



## 2011 October Board Minutes

### Meeting Logistics:

Monday 10/17/2011 from 8 am to 5 pm central time zone.

Tuesday 10/18/2011 from 8 am to 5 pm central time zone.

Wednesday 10/19/2011 from 8 pm to 12 pm central time zone.

### Preparation / To Dos:

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

### **Board Members:**

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

*Absent:* Todd Domeck until 10:16 am on Monday morning. Mike Stillman absent Monday afternoon, and Wednesday.

*Quorum present?* Yes.

*Others Present:* Bill weaver.

### **Proceedings:**

I. **Meeting called to order at:** 8:06 am Monday

II. **Review and Approve Agenda**

- a. **Motion made by Jamie Barrow to approve the Agenda as amended**
  - **Seconded by – Niels Damman**
  - **Discussion – Added time for a closed session, BOD Development, BOD Conference responsibilities.**
  - **Abstentions - None**
  - **Opposed - None**
  - **Carried**

III. **Review All Outstanding Minutes**

- a. **Motion made by Michelle Hepler to accept the 9-23-2011 minutes as amended**
  - **Seconded by – Niels Damman**
  - **Discussion – Jamie Barrow requested that the minutes be amended to move the motion for approving the minutes to the proper spot. Have Sarah Oosterhuis to be shown as absent.**
  - **Abstentions - None**
  - **Opposed - None**
  - **Carried**
- b. **Motion made by Jamie to accept the 10-7-2011 minutes as amended**
  - **Seconded by – Jim**
  - **Discussion – Amend the minutes for attendance of the call.**
  - **Abstentions - Niels**
  - **Opposed - Josh**
  - **Carried**

IV. **Financial Report**

- a. Reviewed the financial reports.

V. **Committee Reports**

- a. **Canopy Zip Line Tour Committee**
  - Update on the progress of the CZLT Committee support for the 8<sup>th</sup> edition standards.
- b. **Conference Committee**
  - Update on conference exhibitor and sponsorship numbers.
  - Update on the call for presenters and workshop selection.
- c. **Consensus Group**
  - Updated on consensus group's progress and reviewed the committee's recommendations about QCCP and the board accepts their recommendation.
  - **Jim Wall made a motion that the Installation Standards Committee and Operation Certification Committees review all definitions in the QCCP that's under their expertise.**
    - a) **Seconded by – Michelle Hepler**
    - b) **Discussion –**
    - c) **Abstentions - None**
    - d) **Opposed - None**
    - e) **Carried**
- d. **Ethics Committee**
  - BOD reviewed Ethics Committee's proposed changes to Grievance and mediation procedures.
  - BOD Charges that the Ethics Committee review the following:
    - a) Grievance resolution timeline
    - b) Expenses for grievance process
    - c) Grievance statute of limitations
- e. **Government Relations Committee**
  - Update on WV, TX, NY and Hawaii.
- f. **Installation Standards Committee**
  - Updated on the committee's progress on the work for the 8<sup>th</sup> edition of the standards.
- g. **Membership Committee**
  - Updated on progress of the committee's task force for business level membership.
- h. **Operations & Certification Committee**
  - **Sarah Oosterhuis made a motion to approve additional funds for travel and food for a face to face meeting in North Carolina for the Operations and Certification Standards Committee.**
    - a) **Seconded by – Niels Damman**
    - b) **Discussion - None**
    - c) **Abstentions - None**
    - d) **Opposed - None**
    - e) **Carried**
  - Committee update on progress of 8<sup>th</sup> edition of standards.

i. **Public Relations & Marketing Committee**

- Update on committees work on Parallel Lines, and other member communication.

j. **PVM Symposium Planning Committee**

- Update on feedback from the last PVM symposium and the need for new committee members.

k. **Research Committee**

- Updated on committee's progress.

l. **Review Committee**

- Update on committee's progress.

m. **Trustee Board – no report filed.**

- Suggested that the BOD will review the trustee Board during the visioning process.

n. **Insurance Advisory Group – no report filed.**

- Discussed and identified possible international insurance providers and brokers.

VI. **Staff Report**

- a. Discussed upcoming conferences that ACCT will be attending.
- b. Update on memberships.
- c. Update on GRC grassroots efforts plan.
- d. PSM Update
  - ANSI Organization Members Forum update.

VII. **Old Business**

a. **International Strategy**

- Updated on meeting in Paris.
- Further discussion of international strategy will take place in the strategic planning session.

b. **International Issues Committee Proposal**

- Board determined that this will be incorporated into the strategic plan.

c. **Improving the timeframe for adding new members to committees**

- Board determined that Staff shall be aligned with committees to help with the process of volunteer requests.

d. **Additional Income Streams**

- Challenge Course University (Online Classes) –**Tabled due to time.**
- CCM Symposium
  - a) Discussion on adding this to the strategic plan.

e. **PVM Logo Usage Responsibility**

- Can ACCT PVM Logo go on the inspection report?
- **Jim Wall made a motion that all PVM accredited for inspection services shall use the ACCT logo with a statement that will be provided by the review committee on their inspection reports.**

- a) **Seconded by – Sarah Oosterhuis**
- b) **Discussion - None**
- c) **Abstentions - None**
- d) **Opposed - None**
- e) **Carried**

f. **Committee Structures and roles vs. staff roles (PR, Membership, Symposium, Conference & GRC)**

- This was addressed during the work on an interim strategic plan.

g. **Standards Harmonization Meeting update.**

- Discussed meeting between ANSI ASD.

h. **Review Volunteer Reimbursement Policy – Tabled due to time.**

VIII. **New Business:**

a. **Review of ACCT PVM Feedback**

- Done as part of the strategic planning process.

b. **Developing a process for ACCT strategic planning**

- Work was completed on this.

c. **Crisis Management Plan – Tabled due to time.**

d. **Crisis Communication Policy – Tabled due to time.**

e. **Conference Pod Casts – Tabled due to time.**

f. **Risk assessment Committee**

- Discussed risk assessment and will be continued in future minutes.

g. **Conference Pod Casts – Tabled due to time.**

h. **Closed session on Tuesday at 2:20 pm to 5:24 pm.**

- **Todd D. recused himself at 2:55 pm to 3:15 pm.**

- **James recused himself at 4:15 pm to 5:30 pm.**

i. **Closed session on Wednesday at 8:10 am to 10:02 am**

- **James Recused himself at 8:30 am to 9:50 am.**

- **James recused himself at 9:55 am to 10:00 am.**

j. **BOD Development – Tabled due to time.**

k. **Awards**

- Discussed the running of the Critical link awards.

l. **BOD. Conference Responsibility**

- BOD will do a session at the Symposium. Conversation with the BOD and an Update on strategic plan draft.

- BOD will not do a meet the BOD session.

- BOD will do a session at the conference. Conversation with the BOD and an Update on strategic plan draft.

IX. **Meeting adjourned at: 12:05 pm on Wednesday.**

X. **Housekeeping/Action Items –**

- a. Next Meeting Date:
- b. Special Notes: