sarah Oosterhuis**
- **Discussion** – Discussion around what is the best way to approving the minutes in a timely fasion and within the confines of Roberts Rules of Order.
- **Abstentions - None**
- **Opposed - None**
- **Carried**

III. Financial Report

- a. Profit Loss Statement To-Date with Last Fiscal Year Comparison.
- Discussion around budgeting process. Jim Wall requested that a subcommittee of the BOD to present a budget process timeline and event.
- Josh Tod and Jim Wall with input from other that have an interest will work out a budgeting process and report back to the BOD with the process.

IV. Committee Reports

a. **Canopy Zip Line Tour Committee**

- They had questions about zip line list serve and who would be managing this list serve.
- The BOD has confirmed that we are working on the zip line list serve and that this committee will not be managing this list serve that it will be managed in the same way as the ropes list serve at this time.

b. **Conference Committee – no committee report filed.**

- Preconference is all set up and they are at brochure stage.
- They are starting the call for presenters shortly.
- No action of the BOD was needed at this time.

c. **Consensus Group**

- John Lazarus, Scott Andrews and Rich Klajnscek presented on the Consensus Group, Installation Standards Committee, and Op/Cert Committee meetings that was taking place before the symposium.
- The group made recommendations to the BOD about specific standards in the ANSI process.

d. **Ethics Committee:**

- **A motion was made by Charlie Williams that ACCT use a conflict of interest form for review teams who conduct reviews and re-reviews as part of the PVM application / process.**

a) **Seconded by – Gary Cwidak**

- **Discussion** – Discussion was around that this is already taking place and that we do not need to vote on this. The committee is actually asking to add an additional conflict of interest. Jim Wall posed then what then becomes a conflict of interest. Discussion is the “gate keeper” the committee the ACCT staff.

b) **Abstentions - None**

c) **Opposed - None**

d) **Carried**

- **A motion was made by the Charlie Williams to accept submitted changes to the Grievance Procedures Document that are a part of the Code of Ethics. Pending Legal review.**

a) **Seconded by – Todd Domeck**

- b) **Discussion** – Request to see the old document. Josh Tod requested if this was reviewed by legal counsel. Charlie Williams amended by adding pending legal review. Amendment seconded by Josh Tod.

c) **Abstentions - None**

d) **Opposed - None**

e) **Carried**

- Niels Damman requests that the committee report on the number of completed grievances.

- Closed session started at 10:50 am and ended at 11:10 am

e. **Government Relations Committee:**

- Update provided about West Virginia and New York and what the government relations committee has done and the next steps.
- Discussion on the work being done by the committee and the work being done by the advisory committee.
- The BOD has re-emphasized the importance for the ACCT staff to be proactive in all government regulatory agencies (including internationally) in areas where ACCT members are impacted using the ACCT Position Statement on Government Relations.
- No action of the BOD was needed at this time.

f. **Installation Standards Committee – no committee report filed.**

- **See notes above under Consensus Group.**

g. **Membership Committee**

- **A motion was made by Niels Damman to approve Robert Brack as a member of the Membership Committee.**
 - a) **Seconded by – Josh Tod**
 - b) **Discussion** – request was to speed up the process. Discussion on how to speed up the process.
 - c) **Abstentions – Niels Damman**
 - d) **Opposed - None**
 - e) **Carried**

h. **Op/Cert Committee**

- **See notes above under Consensus Group.**

i. **PR Marketing Committee: - no committee report filed.**

- **A motion was made by Jamie Barrow to accept the PR Marketing committees request to appoint Brenda Reed and Craig Veramay as interim co-chairs to the PR Marketing Committee.**
 - a) **Seconded by – Sarah Oosterhuis**
 - b) **Discussion - None**
 - c) **Abstentions - None**
 - d) **Opposed - None**
 - e) **Carried**

j. **PVM Symposium Planning Committee – no committee report filed.**

- No action of the BOD was needed at this time.

k. **Research Committee**

- **Discussion on the need for the Research committee to submit proposal of research candidate prior to awarding the grant.**
- **Need for further clarification of specific charge for the Research Advisory Committee.**
 - a) **Board Liaison will work with committee to update committee charge.**

l. Review Committee

- **A motion made Josh Tod to approve 2 new committee members - Chris Ortiz and Billy Simpson.**
 - a) **Seconded by – Niels Damman**
 - b) **Discussion** – Clarified that this was approved and included in the review committee document and was not captured in minutes.
 - c) **Abstentions - None**
 - d) **Opposed – None**
 - e) **Carried**
- BOD requests company names in the review committee processes report.

m. Trustee Board – no committee report filed.

