



2012 Pre-Conference Board Meeting Minutes

Meeting Logistics:

Monday 2/6/2012 from 1 pm to 5 pm eastern time zone.

Tuesday 2/7/2012 from 8 am to 5 pm eastern time zone.

Preparation / To Dos:

- Board Agenda and Minutes
- Review Committee Reports

Board Members:

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

Absent: Mike Stillman, Todd Domeck

Quorum present?

Others Present: Bill Weaver, Guy Sagiv

Proceedings:

Meeting called to order at:

I. Meeting Called to Order

II. Approval of the Agenda

III. Approval of Outstanding Minutes

a. **Motion made by Niels Damman to accept the 1-27-2012 minutes as presented**

- **Seconded by – Michelle Hepler**
- **Discussion –None**
- **Abstentions -**
- **Opposed - None**
- **Carried**

IV. Financial Report

- a. Josh Tod gave the board a review of the current financial report prior to the conference.

V. Committee Reports

a. Canopy Zip Line Tour Committee

- Committee has requested that we consider looking to translate the ACCT standards into Spanish and possibly other issues.
- Board is encouraged and interested in proposal, but feels that more information should be gathered.
- Board is tasking Victor Gallo to fill out a new initiative form in regards to Standards Translation.

b. Conference Committee

- Discussion on whose responsibilities are different parts of the budget and pricing for the conference.
- In April Board will look at clearly defining the following process:
 1. Committee task force that makes the business decision on the location.



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2. Conference committee will bring budget to the Board with a recommendation on conference fees. (Registration, Exhibit Hall, sponsorship etc.)
 3. Board approve overall budget.
- c. Consensus Group
- Updated on the last two consensus group meetings.
 - Updated on vacancies and the procedures to fill vacant positions.
- d. Ethics Committee
- **Charlie Williams made a motion to accept the changes to the ethics Committee's Grievance and Arbitration Procedure**
 1. **Seconded by – Josh Todd**
 2. **Discussion – questions about legal review and a few clarification on a few points.**
 3. **Abstentions -**
 4. **Opposed - None**
 5. **Carried**
 - Discussion about requesting a timeline, step by step of procedures, frequently ask questioned, etc. for people in the grievance process.
- e. Government Relations Committee
- Discussion on getting membership for GRC and the need for a new chair for the committee.
 - This topic will be discussed during the PVM Symposium.
 - Remind the committee that they already have the ability to add members within the parameters of the committee charter.
- f. Installation Standards Committee
- Requests that the BOD consider a name change for the committee.
 - **Josh Tod made a motion to change the Installation Standards Committee to Design Inspection Performance Standards.**
 1. **Seconded by – Gary Cwidak**
 2. **Discussion –**
 3. **Abstentions -**
 4. **Opposed - None**
 5. **Carried**
- g. Membership Committee
- Membership committee re-submitted a proposal for new membership levels and benefits based on the last membership survey that the committee conducted.
- h. Operations & Certification Committee
- Update on Proposals of ACCT as the certifying body



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- Discussion around should we look at restructuring Installations Standards, Operations and Certification, and Canopy Zip Line Tour committees. Board tasked the three Liaisons to connect with these groups to get their opinions and suggestions around this topic of restructuring.
- Remind the committee that they already have the ability to add members within the parameters of the committee charter.
- i. Public Relations & Marketing Committee
 - Discussion on past tasks and the need to help all committee's recruit new membership.
- j. PVM Symposium Planning Committee
 - Discussion tabled till Sunday.
- k. Research Committee
 - Discussion on what this committee charge is and how we can use this committee most effectively.
 - Discussion on adding goals revolving around research to the strategic plan.
- l. Review Committee
 - Board went into closed session at 3:45 pm Closed session ended 4:45 pm
 - **Gary Cwidak made a motion to accept the Review committee's recommendation that Bonsai Designs Inc be approved for offering Certification at all levels (Level 1, Level 2, CCM at various tracks – including site specific canopy tour)**
 1. **Seconded by – Jim Wall**
 2. **Discussion –**
 3. **Abstentions -**
 4. **Opposed - None**
 5. **Carried**
 - **Charlie Williams made a motion to accept the Review committee's recommendation that Team Synergy be approved as a Professional Vendor Member for Installation & Inspection and Training.**
 1. **Seconded by – Gary Cwidak**
 2. **Discussion –**
 3. **Abstentions – Josh Tod**
 4. **Opposed - None**
 5. **Carried**
 - **Jim Wall made a motion to accept the Review Committee's recommendation that The Adventure Guild be approved as a**



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professional vendor member for Installation & Inspection and Training.

1. **Seconded by – Gary Cwidak**
2. **Discussion –**
3. **Abstentions -**
4. **Opposed - None**
5. **Carrie**

- **Jim Wall made a motion to accept the Review Committee's recommendation that Leadership on the Move be approved for offering Certification at all levels (Level 1 & 2 and CCM)**

1. **Seconded by – Jamie Barrow**
2. **Discussion –**
3. **Abstentions – Josh Tod**
4. **Opposed - None**
5. **Carried**

- **Josh Todd made a motion to accept the Review Committees recommendation that New Frontiers be approved for offering Certification at all levels (Level 1 & 2 and CCM)**

1. **Seconded by – Jim Wall**
2. **Discussion –**
3. **Abstentions -**
4. **Opposed - None**
5. **Carried**

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m. Trustee Board

- No report filed at this time.

n. Insurance Advisory Group

- Update from Keith about the current progress on strengthening our industries insurance program.

II. Staff Report

III. International update

IV. Meeting adjourned for the night at 5:18 pm

V. Meeting Reconvened at 8:17 am

VI. Old Business

- a. Conference up-date
 - i. BOD Conference Responsibilities discussed.
 - ii. Assigning and confirm who will be at sessions that need BOD representation.
 1. Requested that liaisons should attend their committee's sessions.
- b. Symposium up-date
 - iii. Reviewed boards BOD presentations and plans for this symposium



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- c. Review Strategic Plan
 - Strategic Plan's international section was updated and added.
- d. ANSI Update – [Tabled due to time](#)
- e. Seal Usage Policy – [Tabled due to time](#)
- f. Review Volunteer Reimbursement Policy – [Tabled due to time](#)
- g. Pre-Conference presenter policy – [Tabled due to time](#)
- h. Crisis Management Plan – [Tabled due to time](#)
- i. Crisis Communication Policy – [Tabled due to time](#)

VII. New Business

- a. Sight Selection for PVM Summer Symposium 2012. – [Tabled due to time](#)

VIII. Meeting Adjourned at 12:35 pm