



Minutes for Board Meeting March 27-28, 2013

Board Members:

Michelle Hepler, Micah Henderson, Scott Conant, Brian Lisson, MB Buckner, Gary Cwidak, Niels Damman, Todd Domeck, Charlie Williams, Matt Marcus, Ryan Olson and James Borishade

Absent:

None

Others Present: None

Proceedings:

Meeting called to order at 8:30 am EST 03-27-2013

I. Review and Approve Agenda

Motion #1: To review and approve agenda as amended

Moved by: MB Buckner

Seconded by: Niels Damman

Carried: Unanimous

II. Review and Approve past Minutes

Motion # 2: To approve the minutes of the 12-20-2012 meeting of the BOD

Moved by: Micah Henderson

Seconded by: Charlie Williams

Carried: Affirm: 9 Opposed 0: Abstentions: Brian Lisson

Motion #3: To approve the minutes of the 01-17-2013 meeting of the BOD

Moved by: Charlie Williams

Seconded by: MB Buckner

Carried: Affirm: 6 Opposed: 0 Abstentions: Micah Henderson, Matt Marcus, Niels Damman, Brian Lisson

Motion #4: To approve the minutes of the 3-14-2013 meeting of the BOD

Moved by: MB Buckner

Seconded by: Niels Damman

Carried: Affirm: 9 Opposed: 0 Abstentions Michelle Hepler

Motion #5: To table approval of the minutes of the 2-10-2013 meeting of the BOD

Moved by: Niels Damman

Seconded by: Micah Henderson

Carried: Unanimous

III. Financial Report

- Executive Director presented Budget to Actuals Statement
 - a) Caveats to presentation - statements presented have not been reconciled
 - b) Discussion about how we authorize additional spending and budget revisions throughout the fiscal year
 - c) Executive Director will work with Treasurer and Finance Committee to draft a policy for the Board's consideration regarding budget revisions
- Executive Director presented DRAFT Budget for discussion
 - a) Discussion about conference revenues and growth plan
 - b) Executive Director asked for BOD members to help look at revenue plans- Niels Damman volunteered. It was further suggested that Todd Domeck be asked to review.
 - c) Executive Director raised the possibility of increasing the number of full time staff in 2014. This is reflected in the DRAFT budget presented.
 - d) Discussion about tracking travel related to specific activities or areas.
 - e) Discussion about Adding a new category for ICE expenses related to delivery of the certification. Maintain committee expenses for committee meetings.
 - f) Discussion about looking at whether or not we will allocate funds to the Research Committee. It was reported that \$1500. exists in the special projects line item and that it has been used for this in the past
 - g) Discussion about the possibility of budgeting money to host an Experiential/Adventure Summit in 2014.
 - h) Discussion about the need to look at the Professional Development line item in the context of a larger full time staff.
 - i) Discussion about the need to look at increasing the percentage of surplus allocated to the bottom line of the overall budget

IV. Staff Report

- a. Executive Director presented his staff report- part (written)
 - We have also been invited to some other international conferences
 - a) SNEPA, Australia
 - Executive Director asked for ideas for other conference we should be attending: NRPA, AIC, WRMC, CWA
 - Standards Development

- a) ANSI Process is underway. Thanks to Micah Henderson for her efforts
- Australia interested in adopting EN Standard- We are putting ACCT standard in from of them.
- Colorado - There is a need to follow-up with Colorado regarding ICE certifications.
- b. Executive Director presented the Report from the Director of Operations (written)
- c. Executive Director presented his plan for increasing staffing.
 - Discussion about staffing plans

Motion #6: To close the meeting for staffing discussion

Moved by: Niels Damman

Seconded by: Charlie Williams

Motion Carried: Unanimous

Motion #7: To come out of closed session

Moved by: Matt Marcus

Seconded by: Scott Conant

Carried: Unanimous

V. Committee Reports

- a. Conference Committee - ACCT Staff Report
 - Executive Director presented conference committee report

Motion #8: To move to closed session

Moved By: Ryan Olson

Seconded by: Gary Cwidak

Carried: Unanimous

Motion #9: to come out of closed session

Moved By: Scott Conant

Seconded By: Micah Henderson

Carried: Unanimous

- Discussion about Annual Review of officers on Committees
- Board Liaisons to communicate via Base Camp to committees about the need to review committee structure and officers.
- Executive Director presented 2013 Conference Survey
 - a) Discussed conference registration process
 - b) Discussed other feedback from conference
 - c) Discussion about what resources need to be put in place to address future conference growth.
 - d) Board sees this as a priority
- **Thanks to the conference committee and conference volunteers for their work.**
- b. Consensus Group
 - Report by Micah Henderson
 - Consensus group is full with their membership
 - Consensus group reporting structure needs to be established or updated

