

**Association for Challenge Course Technology
Board of Directors Meeting
April 14-15, 2009
Charlotte, North Carolina
Minutes**

Present: Erik Marter, Keith Jacobs, Jen Stanchfield, Josh Tod, Michelle Hepler, Tom Leahy, Jeff Boeke, Gary Cwidak, Jim Wall, Sylvia Dresser.

1. The meeting was convened at 8:46 am on April 14, and adjourned at 5:15, reconvened at 8:44 am on April 15, and adjourned at 2:35 pm.

2. A motion was made, seconded and carried to accept the minutes from the January 27, 2009, and February 1, 2009, meetings.

3. Financial report

- A discussion was held about the auction monies – how to let donors know what the money is being used for, and how to track that money.
- Sylvia will make up a separate spreadsheet to track this money.
- A newsletter article will be written about the auction and where the money has gone.
- An idea for the future is to help sponsor the research grant awardee's attendance at the conference, or to purchase materials for a service project done at the conference.

4. Reports – additions to written reports

Canopy/Zip Line Tour Committee

- After the practitioner certification path is more clear, we will look at certification for canopy tour/zip line staff.
- Is it time for a change in leadership for this group?
- Marketing plan for reaching members of this community – committee will be asked to make the plan, designate who should be contacted, but not make the contacts

Conference Committee

- A motion was made, seconded and carried to accept Jamie Remsberg as a new member of the committee
- PVMs will be allowed to deliver preconferences. The committee will decide what if any compensation is appropriate, how many preconferences PVMs can do, and at what time interval. If a preconference is appropriate for a PVM to do, an invitation will go out to all PVMs.
- Coffee is not necessary in the board meetings
- Keynote – Jim Wall will invite Mike Fischesser. If he is not available, someone will contact the Carter center or the founder of Home Depot.

Ethics

- If someone has disclosed a potential conflict on the conflict of interest form, the committee will write them a letter reminding them about possible conflicts and appropriate recusals.
- The ethics committee is asked to come up with a list of possible types of relationships that need to be disclosed on this form, and potential recusal situations.
- The ethics committee will contact appropriate individuals about what was left off of their form.
- The ethics committee will bring any major issues arising from the conflict of interest forms to the board.
- Sylvia will work with the committee to figure out the above processes.
- The ethics committee will lead a session at the summer symposium addressing behavioral norms such as use of laptops during the symposium sessions, conference behaviors, and the like.
- Feedback was given to the committee that the grievance form should outline what steps should be taken as a first step, such as a direct conversation between the two affected companies. The form will be approved by the board after it is finalized, and can then be used.

Government Relations

- Michelle Hepler is the liaison to this committee
- On the written report, ignore point #2 under what has gone on since the last report.
- A short discussion was held about developing a system to keep all companies up to date on what is going on in each state.

Operations/Certifications Standards

- John Winter's name was omitted in the list of committee members.

PR/Marketing Committee

- Discussed need for new committee chair.

Research Advisory Committee

- If there are a large number of great proposals, this group could ask the Board to approve a second grant at the conference call on June 22.

Review

- Update to the Report – Bonsai Designs has postponed their review.
- Certification Re-Review – The board is asking the Certification Integration task force to pull together the work you have completed over the past year, and present to the board a concrete system /procedure for reviewing training and testing that is consistent from PVM to PVM. The board would like to see this proposal by May 15th. Take into consideration that:
 - This should involve some kind of “live” viewing of a testing/training day (review committee will decide if this needs to be one or both, but be consistent across all companies)
 - This should be a three year plan for the PVM review cycle.

Staff Report

- Committee policies and procedures document – finish and distribute to committees. Board liaisons will discuss the document with committees at

- the next meeting, and note if any part of it is particularly relevant to that committee.
- A motion was made, seconded and carried to accept the recusal policy as presented.
 - Professional behavior – will be discussed at the summer meetings, discussion led by Ethics committee. Board members must remember that they are a board member first, and always perceived as such.
 - Conference Speaker contract – make it clear that swearing in a workshop is not appropriate.
 - The Board Chair will follow up before the next conference (or appoint someone else to do it) with a conversation addressing any behavior issues which came up at the 2009 conference, and discuss potential consequences.

