



## MINUTES for Board Meeting – September 18 and 19, 2017

### Meeting Logistics:

9/18 8:00a to 5:00p and 19/17 8:00a to 12:00p MDT

### Preparation / To Dos:

- Review documents in Dropbox meeting folder

### Location:

Marble Room 4 floor Hyatt Regency Convention Center, 650 15<sup>th</sup> St., Denver  
(303)436-1234 (breakfast in meeting room at 7:30a)

### Board Members:

x Ben Kopp - <b>Chair</b>	x Micah Henderson	x Sara Bell
x Bahman Azarm – <b>Vice Chair</b>	x Michelle Hepler	x Shawn Tierney – <b>Executive</b>
x Carson Rivers - <b>Treasurer</b>	x Ryan Olson	<b>Director</b>
x Scott Andrews - <b>Secretary</b>	x Dylan Burt	

### 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:* yes

*Quorum present?* yes

*Others Present:* Paul Cumming (Monday and Tuesday) Gary Nesbitt, Chair of Insurance Committee (Monday 10:30 to 12:30p)

**Proceedings:** Meeting called to order at: 8:01a MDT

### Agenda

- I. Review and Approve Agenda  
Motion to Approve by: Bahman Azarm  
Seconded by: Ryan Olson  
Discussion:  
Motion Carried: Unanimous
- II. Review and Approve Meeting Minutes from August 16, 2017 Approved by Members
- III. Executive Director Update (*copy attached*)
- IV. Managing Matters Update: (*copy attached*) (*reviewed on Tuesday am*) discussed membership and how we are doing on reaching out to business members.
- V. Monthly Financial – July and August (*copy attached*)
- VI. Cash Flow Projections (Shawn)
- VII. Committee Reports (Shawn) Committee



reports reviewed. Reviewed the new format created by Micah and Michelle. People like the format and it looks good.

- VIII. Staff Reports (Shawn) *Reviewed*
- IX. Priorities Update: (for greater detail see "TASK LIST Board Priorities 170424.xlsx") *updates in Executive Director Report*
- I. Savings Plan: \$200,000 in reserves (done)
  - II. Government Relations (progress being made. Some tasks completed)
  - III. Program Accreditation (progress being made)
  - IV. Increase Professionalism of Conference Workshops
  - V. Standards Development Process
  - VI. Document and File Management System

#### Unfinished Business

- VII. Program Accreditation Review (Shawn) *Recap of history of Program Accreditation. Discussion of how Program Accreditation process is working. Motion to enter closed session by: Ryan Olson Second by: Carson Rivers Discussion: None – Paul ask to leave the room Motion: Unanimous*
- Motion to leave closed session by: Ryan Olson Second by: Michelle Hepler Discussion: None – Paul ask to return to the room Motion: Unanimous*
- VIII. Finance Committee (Carson) *reviewed and edited Terms of Reference. Motion to accept Revision Finance Terms of Reference by: Dylan Burt Second by: Sara Bell Discussion: This will be tracked by revision date in the footer Motion: Unanimous*

#### New Business

- IX. Terms of Reference for Insurance Committee (Ben) *10:30am Monday Gary Nesbitt joined board and discussed purpose of Insurance Committee. Also discussed what the needs are for the Association and the vendors. Dylan Burt will review Terms of Reference with Gary in next 2 weeks*
- X. Committee Structure and Chair Term limits (Scott) *concern raised that many committee chairs have been in their positions a long time. The board can approve longer terms. Expressed concern that we need to be recruiting new*



members to committees. It is important to have new members and those people need to be encouraged to grow in leadership and role in committees. Desire to have a time for volunteers and committee members to be together and meet people. Updated Terms of Reference for Nominations, meeting volunteers for lunch or breakfast at committee and a Volunteer recruitment tool and processing. Question of what PVM Symposium will be like has been forwarded to Ken Jacquot.

XI. Consensus Group Update (Ben) Ben gave  
report on Consensus Group Face to Face meeting in August in Denver.

XII. Policy structure and format update (Scott) presented  
policy index. Also discussed file storage needs for the association.

