

Minutes for Board Meeting October 14-15, 2014 held in Scottsdale, AZ

Board Members:

- | | | |
|---------------------------------------------------------------------|--------------------------------------------------|-----------------------------------------------------|
| <input checked="" type="checkbox"/> Micah Henderson – Chair | <input checked="" type="checkbox"/> MB Buckner | <input checked="" type="checkbox"/> Matt Marcus |
| <input checked="" type="checkbox"/> Todd Domeck – Vice Chair | <input checked="" type="checkbox"/> Gary Cwidak | <input checked="" type="checkbox"/> Ryan Olson |
| <input checked="" type="checkbox"/> Scott Conant – Treasurer | <input checked="" type="checkbox"/> Niels Damman | <input checked="" type="checkbox"/> Michael Smith |
| <input type="checkbox"/> Brian Lisson – Secretary | <input checked="" type="checkbox"/> Ben Kopp | <input checked="" type="checkbox"/> James Borishade |

Absent: Brian Lisson

Others Present: Keith Jacobs and Jamie Barrow were present on 10-15-14

Proceedings:

Meeting called to order at: 8:05 PST

I. Review and Approve Agenda

- a) Agenda reviewed and approved.
 - Additional time requested to discuss insurance.

II. Read Anti-Trust Policy

- a) Anti-Trust policy read by Board Member Niels Damman.

III. Review and Approve past Minutes

Motion #1: To approve the minutes of the September 18, 2014 meeting

Moved by: Todd Domeck

Seconded by: Scott Conant.

Motion Carried: unanimous

- Board requested that we include all attachments of final work products as an addendum to the minutes.

IV. Treasurer's Report

- a) Financial Update
 - Treasurer shared financial report.

V. Staff Report

- a) Including ANSI Update
- b) Hawaii Regulation Update



- c) ED Report – Submitted and Received
- d) DO Report – Submitted and Received
- e) Business Department Report – Submitted and Received
- f) Membership Report – Submitted and Received
- g) Events Report – Submitted and Received

VI. **Committee Reports**

- a) Canopy/Zip Line Tour Committee Mike Smith
 - No report
- b) Conference Committee James Borishade
 - Board will do the flash mob
 - Need the time for the training to ensure that it does not conflict with the training.
 - Board will not have a team for builders Olympics.
- c) Consensus Group Micah Henderson
 - No Report Submitted
- d) Design, Inspection and Performance Standards Committee Brian Lisson
 - Report Received and accepted
- e) Educational Use Committee Matt Marcus
 - No report given
- f) Employee Work Place Safety Standards Committee Ryan Olson
 - No report given
- g) Ethics Committee Gary Cwidak
 - Received and accepted
- h) Finance Committee Scott Conant
 - No report given
- i) Government Relations Committee Ben Kopp
 - Included in staff report
- j) Inspector Certification Committee Niels Damman



Motion #2: That the board approve a \$1,500.00 budget for the ICE committee to meet in November outside of Atlanta to continue the development of the ICE program.

Moved by: Niels Damman

Seconded by: Todd Domeck

Motion Carried

Discussion – how much money is anticipated coming from ICE this year.

a) Board is requesting that the following information be updated on the website:

i. Cost of recertification?

ii. Does the inspector have to attend the conference for recertification?

iii. What documentation is required for recertification?

k) Insurance Advisory Group

Todd Domeck

- The insurance audit task force will consist of:

a) Randy Smith

b) Bob Ryan

c) James Borishade

d) Todd Domeck

e) Matt Marcus

- The board is requested that the internal insurance audit be completed by the Insurance Advisory Group by December 1, 2014.

- Insurance audit task force to have an external audit completed by December 1, 2014.

l) International Relations Committee

Gary Cwidak

- No report given

m) Membership Committee

MB Buckner

- No report given

n) Operations/Certification Standards Committee

Niels Damman



- No report given
- o) PR & Marketing Committee Todd Domeck
 - Report received and accepted
 - ED to respond to PRMC needs.
- p) Practitioner Certification Test Committee Mike Smith
 - Received and accepted
 - Niels provided the old charge to the PCTC per their request.
- q) Research Committee Matt Marcus
 - Report received and accepted
- r) Review Committee MB Buckner
 - No report given
- s) Strategic Planning Implementation Task Force Gary Cwidak
 - No report given
 - This task force has completed its charge.
 - Board to draft a letter thanking the task force members for their work.

