



## 2012 Summer Board Meeting Minutes

### Meeting Logistics:

Tuesday 7/31/2012 from 9 am to 5 pm mountain time zone.

Wednesday 8/1/2012 from 8 am to 12 pm mountain time zone.

Friday 8/3/2012 from 8 am to 12 pm mountain time zone.

### Preparation / To Dos:

- Board Agenda and Minutes
- Review Committee Reports
- Review inspector certification proposal

### **Board Members:**

Michelle Hepler, Charlie Williams, Jamie Barrow, Micah Henderson, MB Buckner, Scott Conant, Niels Damman, Todd Domeck, Sarah Oosterhuis, Josh Tod, James Borishade

*Absent:* Gary Cwidak

*Quorum present*

*Others Present:* William Weaver, Keith Jacobs, Scott Andrews (requested by the Board to present), Jim Wall

### **Proceedings:**

Meeting called to order at: 9:18 am on Tuesday July 31, 2012

#### **I. Review and Approve Agenda**

- Motion made by Niels Damman to accept the amended agenda.**
  - **Seconded by – Scott Conant**
  - **Discussion – None**
  - **Abstentions – None**
  - **Opposed – None**
  - **Carried unanimously**

#### **II. Review All Outstanding Minutes**

- Motion made by Niels Damman to accept the 7-19-2012 Board minutes as amended.**
  - **Seconded by – Scott Conant**
  - **Discussion – None**
  - **Abstentions – None**
  - **Opposed – None**
  - **Carried unanimously**

#### **III. Review Acton Items**

#### **IV. Financial Report**

- Discussion around the need for a global % goal for each year in regards to the budget.

#### **V. Committee Reports**

- Canopy Zip Line Tour Committee
  - No update at this time.
- Conference Committee
  - **Motion made by Micah Henderson to approve Dr. Don Perry as 2013 Keynote speaker.**
    - Seconded by – Todd Domeck**
    - Discussion – should the board have to approve keynote speakers?**
    - Abstentions – None**



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- d) **Opposed – None**
- e) **Carried unanimously**
- Conference committee looking at motivational speaker theme for 2014.
- c. Consensus Group
  - No action to report at this time, Consensus group is looking for timeline when the consensus group will receive the latest draft.
- d. Design Performance Installation Standards Committee
  - **Motion made by Josh Todd to accept Dave Horan as a member of the Installations Standards Committee**
    - a) **Seconded by – Micah Henderson**
    - b) **Discussion – None**
    - c) **Abstentions – None**
    - d) **Opposed – None**
    - e) **Carried unanimously**
- e. Employee Workplace Safety Standards Committee
  - **Motion made by Niels Damman to accept Valdo Lallemand and Jim Wall as a member of the Employee Workplace Safety Standards Committee**
    - a) **Seconded by – Todd Domeck**
    - b) **Discussion – None**
    - c) **Abstentions – None**
    - d) **Opposed – None**
    - e) **Carried unanimously**
  - Charlie Williams was appointed to be the Board Liaison to the Employee Work Safety Committee
  - **A motion was made by Josh Tod to add Jack Moeding to the committee.**
    - a) **Seconded by – Charlie Williams**
    - b) **Discussion – None**
    - c) **Abstentions – None**
    - d) **Opposed – None**
    - e) **Carried unanimously**
  - **A motion was made by Micah Henderson to name Jim wall as the chair of the Employee Work Safe Standards Committee**
    - a) **Seconded by – MB Buckner**
    - b) **Discussion – None**
    - c) **Abstentions – None**
    - d) **Opposed – None**
    - e) **Carried unanimously**
  - **A motion was made by Todd Domeck to give them an annual budget of 2,500.00.**