Meeting in recess at 4:35p MDT  
Meeting in Session at 8:00a MDT

XIII. File Naming Policy (Scott)  
Motion to Accept File Naming Policy: Bahman Azarm  
Second by: Dylan Burt  
Discussion: NONE  
Motion: Unanimous Pass

XIV. Strategic Plan (Ben)  
Motion to move into Committee of the Whole: Scott Andrews  
Second: Dylan Burt  
Discussion: NONE  
Motion Approved Unanimously

Motion to come out of Committee of the Whole: Scott Andrews  
Second: Dylan Burt  
Discussion: NONE  
Motion Approved Unanimously

XV. ACCT Conference logistics (Ben)  
Board Meeting January 29 and 30 (fly Sunday)  
Dialog with Leadership workshop  
Meeting on Saturday for Builders Olympics

## Adjourn

Motion to Adjourn

Motion to Adjourn by: Bahman Azarm  
Second by: Michelle Hepler  
Motion: Unanimously  
Time: 12:00p MDT



**To: ACCT Board**  
**From: Shawn Tierney, Executive Director**  
**Date: 9/13/17**

**RE: September Board Report**

### **Summary of Activities**

**August Financial Statements:** the August financial statements will be in Dropbox for review prior to the BOD meeting. We received a significant amount of our exhibitor/sponsor revenue during the last 10 days of the month, with just over \$64,000 recorded as paid, and other \$60,000 in registrations paying via check. (We had budgeted most of that income being received in November). Carson and I will be adjusting our projected budget to reflect changes such as this (i.e., a timing issue of when income is received).

**Translation of Standards into Spanish:** I have turned over the final document to Scott for the formatting with the graphics company. Scott can give us an update on when we expect to receive the finished product. I am in the process of drafting a press release and will work with the Weiss group to ensure that it gets circulated widely. I also plan to ask Victor if he can translate the release into Spanish for circulation in Latin America and elsewhere.

**Conference Registration:** the conference registration is on track to open before the end of September (shooting for late the week of the 18<sup>th</sup>). We are currently putting the finishing touches on our digital registration brochure, which is needed in order to build out the Cvent registration site.

**PVM Accreditation/Policy Review:** The VAP will be holding a face-to-face meeting September 17<sup>th</sup>-19<sup>th</sup> in MD to review PVM programmatic issues. Bill will be traveling to Korea late September to early October for a site visit with Zip Lines Korea, a new PVM applicant. The Vendor Accreditation Panel has recommended to the ACC that they review and revise current policies, along with making changes to the annual report.

**Risk Management & Insurance Committee:** the chair of the committee will be at the Board meeting to present and discuss his draft of the revised terms of reference, which is in Dropbox for review.

**Finance Committee:** there is also a draft of the revised finance committee terms of reference in Dropbox for review. Ben, Carson and I met to discuss this revised version and narrowed the focus of the committee. Carson will be reaching out to several other individuals who expressed interest in being on the committee, and I am reaching out to legal

to create a finance committee conflict of interest/confidentiality form that members will be required to sign.

**Committee & Work Group reports:** at this time we have only received several reports, but more should be forthcoming by the end of this week. Micah created a new report from, and the report and 2 reminders went out to chairs indicating that the Board had requested a report from the chair of each committee/work group. I will place any other reports received in Dropbox as I receive them. We will be discussing the volunteer committee and work group structure as an agenda item at the meeting.

**PR/Marketing Support:** the Weiss Group is creating a Brand guide (with input from Mandy and me) that will form the core of our identity, messaging and overall branding. We are in track to have the guide completed by mid-October. The Weiss Group is also redesigning Clipboard and P-lines, along with generating content ideas that will make these publications more relevant and interesting. All content will be reviewed by internal ACCT groups/individuals prior to publication.

**ANSI PINS:** the SDC met on Sept. 11 to review the draft PINS application. No changes were recommended. Bill and I will forward the PINS to Jim Converse to ensure it is properly formatted, etc., prior to filing with ANSI. A copy of the draft PINS is in Dropbox for review. A copy will also be forwarded to the Consensus Group as FYI – they do not need to “formally” approve the PINS.

