

# Minutes Board Meeting August 13-14, 2014

## **Board Members:**

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

## *Absent:*

*Gary Cwidak, Todd Domeck, MB Buckner*

## **Proceedings:**

*Meeting called to order on August 13, 2014 at 8:34 PST*

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

*Motion #1: To approve the agenda*

*Moved by: Matt Marcus*

*Seconded by: Niels Damman*

*Motion Carried: Unanimous*

### **II. Anti-Trust Statement**

*-Anti- Trust Statement read aloud by Niels Damman*

### **III. Review and Approve past Minutes**

*Motion #2: To approve the minutes of the meeting of the Board of Directors of July 17, 2014.*

*Moved by: Ryan Olson*

*Seconded by: Matt Marcus*

*Motion Carried: 4 in favor     Abstentions: Niels Damman, Scott Conant, Ben Kopp, Matt Marcus*

### **IV. Treasurer's Report**

#### **a. FY14 Actuals**

- Review of FY14 Actuals
- There was a significant deficit
- It was clarified that some of the expenses shown in the Board of Directors line item included Strategic Planning costs



b. FY15 budget

– Discussion about Conference Budget for 2015

- a) Want to end the practice of subsidizing food and beverage through conference registration fees.
- b) Will charge actual cost of meals in meal plan fees
- c) Will look for sponsors to underwrite the food and accommodation costs of the exhibit hall
- d) Discussion about conference timelines
- e) Discussion about benefits for pre-conference presenters. Changing model, to incentivize presenters with a revenue share could drive more registration for both pre-conferences and main conference. This should be explored at our Feb meeting in order to be ready to go for 2016 conference.

- Discussion about the costs of Reviews: Revenue vs Cost
- Summer Symposium to be removed from the 2015 Budget
- BOD Webinar following face to face meetings to be considered to communicate with members.
- Will maintain budget item for Winter Symposium
- Standards production – need to add Spanish Translation
- Discussion about ensuring professional development funds are available for staff
- Reviewed top 5 priorities for the year.
- Staff will look into rates for credit card processing
- Increase sponsorships by \$10,000. In budget
- Discussion about reducing Board Meeting expenses. Ideas included less face to face meetings and creating a clear Board reimbursement policy.
- ANSI Consultant Costs for 2015 to be discussed based on Appeal Decision
- Discussed including costs for Consensus Group face to face meeting
- Reviewed departmental budgets

V. **Committee Reports**



- a. Canopy/Zip Line Tour Committee
  - Report submitted
  - Mike Smith provided an update on the work of the Canopy/Zip Line Tour Committee
  - Want to check with committee about items which should be included in Program Endorsement.
  
- b. Conference Committee
  - Report submitted by Cynthia Paris, Chair
  - James Borishade provided an update of the work of the Conference Committee
  - The committee requested a response to a couple of items. The following is the BOD's response to these questions:
    - a) Board does not need to approve Keynote Speaker. The Committee can move ahead.
    - b) The Board of Directors will need two rooms for workshops at the Conference.
      - i. Dialogue with ACCT Leadership
      - ii. Strategic Plan- Program Endorsement – session specifics to be decided.
  - c) Live Auction: The Board does not wish to continue with the Live Auction. Alternative programming should be planned for that evening.
  
- c. Consensus Group
  - Micah Henderson provided an update on the work of the Consensus Group.
  - A ballot has been circulated to confirm the new Chair and Vice-Chair: Bob Ryan, Chair and Rhonda Mickelson, Vice-Chair
  - Ballot for BSR-9 was approved by Consensus Group
  - Still an appeal possible for BSR-9. Appeal period ends August 14, 2014
  - Creating an opportunity for the Consensus Group to have a face to face meeting at the Annual Conference was discussed. ACCT will provide free conference registration to Consensus Group members who attend the meeting. We want to make sure that Consensus Group Members are identified on their name tags at the conference.
  
- d. Design, Performance and Inspection Standards Committee
  - An update on the work of the Design, Performance, and Inspection Standards Committee was provided by Brian Lisson
  - The committee is waiting on further work from the Consensus Group
  
- e. Educational Use Committee
  - Report submitted by Jim Grout, Chair
  
- f. Employee Work Place Safety Standards Committee
  - An update on the work of the Employee Workplace Safety Standards Committee was provided by Ryan Olson.
  - The committee is hoping to have a face to face meeting in October.
  
- g. Ethics Committee
  - Report submitted by Adam Bondeson, Chair



- An update was provided by James Borishade
  - The Committee is currently working on one issue.
- h. Finance Committee
- An update of the work of the Finance Committee was given by Scott Conant, Treasurer.
  - The committee is now meeting quarterly
  - The committee will review quarterly financial reports in preparation for our face to face meetings.
- i. Government Relations Committee
- The work of this committee will be addressed as part of the Committee Re-organization
- j. Inspector Certification Committee
- Report submitted by Keith Jacobs, Chair
  - An update of the work of the committee was provided by Niels Damman
  - Committee has been exploring test writing professionals. The committee should continue with this work. Test questions to be reviewed by the Research Committee.
  - Executive Director is putting together a framework or terms of reference for the Evaluation of the Inspector Certification Examination program. This will be given to the Research Committee for their review.
  - Committee is requesting more members as per their report.
  - Executive Director will forward some names of regulators to the committee.
- k. Insurance Advisory Group
- An update of the work of the Insurance Advisory Group was provided by Micah Henderson.
  - Reviewed information provided by Randy Smith, Chair
  - The Advisory Group outlined some criteria for the Insurance Audit
  - The need to create a Task Force to undertake the Insurance Audit was discussed. It was felt that the Task Force should include some members who are not part of the existing insurance coverage.
- l. International Relations Committee
- Report submitted by Paul Hancock, Chair
- m. Membership Committee
- No report submitted.
- n. Operations/Certification Standards Committee
- Report submitted by Scott Andrews, Chair
  - An update was provided by Niels Damman.
  - Operations and Certification Standards Committee are waiting on work from the Consensus Group.
- o. PR & Marketing Committee