- Consensus Group will likely want a face to face meeting with Standards Writing Committees at Summer Symposium
- c. Design, Performance, and Inspection Standards Committee
 - Report by Brian Lisson
 - Kathy Haras has been accepted as a member of the DPIS Committee
 - Brian provided an explanation for the issues leading to Standards Update bulletin which was released recently.
 - d. Employee Work Place Safety Standards Committee
 - No report
 - e. Ethics Committee
 - Report provide by Charlie Williams
 - No new grievances to date
 - Al Ferarri has been accepted as a member of the Ethics Committee
 - Board Members provided feedback for the DRAFT FAQ Document
 - Discussion about levying a fee for Ethics Complaints
 - a) This will be added to a future New Business item
 - f. Finance Committee
 - One application for a new member- Manager of ACCT's bank
 - Committee is planning to meet soon
 - g. Canopy/Zip Line Tour Committee (CZLT)
 - Todd Domeck spoke to the Committee Report
 - CZLT Committee will remain as a standards writing committee
 - h. Government Relations Committee (GRC)
 - Executive Director provided a report for the GRC
 - Committee members want to know what staff level support to expect
 - Discussion about the role of the committee
 - i. Inspector Certification Committee (ICE)
 - Niels Damman presented the report from the ICE Committee
 - Discussion about evaluating test reliability for the pilot program
 - Discussion about staffing needs to support this program
 - Discussion about staff taking over the administration and operation of Inspector certification. Need to develop an administrative infrastructure to support this program
 - FAQ sheet is to be sent with all certificates hitting major points in order to reduce calls to office and Committee Members
 - Executive Director will meet with ICE committee chair to discuss the transition of tasks for administering the ICE Program to staff
 - j. Insurance Advisory Group
 - No report provided
 - k. International Relations Committee
 - No report provided
 - Michelle Hepler reported that she had sent a thank you note on behalf of the ACCT to representatives from ERCA and SNEPA
 - l. Membership Committee
 - Executive Director provided Membership Report
 - Shared roll out of new membership categories
 - Office has started to change website, etc.

- Trudy will be responsible for managing changes
- Committee Chair's term has ended
- Discussed charge of Membership Committee and the role of the committee related to the new Membership Manager.

Motion #10: To appoint the Membership Manager as Chair of the Membership Committee

Moved by: Micah Henderson

Seconded By: Gary Cwidak

Carried: Affirm: 9 Opposed: 1

- m. Operations/Certification Standards Committee
 - Report provided by Ryan Olson
 - Committee is waiting to respond to public comment period
 - Ryan will check with committee chair about time allocation for summer symposium presentation
- n. PR & Marketing Committee
 - Report provided by Matt Marcus
 - Brenda Reed is stepping down from committee
 - Look at the committee charge
- o. Practitioner Certification Test Committee
 - Ryan is beginning to recruit membership
 - Discussion about Chair of this committee
 - Discussion about the need for an implementation plan
 - Implementation strategy to be discussed as New Business
 - Ensure members of committee include those with expertise in content and test writing
- p. PVM Symposium Planning Committee
 - Survey results discussed
 - Discussion of compulsory nature of symposium
 - Discussion of role of PVM's approving Accreditation Policies at symposia
 - Discussion about ensuring value for PVM's through symposia
 - Discussion about the need for a planning committee
 - Discussion Summer Symposium Agenda for 2013
- q. Research Committee
 - Research Committee Report provided by Matt Marcus
 - Need to discuss long term plan for Research Committee

Motion #11: To appoint Liz Speelman as Chair of Research Committee

Moved by: Matt Marcus

Seconded by: Scott Conant

Motion Carried: Affirm: 10 Opposed: 0 Abstentions: Todd Domeck

- r. Review Committee
 - Review committed report provided by MB Buckner
 - Carson Rivers has been accepted as a new member of the Review Committee
 - Kathy Haras will be transitioning off the Review Committee
 - Committee is working on Draft Policy document
 - Review Committee will present their DRAFT policies to vendors at Summer Symposium.
- s. PVM Benefits Taskforce
 - Call for members put out

- Only one PVM has volunteered to be on the committee
- Discussion about how we move this committee forward

Break for Day at 5:30pm

Meeting resumed at 8:14am 03-28-2013

VI. Old Business

a. Strategic Planning Proposals

- Selection Task Group established to review RFP submissions and return to BOD with a recommendation
- Selection Task Force will come back with recommendation by April 11th
- Membership of this Task Group: MB Buckner, Gary Cwidak, Matt Marcus. They will ask a member of Board Emeritus to help with this task.