## **FY18 Organizational Priorities: September Updates**

### **1. Savings Plan**

- a. \$200k in reserve account: *DONE. \$200k was place in a Chase savings account on June 29<sup>th</sup>.*
- b. \$100k budgeted for each year to reach \$500k by FY20: *On-Track. The FY18 budget has a net income surplus goal of \$107,842.*
- c. 10% net income goal: *On-Track. The FY18 budget has a slightly higher net income goal.*
- d. \$100k liquid minimum: *On-Track. As of 9/13 our operations account has \$141,000, and August was the projected low point of cash in the bank.*

### **2. Government Relations**

- a. Updated position statement: *In process. This is being revised with an anticipated completion date of September 30<sup>th</sup>.*
- b. Hire a consulting firm: *DONE. I entered into a Scope of Work agreement with Jason Keith, principal of Public Land Solutions in June.*
- c. Organized volunteer system with regional contact identification list: *this will be part of the GRC multi-year plan to be completed by the end of October.*
- d. Jurisdictional approach strategy: *this will be part of the GRC multi-year plan to be completed by the end of October.*
- e. Current standing in each State/Jurisdiction: *this will be part of the GRC multi-year plan to be completed by the end of October.*

### **3. Program Accreditation**

- a. Phase 1 pilot completed by November, 2017: *On-track. The AR's and Bill Weaver held a face-to-face meeting August 14<sup>th</sup> and 15<sup>th</sup> in WI to complete program documents,*

*develop the program model, and plan the pilot program. One BOD member was in attendance for part of the meeting. A zip-file containing the work product is in Dropbox for review. The zip-file was first sent to the ACC at the end of August for review and comments. Only one person from that committee has commented thus far.*

*b. Limited opening by July 2018: On-track. We will have a soft launch of the program in spring 2018 -- after gathering further input, and making additional changes to the program model.*

**4. Increase professionalism of conference workshops:** *In-process. The conference workshop committee and Melissa extended the review period for workshop submissions in light of this priority. See Melissa's staff report for further details.*

#### **5. Standards development**

- a. ANSI/ACCT standard revisions: In process. The SDC submitted proposed revisions in the areas of DPI and Operations to the Consensus group who reviewed and commented on them at their meeting in August. The next step is the filing of a PINS by the end of September.*
- b. ANSI/ACCT standards translated into Spanish: Nearly Completed.*
- c. Consensus Group face-to-face meeting: DONE.*
- d. Regular meeting and reporting schedule: DONE. The SDC already holds a monthly meeting, and the CG laid out a schedule for their next three calls.*

#### **6. Document and file management system**

- a. Pick a new tool: Has not been done.*
- b. File naming policy: Scott Andrews has proposed a file naming system for BOD documents but we need to ensure that everyone knows what it is.*
- c. File organization strategy and chart: Has not been done.*
- d. Understand needs of ACCT groups: has not been done.*
- e. Move files to new system: has not been done.*
- f. Digitize Operation Dept. files for storage: DONE. The Ops dept. ANSI files have been digitized.*
- g. Train users: has not been done.*

To: ACCT Board of Directors

From: Natalie Hill (Account Coordinator), Jenny Faucher (President), and Nicole Cork (Account Manager)

Date: September 18, 2017

## **STRENGTHENING THE ACCT BRAND**

This report is intended to provide an update on our action items, activities, improvements, and initiatives we have completed since the last Board meeting, held on August 16, 2017. This report will be provided to the board on a monthly basis.

Our team, led by Natalie Hill, has been putting a significant focus on customer service excellence to the ACCT membership. This has been done by promptly communicating with members via e-mail, phone and contact forms, and providing answers efficiently and in a timely manner.

We are always looking for ways to save ACCT money and bring fresh ideas to the table.

