



2013 Pre-Conference Board Meeting Minutes

Meeting Logistics:

Monday 2/4/2013 from 1pm to 5:00 pm

Tuesday 2/5/2013 from 8:30am to 1:00pm

Board Members:

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

Absent: None

Quorum present

Others Present: Brian Lisson, Scott Andrews, John Lazarus; Monday 2/5: Frank Schwenheign, Katherine Tate, Corey Wall, Jamie Barrow, Tom Leahy

Proceedings:

Meeting called to order at: 1:03 PM, Pacific

I. Review and Approve Agenda

- Agenda Additions
- Nomination for BOD Emeritus
- Staff pay rates
- Discussion of BSR-9
- PVM Symposium preparation
- Committee Structure
- **Motion made by Charlie Williams to approve revised agenda for board meeting 2-4&5-13.**
 - a) Seconded by Micah Henderson**
 - b) Discussion: none**
 - c) Abstentions: none**
 - d) Opposed: none**
 - e) Motion carries unanimously**

II. Review and Approve past Minutes

a. 1/17/2013 Conference Call Minutes

- **Motion made by Todd Domeck to accept the 1-17-2013 Board minutes with spelling and format edits.**
 - **Seconded by Scott Conant**
 - **Discussion: Discussion about typos and other format changes.**
 - **Abstentions: none**
 - **Opposed: none**
 - **Carries unanimously**

III. Financial Report

- Treasurer provided board with financial outlook of the association.
 - Discussed Professional Services line item
 - Discussed Inspector Certification line item
 - Discussed "Other income" line item
- April meeting will begin the 2013-14 fiscal year budget preparation process.

IV. Staff Report

- Executive Director discussed membership numbers.
- Annual report for Delaware CET due March 1st
- ANSI Procedures Compliance yearly report due March 1st
- Board advised on ANSI amended procedures to be voted on by BOD as secretariat.
- Board advised on anticipated legal fees for attorney and association legal consultants.
- Board given conference management update
- Board advised on government relations in Colorado.
- Board advised on harmonization efforts with other standards writing bodies

V. Committee Reports

- a. Canopy/Zip Line Tour Committee(CZLT)
 - Committee preparing to help Consensus Group during the ANSI process
- b. Conference Committee
 - Committee actively producing the conference.
- c. Consensus Group (CG)

- Prepared to release standard for second public comment period.
- Request board provide additional resources to support public comment period.
- **Motion made by Sarah Oosterhuis to authorize the release of the proposed draft 9th edition ACCT Challenge Course Standards for release for public comment, and assign the logistics of this task to the ACCT staff.**
 - a) **Seconded: Todd Domeck**
 - b) **Discussion: none**
 - c) **Opposed: none**
 - d) **Abstention: none**
 - e) **Motion Carries**
- d. **Design, Inspection and Performance Standards Committee**
 - Preparing to work with Consensus Group during the public comment period.
- e. **Employee Work Place Safety Standards Committee**
 - Working on draft standards for Employee Work Place Safety.
- f. **Ethics Committee**
 - Reviewed all conflict of interest forms
 - Working with ICE committee on inspector ethics
 - Looking for additional members
- g. **Finance Committee**
 - Covered in financial report
- h. **Government Relations Committee (GRC)**
 - Covered in the staff report
- i. **Inspector Certification Committee**
 - Inspector Certification program is being launched at this year's conference.
 - More than 100 attendees scheduled for the preparation course
- j. **Insurance Advisory Group**
 - No new action since last board meeting
- k. **International Relations Committee**
 - Compiling price quotes for the translation of ACCT Standards

- Creating guidelines for committee members in addressing local contacts pursuing regulatory efforts.

l. Membership Committee

- Preparing for the launch of the new membership categories

m. Operations/Certification Standards Committee (OP/Cert)

- Committee provided board with an update on their survey conducted within the northwest, southwest, and parts of Midwest on certification.

Motion #1:

- **Motion made by Josh Tod: The Association for Challenge Course Technology shall have a Practitioner Certification Test Committee (PCTC) made up of at least 7 and no more than 14 members. The committee will be responsible for the development of a practitioner certification test written to meet current ACCT Operations Standards.**
 - a. **Seconded: Niels Damman**
 - b. **Discussion: none**
 - c. **Opposed: 3**
 - d. **Abstention: none**
 - e. **Motion does not carry**

Motion #2

- **Motion made by Todd Domeck: The Association for Challenge Course Technology shall become the certifying body for practitioners no later than September 1, 2014**
 - a. **Seconded: Josh Todd**
 - b. **Discussion:**
 - c. **Opposed: 5 Opposed**
 - d. **Abstention: none**
 - e. **Motion does not carry**