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- a) **Seconded by – Sarah Oosterhuis**
  - b) **Discussion – discussion on where the money was going to come from and what the committee was going to produce with this annual budget.**
  - c) **Abstentions – 2**
  - d) **Opposed – 3**
  - e) **Carried**
- **A motion was made by MB Buckner to add Tony Draus and Andrew Hubert to the Employee Workplace Safety Standards Committee.**
- a) **Seconded by – Micah Henderson**
  - b) **Discussion – None**
  - c) **Abstentions – None**
  - d) **Opposed – None**
  - e) **Carried unanimously**
- f. Ethics Committee
- The Ethics committee is still working on an update for the numbers of grevinces in process and resolved at this time.
  - Closed Session started – 11:04 am
  - Closed Session ended- 11:36 am
  - Discussion on forwarding the drafts of the Externally Resolved Grievance Policy, Code of Ethics Version Policy and Grievance Statute of Limitation to the ethics Committee to incorporate into the grievance procedures. The committee will send back the changes in regards to the draft policies to this document for the board's approval at that time.
- g. Financial Committee
- Discussion on next steps on the development of this committee.
  - **A motion made by Micah Henderson to add Dick Hammond and Jennifer Ottinger to the Financial Committee.**
- a) **Seconded by – Todd Domeck**
  - b) **Discussion – None**
  - c) **Abstentions – None**
  - d) **Opposed – None**
  - e) **Carried unanimously**
- h. Government Relations Committee
- **A motion made by MB Buckner to add Dave Pastorek and Ben Koom to the Government Relations Committee.**
- a) **Seconded by – Josh Tod**
  - b) **Discussion – None**
  - c) **Abstentions – None**
  - d) **Opposed – None**
  - e) **Carried unanimously**



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- Committee reports covered updates on current issues.
- Discussion around ACCT member's interactions with government agencies and the confusion that our use of volunteers sometimes creates around who they are representing.
- i. International Relations Committee
  - **A motion made by Niels Damman to add Colin Caines, Bryan Van Eck and Antoine Buliard to the International Relations Committee.**
    - a) **Seconded by – Josh Tod**
    - b) **Discussion – None**
    - c) **Abstentions – None**
    - d) **Opposed – None**
    - e) **Carried unanimously**
  - **A motion made by MB Buckner to add James Wright to the International Relations Committee.**
    - a) **Seconded by – Josh Tod**
    - b) **Discussion – Discussion on checking logo usage.**
    - c) **Abstentions – None**
    - d) **Opposed – 1 person**
    - e) **Carried**
- j. Membership Committee
  - Requested
- k. Operations & Certification Committee
  - No action needed at this time.
- l. Public Relations & Marketing Committee
  - Update on status of the resignation of the co-chair Craig Veramay
  - Update on the status of the committee charge and process.
- m. PVM Symposium Planning Committee
  - No update at this time.
- n. Research Committee
  - Discussion on the work the committee has for selection of research projects etc.
- o. Review Committee
  - No update needed at this time.
- p. Trustee Board
  - No report at this time. Will be discussing new proposal later in this meeting.
- q. Insurance Advisory Group
  - No report filed at this time.



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## VI. Staff Report

- The Board discussed the presented staff report and James answered questions.
- Board requested clarification on how they choose which Conferences ACCT should go for to go and who should go.
- Discussion on ACCT attendance at the Ski Area Management meeting.
- Discussion on what and where are the increases in request from media sources for quotes and answers to their questions about the industry from ACCT.
- Discussion on the outstanding re-reviews invoices and our late fee policy and enforcing these policies if applicable.

## VII. Old Business

- Operations and Certification Committee presentation about ACCT Practitioner Certification
  - **A motion made by Jamie Barrow to task the opp/cert committee to develop a proposal similar to depth and scope as the certified inspector proposal to be presented to the board.**
    - Seconded by – Todd Domeck**
    - Discussion – Discussion on a timeline for this proposal and if we should specify a model from the three presented.**
    - Abstentions – 1 person**
    - Opposed – 1 person**
    - Carried**
- Board Emeritus proposal
  - **A motion made by Todd Domeck to adopt the proposed Board Emeritus Proposal with the addition of the revision of the removal Policy.**
    - Seconded by – Micah Henderson**
    - Discussion – The need to change the ACCT bylaws, discussed on how this changed will take place (Timing), if the current trustee board have seen the draft. Clarification on specific issues in the proposal. Discussion of the editing of Board to be Board of Directors.**
    - Abstentions – None**
    - Opposed – None**
    - Carried unanimously**
  - This policy will not be effective until the bylaws are amended to reflect this new policy.
- ACCT 2020 – this discussion took place during staff reports as well as PVM Symposium planning with the board.
- Update on Revised Committee Charges to align with strategic plan
  - Discussion on needing to re-view committee charges to align with strategic plan.
  - Discussed the need to create a stream lined area where all committee charges and



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committee structures.

- Discussion on how to use staff and committees together for organizational efficiency.
- **A motion made by Jamie Barrow to task the executive director to provide the board of directors with an organizational restructure proposal prior to the fall board face to face meeting.**
  - a) **Seconded by – Todd Domeck**
  - b) **Discussion – None**
  - c) **Abstentions – None**
  - d) **Opposed – None**
  - e) **Carried unanimously**
- e. ACCT Board Business symposium presentation preparation.
  - Board reviewed the agenda with the assigned responsibilities. James shared his Block Buster Presentation section for discussion of ACCT 2020.

