



## Agenda for Board Meeting – November 15, 2017

### Meeting Logistics:

11/15/17 11:00p to 12:30p MST

### Preparation / To Dos:

- Review documents in Dropbox meeting folder

### Location:

218-936-3817

510426#

### Board Members:

x Ben Kopp - **Chair**

x Bahman Azarm – **Vice Chair**

x Carson Rivers - **Treasurer**

x Scott Andrews - **Secretary**

x Micah Henderson

x Michelle Hepler

x Ryan Olson

Dylan Burt

x Sara Bell

x Shawn Tierney – **Executive  
Director**

### Anti-Trust Statement:

It is the policy of the Association for Challenge Course Technology, and it is the responsibility of every Association member company, to comply in all respects with federal and State antitrust laws. No activity or discussion at any the Association meeting or other function may be engaged in for the purpose of bringing about any understanding or agreement among members to:

- (a) raise, lower, or stabilize prices;
- (b) regulate production;
- (c) allocate markets;
- (d) encourage boycotts;
- (e) foster unfair trade practices;
- (f) assist monopolization, or
- (g) in any way violate federal or State antitrust laws.

Any questions regarding the meaning or applicability of this policy, as well as any concerns regarding activities or discussions at Association meetings, should be promptly brought to the attention of the Association Executive Director or the Chair of the Board of Directors.

*Absent:* Dylan Burt

*Quorum present?* Yes

*Others Present:* Natalie Hill for Managing Matters Update

### Proceedings:

*Meeting called to order at:* 11:01a MST

### Agenda

- I. Review and Approve Agenda  
**Motion to Approve by: Scott Andrews**  
**Seconded by: Ryan Olson**  
**Discussion: changes made, items tabled because of missing members**  
**Motion Carried: Unanimous**
- II. Review and Approve Meeting Minutes from September 18- 19, 2017 **approved by BOD**
- III. Review and Approve Meeting Minutes from October 18, 2017 **approved by BOD**
- IV. Executive Director Update (*copy attached*)
- V. Managing Matters Update: (*copy attached*)
- VI. Monthly Financial – October Draft Financials
- VII. Quarterly Q1 financials (*copy attached*)



- VIII. Priorities Update: (for greater detail see "TASK LIST Board Priorities 170424.xlsx")
- I. Savings Plan: \$200,000 in reserves
  - II. Government Relations
  - III. Program Accreditation
  - IV. Increase Professionalism of Conference Workshops
  - V. Standards Development Process
  - VI. Document and File Management System

### Unfinished Business

- VII. Nomination Committee Terms of Reference (Bahman) Discussed new terms of reference. Roll of committee in evaluation of committee members and committee chairs and how that is related to the board. Item tabled and will be brought up for discussion in December
- VIII. Accreditation/ Certification Committee Update (Sara) See Executive Director Report for this update. Committee will not meet December 1 deadline for piolet review but will have one shortly after that date.
- IX. File Structure (Dylan) tabled
- X. File Naming Structure (Scott) tabled

### New Business

- XI. Conference Information review (Ryan) concern about how far down in the webpage the information is in the website.
- XII. Membership (closed session) (Ben)

Motion to go into closed session by: Bahman Azarm  
Second by: Carson Rivers  
Motion: Unanimous

Motion to leave closed session by: Scott Andrews  
Second by: Bahman Azarm  
Motion: Unanimous

- XIII. Tasks from Previous Board Meeting – update (et all) tabled
- XIV. Board Meeting at the Conference Planning (Ben) We will meet Monday and Tuesday January 29 and 30 in Ft. Worth, TX. Please fly on Sunday January 28<sup>th</sup>. Conference BOD meeting intended to be Saturday not Sunday. Shawn will send details in next few days.



## Adjourn

Motion to Adjourn

Motion to Adjourn by: Michelle Hepler

Second by: Bahman Azarm

Motion: Unanimous

Time: 12:31p MST