Motion #3

- **Motion made by Todd Domeck: ACCT will not become the certifying body for practitioners.**
 - a. **Seconded: Micah Henderson**
 - b. **Discussion: clarification of votes**
 - c. **Opposed: 9**
 - d. **Abstention: none**
 - e. **Motion does not carry**

n. PR & Marketing Committee

- No new action since last board meeting
- o. **PVM Symposium Planning Committee**
- Clarified symposium schedule and board roles.
- p. **Research Committee**
- Board discussed previous proposal to committee to research number of ropes course programs, demographics, etc.
 - BOD discussed the role of the committee and function in the association.
 - Liaison will report discussions back to committee.
- q. **Review Committee**
- **Motion made by Charlie Williams to enter closed session.**
 - a. **Seconded by Todd Domeck**
 - b. **Discussion: none**
 - c. **Abstentions: none**
 - d. **Opposed: none**
 - e. **Motion carries unanimously**
 - **Motion made by Niels Damman to end closed session.**
 - a. **Seconded by Todd Domeck**
 - b. **Discussion: none**
 - c. **Abstentions: none**
 - d. **Opposed: none**
 - e. **Motion carries unanimously**
 - **Motion made by MB Buckner that Andrews Consulting dba. Northwest Adventures be approved as PVM per Review Committee recommendation.**
 - a. **Seconded by Josh Tod**
 - b. **Discussion: none**
 - c. **Abstentions: none**
 - d. **Opposed: none**
 - e. **Motion carries unanimously**

- **Motion made by MB Buckner that Adventure Systems be approved as PVM per Review Committee recommendation.**
 - a. **Seconded by Josh Tod**
 - b. **Discussion: none**
 - c. **Abstentions: none**
 - d. **Opposed: none**
 - e. **Motion carries unanimously**

VI. Old Business

- a. ACCT Bylaws
 - Reviewed final edits to draft bylaw document: Article I added "name and purpose."
 - **Motion made by MB Buckner to approve revised bylaws dated February 5, 2013.**
 - a. **Seconded by Todd Domeck**
 - b. **Discussion: none**
 - c. **Abstentions: none**
 - d. **Opposed: none**
 - e. **Motion carries unanimously**
- b. ACCT Standards Update
 - **Motion made by Charlie Williams to enter closed session.**
 - a. **Seconded by Todd Domeck**
 - b. **Discussion: none**
 - c. **Abstentions: none**
 - d. **Opposed: none**
 - e. **Motion carries unanimously**
 - **Motion made by Charlie Williams to end closed session.**
 - a. **Seconded by Todd Domeck**
 - b. **Discussion: none**

- c. **Abstentions: none**
- d. **Opposed: none**
- e. **Motion carries unanimously**

c. **AGM Meeting Preparation**

- Board discussed preparation for the AGM meeting.
- Discussed general membership election.
- **Motion made by Todd Domeck to enter closed session.**
 - a. **Seconded by Charlie Williams**
 - b. **Discussion: none**
 - c. **Abstentions: none**
 - d. **Opposed: none**
 - e. **Motion carries unanimously**
- **Motion made by Scott Conant to end closed session.**
 - a. **Seconded by Sarah Oosterhuis**
 - b. **Discussion: none**
 - c. **Abstentions: none**
 - d. **Opposed: none**
 - e. **Motion carries unanimously**
- **Motion made by Charlie Williams to declare 2013 general membership BOD election void and restart the election for this seat.**
 - a. **Seconded by Niels Damman**
 - b. **Discussion: none**
 - c. **Abstentions: none**
 - d. **Opposed: none**
 - e. **Motion carries unanimously**

- d. **Strategic Planning (tabled for 2/10/13 meeting)**
- e. **Organizational Priorities List**
 - Board reviewed organizational priorities.
- f. **Update on Proposed Policy Revisions**
 - Policy procedure (tabled)
 - Logo Policy (tabled)
 - Legal review (tabled)
 - Critical incident response (tabled)
 - **Motion made by Micah Henderson to accept revisions to Volunteer Reimbursement Policy pending grammatical edits and legal review.**
 - a. **Seconded by Niels Damman**
 - b. **Discussion: none**
 - c. **Abstentions: none**
 - d. **Opposed: none**
 - e. **Motion carries unanimously**

VII. New Business

- a. Board Emeritus
 - **Motion made by Niels Damman nominating Andrew Hubert for BOD Emeritus**
 - a. **Seconded by Scott Conant**
 - b. **Discussion: none**
 - c. **Abstentions: Sarah Oosterhuis**
 - d. **Opposed: none**
 - e. **Motion carries unanimously**
 - BOD Emeritus to be invited to 2/10/13 BOD meeting
 - BOD Emeritus to be announced at AGM
- b. **Conference Update (tabled)**
- c. **ACCT Common Language**
 - **Motion made by MB Buckner to create a task force to develop a common language in our published and internal documents.**
 - a. **Seconded by Todd Domeck**

- b. **Discussion:** BOD to create a charge and describe a skill set for committee members at a later date.
- c. **Abstentions: none**
- d. **Opposed: 10**
- e. **Motion does not carry**

d. **Benefits of Accreditation**

- **Motion made by MB Buckner to create a PVM task force to look at PVM benefits.**
 - a. **Seconded by Micah Henderson**
 - b. **Discussion: none**
 - c. **Abstentions: Sarah Oosterhuis**
 - d. **Opposed: none**
 - e. **Motion carries unanimously**
- **Motion made by MB Buckner that the Organizational Member level have up to 2 sites included in their membership dues. Additional organizations/ facility sites may be added for an additional \$50.00 fee per site.**
 - a. **Seconded by Todd Domeck**
 - b. **Discussion: none**
 - c. **Abstentions: Scott Conant**
 - d. **Opposed: 9**
 - e. **Motion does not carry**
- **Motion made by MB Buckner to adjourn meeting.**
 - a. **Seconded by Sarah Oosterhuis**
 - b. **Discussion: none**
 - c. **Abstentions:**
 - d. **Opposed: 0**
 - e. **Motion carries unanimously**