## VIII. New Business

### a. ACCT Program Accreditation Discussion

- Presentation from Todd Domeck on program accreditation discussion
- Discussion that the proposal was a small step in creating a more comprehensive program accreditation model.
- Will be presenting to the PVM's for additional feedback on this discussion.
- **A motion made by Todd Domeck to task the Executive Director to develop and deliver to the Board for approval a draft program that will accredit operations to ensure that, at a minimum, accredited operations follow the ACCT Standards, have proof of insurance, a third party inspection by a PVM, receive training by a PVM and have a obligation to report serious accidents. Draft program shall be delivered to the Board on or before August 16th.**
  - a) **Seconded by – Niels Damman**
  - b) **Discussion – discussion should this be tasked the ED and does the ED have time for this. Discussion on advantages / disadvantages of the use of volunteers vs. Staff.**
  - c) **Abstentions – 1 person**
  - d) **Opposed – 1 person**
  - e) **Carried**

### b. Challenge Course Inspector Certification Proposal

- On Wednesday Morning the BOD was provided time to ask questions of Keith Jacobs about the Inspector certification proposal.
- **Motion made by Micah Henderson to create an ACCT Inspector Certification Committee that is charged with developing and implementing the ACCT**



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### **Inspector Certification program.**

- Seconded by – Niels Damman**
  - Discussion – None**
  - Abstentions – None**
  - Opposed – None**
  - Carried Unanimously**
- **Motion made by Micah Henderson to appoint Keith Jacobs as the committee chair for the ACCT Inspector Certification Committee and task him to submit a proposal for the other 5 initial members and a budget request by the next Board phone meeting 8/16/12.**
- Seconded by – Sarah Oosterhuis**
  - Discussion – confirmation made that this followed our normal procedures of committee selection.**
  - Abstentions – None**
  - Opposed – None**
  - Carried Unanimously**
- c. Discussion on October Face to Face meeting location
- Board determined that Austin Texas would be the most cost effective and efficient meeting spot for the Fall board meeting.
- d. Standards Review proposals from consultants
- Discussion – on budget implications, Discussion on why we need to do this and how this addresses ACCT strategic plan. Discussion on the liability of doing this process.
- **Motion made by niels Damman to accept the services of Thompson Consulting, Inc. as outlined in their proposal in section 2 option B.**
- Seconded by – Todd**
  - Discussion – confirmation made that this followed our normal procedures of committee selection.**
  - Abstentions – None**
  - Opposed – 9 people**
  - Motion did not Carry**
- **A motion made by niels Damman to accept the services of Thompson Consulting, Inc. as outlined in their proposal in section 2 option B, pending legal review.**
- Seconded by – Todd**
  - Discussion – None**
  - Abstentions – None**
  - Opposed – None**
  - Carried Unanimously**
- **A motion made by Josh Tod to increase the line item of board consultant by \$8,500.00 for the services of Thompson Consulting, Inc.**



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- a) **Seconded by – Niels Damman**
  - b) **Discussion – Discussion on the affect of amending the budget and where the money will come from.**
  - c) **Abstentions – None**
  - d) **Opposed – 1 person**
  - e) **Carried**
- e. Education committee proposal
- **A motion made by Todd Domeck to adopt the education committee proposal**
    - a) **Seconded by – Josh Tod**
    - b) **Discussion – Concern that we could create special interest groups for everything, The discussion was that the board would like to explore how we develop ways for not only this group, but all groups have the ability to have their voice and points of views heard in this association**
    - c) **Abstentions – None**
    - d) **Opposed – 9 people**
    - e) **Motion did not Carry**
- f. letter to the BOD about Aerial Adventure Parks
- The Board has requested that we respond to Bahman Azarm and request a new initiative proposal to better understand the scope of the request.
- g. board development and recruitments.
- discussion on the make-up of the board and the need to look at what the skills board needs for the future growth of the association.
- h. Association awards
- Discussion around the need to expand and develop our awards.
- i. International conference representation
- Discussion at looking at international conference locations or representation.
  - Discussion on the possibility of providing an additional discount for international members who are attending ACCT conference. Board will be looking forward to looking at a formal proposal of this initiative at a later date.
- j. ACCT public relations and members speaking on the behalf for ACCT.
- Discussion on developing a policy on who and when people can speak on the behalf of ACCT.
  - Discussion on the updating of the ACCT presenter packet.
  - Discussion on having the international committee working on ACCT international growth through developing strategic plan with member who are international or working internationally.