5. Old Business

Revisit Board liaison role

- Committee reports were in on time.
- If you are only the board liaison, and not an actual committee member, it's easier to sort out the roles.

Accrediting Colleges and Universities

- A letter will go out to all interested colleges and universities, asking them to pass it around too, to ask for an indication of interest on the part of the institution, taking in to consideration liability issues, funding issues, and the willingness to keep someone on staff who meets the CTT requirements. This letter of interest is to be signed by an administrator.
- The letter to the colleges and universities will also include a list of PVMs willing to work with such institutions to come in and test their students.
- Sylvia will draft the letter with input from Jeff Boeke, Gary Cwidak and Jen Stanchfield.

Professionalism at the conference

- Insert some language in conference materials about behaviors at conference – in the registration materials, and in the conference program.

ANSI Process

- An update was given.

6. New Business

Committee service

- Follow up to the leadership meeting at the conference:
 - Term limits would help in reducing burn out and making sure we are introducing new ideas in each committee. Ask each committee to create a term limit plan, beginning with officers, which could include members moving in to mentoring roles – the Board liaison will assist with this.
 - Each committee will be asked to have a chair, vice chair and secretary. Board liaisons will assist committees in setting up this structure.

- At the annual conference every year, the following will be revisited:
 - Leadership roles
 - Number of committee members
 - Committee goals for the year
- Notes are to be taken at each committee meeting and a copy sent to the Executive Director
- Sylvia will create a document from previous work that outlines the work for the committees and post it for the board to look at again, then send it to the committees with a deadline of October 15 so that the Board can look at it all at the October meeting.
- At the October meeting, this year's leadership meeting will be on the agenda for discussion
- Board members serving on committees leads to confusion about roles and which perspective is being presented. Jen Stanchfield will be stepping down from the Ethics committee, but remain as board liaison. The Operations/Certification committee will be reconstituted at the conference, after those who are serving on that committee have an opportunity to pass on their institutional knowledge about certification. The Board will continue to strive to have board members serve only on the board and not be active committee members.

Consequences for PVMs

- An edited version of the document listing PVM obligations and consequences for not fulfilling those obligations will be posted on Basecamp.
- A vote will take place in June on that document, and the approved document presented to PVMs at the summer symposium.

Summer meetings

- Planning committee is Michelle Hepler, Jennifer Stanchfield, Gary Cwidak.
- The agenda will go out in June
- Schedule:
 - Friday – possible Review committee meeting
 - Saturday – Petzl visit, possible Review committee meeting, Board meeting in the evening
 - Sunday/Monday – Symposium
 - Tuesday – Board meeting
 - Wednesday – travel home or visit OR show

Publication of election results

- An electronic communication will be sent to all members following the conference, with a complete listing of board members and committee members, with their companies listed. This listing will also go to the Ropeslist.
- This year, this message will be sent out within two weeks.
- Once a year, in the March issue of Parallel Lines, all committee members will be listed as well as the usual listing of board members and committee chairs.

Certification

- The current model will remain in use until we are ready to move to ACCT managing the actual certification. There is no time line for this change.
- If ACCT does take on certification, we should consider applying for ANSI accreditation of our certification program.
- Now working on consistency in training and testing among PVMs.
- A full day of discussion will be held at the summer symposium, which may be followed by the creation of a task force to work on creating consistency.

Grievance form

- Some comments will be added on how to initiate the conversation, and the possibility of drawing in a 3rd party if that would make this more possible
- Feedback will be sent to Jen Stanchfield within a week.
- The form will be sent back to the committee
- The final version of the form will be formatted and placed on ACCT letterhead.

Tags at conferences on nametags

- Identifying ribbons will be purchased this year for Board members, Committee members, and Staff

October Meeting

- Chicago
- Travel on the 25th, meet on the 26/27, travel home late on the 27th

7. Next Meeting June 22, 4 pm central, Conference Call