VII. Working Session

- a) Membership Categories (Scott)

Motion #3: To create a branch of ACCT that would cater to the specific needs of Commercial Zip Line/Canopy Tour and/Aerial Adventure Park operators with additional services and cost to be determined by BOD and staff.

Moved by: Scott Conant

**Seconded by Todd Domeck
Motion carries 5 to 4**

ED to bring drafted product to Board by November 20 board meeting.

- b) Program Endorsement (Niels)
 - Niels, Mike MB Ben will work on refining the proposal to submit to the ACCT board for their reconvening.



- c) Committee Structure (Brian)
 - Workgroup created to develop "Terms of Reference" for committees.
- d) Standards Comparison FAQ (Michael Smith)
 - Workgroup created to develop general questions that members might ask regarding standards.
- e) PVM Symposium
 - Board workgroup created to develop PVM Symposium agenda.

VIII. **Old Business**

- a) Public Relations (Matt & Mike)
 - Received update regarding public relations. Mike and Matt continue to work with the staff and committees.
- b) Insurance Audit Task Force (Todd)
 - See notes from Insurance Advisory Group committee report section
- c) Strategic Planning (Brian)
 - Motions developed from working session
- d) Program Endorsement
 - Motions developed from working session
- e) Membership Categories
 - Motions developed from working session
- f) Practitioner Certification Next Steps (Niels)

IX. **New Business**

- a) Winter Symposium
 - Winters Symposium agenda created during board workgroup session.
 - PVM Symposium will be on Wednesday, February 4, 2015.
- b) Upcoming BOD election preparation (leadership development) - tabled
- c) Insurance Options – Tabled
- d) AORE

Motion #4: ACCT will offer all AORE 2014 paid attendees (who are not current ACCT members) a FREE 1 year membership (individual or student as appropriate) including a FREE electronic copy of the current ACCT Standards.

Moved by Matt Marcus



Seconded by Todd Domeck

Motion carries unanimously

- X. Recessed at 5:05pm PST
- XI. Reconvened on October 15, 2014 at 8:08am PST
- XII. **10-15-14 / Topics Include - Old Business**
 - a) Board meeting dates
 - Sunday, Feb. 1st - Board travel
 - Monday, Feb. 2nd – Full Day Board meeting
 - Tuesday, Feb. 3rd – Full Day Board meeting
 - Wednesday, Feb. 4th – PVM Symposium all day
 - Thursday, Feb. 5th – Work group / Pre-Conferences
 - a) 4pm AGM
 - b) Opening
 - Friday, Feb. 6th – Conference
 - Saturday, Feb. 7th – Conference
 - a) (Olympics)
 - b) Board elections 4-6 w/new board elections
 - Sunday, Feb. 8th – no board meeting (travel home)
 - b) Committee Structures

Motion #5: To accept the finance committee terms of reference dated 10-15-14

Seconded by Ben Kopp

Motion carried: unanimously.

- Will bring motion to the next meeting for 4 of the 5 committee that the board intends to restructure.
- c) Public Relations Work Group (Matt & Mike)
- d) Insurance Audit Task Force
- e) Strategic Planning (Brian)
- f) Program Endorsement (Niels)

Motion #6: To accept the program endorsement document policy dated October 15, 2014 pending grammatical and legal review.

Moved by Niels Damman



Seconded by Todd Domeck

Motion did not carry

g) Membership Categories

h) Practitioner Certification Next Steps (Niels)

XIII. Adjournment

Motion #7: To adjourn the meeting

Moved by: Scott Conant

Seconded by Todd Domeck

Motion Carried: Unanimous

XIV. Next Meeting

November 20, 2014 at 1:00 pm CST via Conference Call