b. Board Development

- Discussion about Board Development process
- Strategic Planning Search Committee will ask candidates/consultants if they include Board Development in their strategic planning model
- Alternatively, a small task group will explore Board Governance Models to be shared at a later Board meeting.
- Next Steps: Read The Advantage by Lencioni

c. Inspector Certification Statement

- Executive Director presented revised ICE statement written by the Review Committee.
 - a) Statement has been reviewed by our attorney

VII. New Business

a. ACCT Board Specific Emails

Motion #12: We create dedicated ACCT email addresses for Board of Directors

Moved by: Todd Domeck

Seconded by: Matt Marcus

Motion Carried: Unanimously

- Discussion about creating an Email Use Policy
 - a) Todd Domeck to work with Executive Director to formulate draft policy for Board of Director's consideration
- Discussion about board email implementation tasks
 - a) emails created, website updated, board lists and Basecamp updated with new email addresses, signatures
- Implemented by fiscal year end

b. Review of Organizational Priorities

- Reviewed status of current Organizational Priorities list
 - BOD to identify top 5-10 priorities for implementation in 2014 fiscal year.
 - a) Need to review existing Strategic Plan. To be completed by June 1st.
- c. Charge to Practitioner Certification Committee

Motion #13: To approve the following charge to the Practitioner Certification Committee
 "To produce standardized written and practical tests for all levels and tracks for Course Practitioner Certification"

Moved by: Micah Henderson

Seconded by: Ryan Olson

Motion Carried: Affirm: 10 Opposed: 1

- The following additional directions are to be provided to Committee
 - a) Should be valid and reliable
 - b) Should align with current ACCT Standards
 - c) Shall align with the PVM requirements grid
 - d) Shall include a key
 - e) Should be efficient to grade and produce results quickly
 - f) Shall not include the implementation plan
- d. Review of Structure of Committees
- Micah Henderson led a discussion about committee effectiveness. She suggests that we answer the following questions
 - a) What do they do?
 - b) How do we track progress?
 - c) How do we determine effectiveness?
 - d) Who drives the committee?
 - Discussion about proposed re-organization of committee structure
 - Micah will provide a summary of descriptions for each category of undeliverable
- e. Policy Revisions
- Gary Cwidak and Micah Henderson presented DRAFT Policy Development document for feedback.
- Motion #14: To accept the Policy Development revised March 26, 2013
- Moved by: Gary Cwidak
- Seconded by: Micah Henderson
- Carried: Unanimous

f. Education Use Committee

Motion #15: To approve the formation of the Educational Use Committee

Moved by: Niels Damman

Seconded by: Micah Henderson

Motion Carried: Unanimous

- Committee will be asked to define its' own purpose and scope

Motion #16: To appoint Jim Grout as Chair of Educational Use Committee

Moved by: Niels Damman

Seconded by: Charlie Williams

Motion Carried: Unanimous

- Niels Damman to be liaison to this committee- he will contact Jim.

g. Approval of past minutes

Motion #17: to approve the minutes from 2-10-2013 meeting of the BOD

Moved by: Micah Henderson

Seconded by: Scott Conant

Motion Carried: Affirm 9 Abstain: Niels Damman, Charlie Williams

h. Staffing

- Discussion of priorities for the hiring of additional staff
 - a) Priorities to include administrative help for Operations Department, Government Relations, and Event & Publications

i. Budget Modifications/Revisions Process for Next Fiscal Year

- Executive Director to provide BOD with a revised DRAFT budget
- Executive Director to provide a proposed Budget revision process for upcoming fiscal year. This is to be included in the next budget presentation.

j. ACCT Standards

Motion #18: to approve providing the ACCT Standards as a PDF to ACCT Professional Vendor Members as a benefit of their membership

Moved By: Micah Henderson

Seconded by: Todd Domeck

Motion Carried: Unanimous

Adjournment

Motion #19: To adjourn the meeting
Moved by Niels Damman
Seconded by: MB Buckner
Motion Carried: Unanimous

Next Meeting: April 11 3pm CST (Conference Call)

- a. Future Business:
 - a. Association Law- tabled to Summer Meeting
 - b. Potential Fees for Filing Ethical Grievances
 - c. Feasibility and Potential Implementation Plans for Practitioner Certification
 - d. Summer Symposium Planning
 - e. Review ICE Policy
 - f. Research Committee Mandate
 - g. Experiential/Adventure Summit
 - h. Re-evaluation of Committee Structure