

**Association for Challenge Course Technology
Board of Directors Meeting
July 18 and 21, 2009
Salt Lake City, Utah
Minutes**

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

Absent – Jeff Boeke

Guest – Christie Peterson, present Tuesday morning.

1. The meeting was convened and recessed several times between Saturday, July 18 at 6:50 pm and Tuesday, July 21.

2. A short recap was done of the symposium and trip to Petzl. The Petzl trip was great, consider doing something like this again, either there or at some other manufacturer's site. The symposium also went well and Camille Bunting's presentation was valuable. When hiring an outside speaker, information needs to be shared so that they can tailor their presentation to our audience.

3. The minutes from the June 2009 meeting were reviewed. A motion was made, seconded and carried to accept the minutes as distributed.

A discussion was held on increasing our efficiency during phone meetings by finding a system to use to actually view written version of motions as they are being proposed. Sylvia will investigate several options and report back.

4. PVM Obligations Document

- The intent in creating this document is to address accountability. Tom Leahy, Jim Wall and Gary Cwidak will explore ideas for a model for a peer accountability system.
- A motion was made, seconded and carried that the document be revised to read as follows:
Unprofessional behavior is currently in part defined by ACCT as behavior that may harm or has harmed the association, individual(s) or property.
- Sylvia will email this revision to PVMs.

5. There were no questions about the financial report which was distributed before the meeting. The treasurer will review the 990 tax form before it is filed.

6. Reports – additions to written reports

Canopy/Zip Line Tour

- No action on this committee for quite some time.
- Jim Wall will check in with committee members to see if they still want to be on the committee.
- Next step might be to create certification/operations piece for them.

Conference

- Keynote – Mike Fischesser and John Lawrence present this years' keynote. Sylvia will follow up with them to arrange logistics. A conference call (the whole board will be invited) will be held with them before the presentation to talk about content.
- Scheduling in Atlanta
 - Monday afternoon and Tuesday morning – Board meeting
 - Tuesday afternoon 1-5 - Two tracks – OSHA and Trainer/Tester track opens (might start at 2 with everyone together at 1 for an hour)
 - Tuesday night – working dinner and networking
 - Wednesday – two tracks, OSHA class and Trainer/Tester track continues
 - Wednesday night – Leadership meeting
 - Thursday – pre-conferences, conference opens

Government Relations

- The charge for this committee does not include local permitting issues
- This committee needs to do regular reports to the PVM community about legislative/regulatory issues in each state.

Membership

- Committee is working on a survey, which will be sent to the board before it is sent out.

PR/Marketing Committee

- A motion was made, seconded and carried to name Lindsay Wiseman as the chair of this committee.

Review

- Information was provided to the Board about a company which is not in compliance with their agreement as a PVM. The Review committee will follow up on this.
- A company is almost ready for recommendation for approval as a PVM, but lacks two documents. The Board would like to wait until the process is fully complete before voting on this recommendation.
- Randy Smith has resigned from the committee.
- Sylvia and Bill will work on templates for information for the Board from this committee, such as recommendations for PVM status.

Staff Report

- Reviewed Committee policies and procedures document to remind Board liaisons that their committee(s) must be in compliance by the end of October.

7. Old Business

ANSI - A report was given on the status of the ANSI negotiations.

8. New Business

Board nominations

- Tom Leahy, Josh Tod come to the end of their terms.
- There will also be a new non-PVM person elected.

- Gary Cwidak will work with Sylvia to make sure the election is publicized properly.

CWA Information – Information has been received from the Climbing Wall Association which could potentially affect challenge courses. Sylvia will continue to update the Board.

Taking a position on legislation/regulation

- The Board will work on a position statement which explains what we already have in place and introduces our standards. Include letters from our alliance partners in this packet.
- Determine who is a good voice for the association, staff and/or volunteer. May need to allocate budget monies for local trips.
- The Government Relations Committee is working on a system to collect all legislation/regulation information in one place.
- Bring together all those groups who attended the summit to work on collaborating on government relations issues.
- Board will discuss further in October.

Invitees for the PVM Symposium

The Board clarified who is eligible to attend the PVM Symposia.

- Representative employee(s) of a PVM company designated by that company to represent the organization at symposium. This could include:
 - PVM principal
 - Full time employees
 - PT employees
 - Contract employees
- Always invited:
 - Non-PVM Board members
 - Appropriate ACCT Staff members
 - Principals of companies who have had their applications accepted in to the PVM process
- May be invited by Board or ED:
 - Invited presenters, during the time they present
 - Committee members who are presenting, during the time they present
 - Committee members who are not presenting, but who are involved in an issue under discussion, for the discussion time

This will be written up for the forthcoming PVM Handbook.

Re-Review process

- Discussion was held about the current review process, and potential modifications.
- Sylvia will bring this discussion to Bill Weaver and Jeff Boeke.
- The board would like an outline of who is going to look at which parts of this issue, a recommendation as to a potential task force to work on this, and a reasonable time line for these next steps.

Leadership Statement

- Discussion of how to share messages about changing leadership and the need for volunteers.

- What should go in emails and other messages that go out to membership?
- Sylvia will make a template of the letter Keith Jacobs sent to potential PR/Marketing committee members which outlined the work of that committee.

Update on ED/Chair/Vice Chair conversations –Closed session. Sylvia's annual review was completed.

Alliances with Commercial ventures

A letter from a commercial venture was presented to the Board, which indicated a desire on the behalf of this company to make a donation to the association when a member purchased their product.

- Any alliance which includes an endorsement or perceived endorsement will not be entered in to.
- If a company wishes to give a discount to ACCT members and then make a donation to ACCT, they may do so.

Summit continuation – Move to October agenda.

Non-accredited certification

Discussion held on this topic as many companies checked this box as a service provided by their company. This was not the intent of developing certification standards.

- If it is required by local law, such as may be the case in Europe, PVMs may provide such services.
- The Board formulated this statement: Any service provided by a PVM which is referred to as challenge course certification must be accredited by ACCT and meet ACCT certification standards.
- Commentary will be produced to explain this, which should involve the review committee.
- Whose charge is overseeing certification implementation at this point? A call will be set up with Michelle Hepler, Jim Wall (from certification), Jeff Boeke (board liaison to Review), Kennerly de Forest and MB Buckner (chairs of the Review committee), Randy Smith (trustee board), and staff members Bill Weaver and Sylvia Dresser.

Revenue task force

Tom Leahy, Gary Cwidak and Keith Jacobs presented some ideas.

- Advertising – Gary Cwidak will take the lead on developing a business plan with realistic figures for selling advertising.
- Vendor Corner at the conference – Another marketing opportunity for vendors – buying a slot to specifically present their materials. Discussed the various possibilities for implementing this in Atlanta. This will now be turned over to staff and the conference committee.
- Standards University – Discussed a few possibilities, including doing this in conjunction with a university. Needs a business plan and market research.

Critical Link award – Tom Leahy will handle this again, mentoring Gary Cwidak to take it over.

9. Next Meeting - October 26/27, Deerfield, IL

10. The meeting adjourned at 2:50 pm on Tuesday, July 21.