- No action of the BOD was needed at this time.

n. Insurance Advisory Group – no committee report filed.

- No action of the BOD was needed at this time.

V. Staff Report

- a. James Borishade gave up date on what the staff have completed and been working on since the last BOD meeting.
- b. James Borishade discussed web site update and feedback and please give feedback both positive and negative.
- c. New staff members have completed orientation and working towards their 90 day review and goals.

VI. Lunch Break

VII. Reconvene

VIII. Unfinished Business

a. International Strategy

- **ERCA Update**
 - a) **ERCA requesting a face to face meeting with ERCA, ACCT, and SNEPA.**
- **Motion made by Josh Tod to allocate funds to send two representatives to meet with ERCA.**
 - b) **Seconded by – Niels Damman**

- c) **Discussion** – Discussion around potential time lines for buying tickets.
Discussion around who might be able to go. Should we look at three people?
 - d) **Abstentions – None**
 - e) **Opposed – None**
 - f) **Carried**
- **Australia Update – no new communication since the MOU.**
 - **International Patents Issue**
 - a) We dropped it and let them fight it out.
- b. **International Issues Committee Proposal – Tabled Till October Meeting.**
- c. **ACCT Sponsorship**
- Discussion around should the symposium have sponsors who can sponsor the symposium that can sponsor the symposium.
 - Discussion around should PVM's and all challenge course industry members be able to sponsor events.
 - Jim Wall and Josh Tod will explore similar trade organizations and who they deal with conference sponsorship.
- d. **Exhibit Hall Policy**
- Discussion on some specific language of the policy and adding some exclusion clauses to some areas.
- e. **Visioning Process and Rollout**
- Discussion on we need to add time in October meeting to help us design a strategic planning process. Are we going to plan an interim plan first or just spend time developing a process?
 - BOD agreed to add an additional day to the October meeting to give us time for working on the visioning process.
- f. **Additional Income Streams**
- **Sponsorship**
 - a) **BOD feels that James is headed in the correct directions.**
 - **Challenge Course University/Online Classes -Tabled**
 - **CCM Symposium - Tabled**
- g. **Pre-Conference Presenter Policy**
- **Motion made by Todd Domeck to adopt the Professional Vender Member Symposium Presenter Memorandum of Understanding as presented.**
 - a) **Seconded by – Josh Tod**
 - b) **Discussion – None**
 - c) **Abstentions – Niels Damman**
 - d) **Opposed – None**
 - e) **Carried**
- h. **ASTM Standards Update**
- ASTM F-24 standard is currently under balloting. Balloting ends August 12th.
- i. **Tax Preparation**

- James Borishade provided us an update about reviewer's tax information.
- a) BOD directs James Borishade to proceed processing 1099 for reviewers.

IX. **New Business**

a. **Meeting Reimbursements**

- Discussion on fair and equitable re-imbusement? BOD will look at expenses and determine the best option.

b. **Conference sponsorships and PVM symposium Conference sponsorship**

- **See notes in old Business under Sponsorship.**

c. **Closed session. Started at 3:00 pm and ended at 3:30 pm**

d. **Discussion on improving time frame for adding new members to committees. - Tabled**

e. **All committees' structure and roles vs. staff roles. (PR, Membership, Symposium, Conference and GRC) – Tabled Till October.**

f. **Logo usage PVM responsibilities of using the logo. - Tabled**

- Can the ACCT PVM LOGO go on the inspection report? - **Tabled**

g. **Selection process for review and re-review.**

- **Closed session. Started at 3:56 pm and ended at 4:40 pm**

h. **Response from other ANSI standards developer.**

- Discussion around the other ANSI standards developer's response to our proposal and our response back.

i. **Ethics committee member proposal.**

- **Motion made by Charlie to add Jen Stanchfield to the Ethics Committee.**
 - a) **Seconded by – Jim Wall**
 - b) **Discussion – None**
 - c) **Abstentions – None**
 - d) **Opposed – None**
 - e) **Carried**

j. **Trustee Board**

- Discussing the Trustee Board and the next steps with the proposal. BOD commented on the values of the ability to use the resources of historical knowledge and create a leadership opportunity to use this resource.

X. **Housekeeping/Action Items –**

- a. Next Meeting Date: Conference call if needed on 8/26/2011 at 1:00 pm Central time zone.

b. **Special Notes:**

- New Business for Next Meeting

XI. Meeting end at 5:10 pm on August 4, 2011