- No Report
  
- p. Practitioner Certification Test Committee
  - Report submitted by Brenda Reed, Chair
  - An update was provided by Mike Smith
  - The committee has put a call out for test questions. They are going to create a database of questions from which testers can draw.
  
- q. Research Advisory Committee
  - Report submitted by Liz Speelman, Chair
  - Research Grant has been awarded to Scott VanderWey, Washington State University Extension.
  - The committee suggested changes to the charge. The Board of Directors wishes to keep the charge as it stands.
  - The committee identified a set of goals. The Board of Directors supports these goals
  
- r. Review Committee
  - No report
  
- s. Strategic Planning Implementation Task Force
  - No report
  - Brian Lisson provided an update on the work of the Task Force.

Motion #3: To accept the committee reports

Moved by: Scott Conant

Seconded by: Niels Damman

Motion Carried: Unanimous

## VI. Staff Report

- Staff Reports submitted by Joyce Weaver, Bill Weaver, James Borishade, Melissa Webb, Trudi Robbins, and Kim Cathings
- Staff Reports were presented by James Borishade, Executive Director
- Update provided about State of New York government relations issues
- It was suggested that staff profiles be included on the ACCT website
- Update on changes to staff reporting structure were reported
- Discussion about marketing the conference. Suggestions about ads on Facebook, Google Adwords. Thunderclap- Adstage
- Discussion about the need for a single point of responsibility for conference marketing
- Need to form a small group to help the staff with website and social media interfaces (technology plan)



VII. **Old Business**

- a. ANSI/Standards Harmonization Update (James Borishade)
  - Executive Director provided an update about our ANSI Appeal
  - Need to prepare press release for verdicts
  - Discussion about pursuing other standards initiatives in the near future
  - We need to clarify our role in the standards business

RECESS at 5pm PST

RECONVENE on August 14, 2014 at 8:15am PST

- b. Strategic Planning (Brian)
  - Committee Re-structure Working Session
  - Niels to work on definitions and revised benefits/outline for the following (4) categories:
    - a) Committee
    - b) Task Force
    - c) Working Group
    - d) Panel
  - Motions to be brought to the next meeting

c. Insurance Audit Task Force

Motion #5: The Board tasks the Insurance Advisory Group with conducting an internal audit as outlined in Internal Audit Outline 14-8-14

Moved by: Mike Smith

Seconded by: Matt Marcus

Motion Carried: Unanimous

Motion #6: The Board creates an Insurance Audit Task Force as per the terms of reference 14-8-14

Moved by: Mike Smith



Seconded by: Ben Kopp

Discussion:

Motion Carried: Unanimous

- Board Members appointed to the Insurance Audit Task Force are Matt Marcus, Todd Domeck
- Executive Director to name an additional person to the Insurance Audit Task Force

d. Public Relations Policy/Strategy (Matt)

- Matt to create a motion for Public Relations Strategy Policy for our next meeting

e. ANSI – PRCA Appeal

- During the meeting we received notice of the outcome of our Appeal to the BSR-9 for the PRCA-ANSI Standard
- We were not successful in our Appeal.
- Discussion about the implications of this and potential next steps.

Motion#7: To go into closed Session

Moved by: Mike Smith

Seconded by: Scott Conant

Motion Carried: Unanimous

Motion #8: To come out of closed session

Moved by: Scott Conant

Seconded by: Niels Damman

Motion Carried: Unanimous

Motion #9: To pull together a marketing and PR Task Force to create a PR and Media kit by December 31, 2014.

Moved by: Mike Smith

Seconded by: Matt Marcus

Motion Carried: Unanimous

- Mike Smith to take lead on this. Todd and Matt to participate.



f. Budget

Motion #10: To approve the 2015 Budget as presented 14-08-14

Moved by: Scott Conant

Seconded by: Niels Damman

Motion Carried: Unanimous

VIII. **New Business**

- a. ICE evaluation update (tabled)
- b. Conference planning (tabled)
- c. PVM Symposium Planning (tabled)
- d. Upcoming Board of Directors election
  - It was noted that Gary, Micah, Scott, and MB terms are up this year
  - Discussion about who is planning to run again for a second term
  - Need to begin recruiting potential board members. Need to reach out to potential candidates. Board Emeritus to be asked to assist.
- e. Upcoming committee chair meeting (tabled)
- f. Membership Categories
  - Discussion about adding a new membership category for organizations based on their revenue.
  - Scott will come back to the Board of Directors with a proposal for new membership rates at our next meeting

IX. Upcoming Meetings

- a. Next Meeting
  - September 18, 2014 by phone 1:00 CST
- b. Next Face to Face Meeting
  - October 14-15, 2014 8:30- 5:00pm both days in Scottsdale, AZ





Motion #11: To adjourn the meeting

Moved by: Scott Conant

Seconded by: Niels Damman

Motion Carried: Unanimous