## **BOARD & COMMITTEE SUPPORT**

- MM has shipped 7+ copies of the ACCT/ANSI 03-2016 Standards and 1 copies of the 8th Edition Standard.
- MM has updated membership metrics and yearly membership comparison spreadsheets for Board review.
- MM has assisted with 10+ PVM training dates by adding them to the website calendar.
- MM has created and sent Shawn the August membership revenue report from YM.
- MM has reached out to the Membership committee chair for assistance with new initiatives.
- MM sent Shawn August Store revenue from YM, which included:
  - Jobs
  - PVM's

- Certification registrations
- Advertisements

## GENERAL MANAGEMENT

- MM has fielded 90+ membership calls since the last board meeting. Receiving an average of 4 calls a day. Some call highlights include:
  - Membership renewal assistance
  - Job postings
  - Training & certification questions
- MM has assisted with adding 5+ job postings to the Career Center.
  - Total of 4 Job Postings in August
  - 1 posting in September
- MM liaised with members in regards to 7 Business membership sign ups.
- MM has responded to 90+ emails and 15+ contact forms via email and through the website.
- MM has forwarded 4+ contact forms and 10+ phone calls to Bill in regards to certification and testing related questions.
- MM sent out the September Edition of Clipboard.
- MM has been in contact with Jean from Weiss group in order to share knowledge of Publications
- MM has sent materials to Jean for the October issue of Clipboard.
- MM has made updates to the ACCT website in order to make navigation of the site easier.
- MM has create a 'New Member Welcome package' for members that are new and have joined the association
- MM has created new initiatives for membership growth in the new fiscal year.

## NEXT STEPS



# UPDATE ON MATTERS

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- MM will continue to assist ACCT members with membership renewals and general inquires.
- MM will continue to grow the ACCT membership and will involve the Membership Work Group in the process.
- MM will continue to assist Weiss Group with Publications.
- MM will continue to make calls to lapsed members and check in on the progress the Membership Work Group has made.
- MM will continue to update the website. We will:
  - Archive old pages
  - Add an ACCT staff page
- MM will continue to work with Bill and Joyce in regards to invoicing and reaching out to members for the PVM application process.
- MM will send out copies of the ACCT/ANSI Standards on a bi-weekly, or as needed, basis.
- MM will continue to update membership metrics and compare our yearly membership revenue/renewals/new sign ups.
- MM will work on a membership plan for this fiscal year, including:
  - Membership expiry emails
  - New membership packages
  - Thank you letters to long standing members
  - Membership benefits

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# Monthly Management Report

Association for Challenge Course Technology  
For the period ended August 31, 2017



Prepared on  
September 15, 2017

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# Balance Sheet

As of August 31, 2017

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Chase Operating	137,373.63
Chase Savings	200,029.35
<b>Total Bank Accounts</b>	<b>337,402.98</b>
<b>Accounts Receivable</b>	
Accounts receivable	2,203.87
<b>Total Accounts Receivable</b>	<b>2,203.87</b>
<b>Other Current Assets</b>	
Merchant Card - Undeposited Funds	20,314.00
Prepaid Expenses	2,500.00
Prepaid Insurance	9,865.80
<b>Total Other Current Assets</b>	<b>32,679.80</b>
<b>Total Current Assets</b>	<b>372,286.65</b>
<b>TOTAL ASSETS</b>	<b>\$372,286.65</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
Chase Card	-38,432.28
Chase Card - 0614	8,272.30
Chase Card - 1061 Shawn	26,796.24
Chase Card - 1344	7,422.32
<b>Total Chase Card</b>	<b>4,058.58</b>
<b>Total Credit Cards</b>	<b>4,058.58</b>
<b>Total Current Liabilities</b>	<b>4,058.58</b>
<b>Total Liabilities</b>	<b>4,058.58</b>
<b>Equity</b>	
Retained Earnings	357,712.53
Net Income	10,515.54
<b>Total Equity</b>	<b>368,228.07</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$372,286.65</b>

# Profit and Loss Comparison

August 2017

	Aug 2017	Aug 2016 (PY)	Total
<b>INCOME</b>			
Events			
Advertising Income			1,850.00
Conference fees			
Conference - Other	776.84		
<b>Total Conference fees</b>	<b>776.84</b>		
Exhibit Hall Fees	66,150.00		56,800.00
<b>Total Events</b>	<b>66,926.84</b>		<b>58,650.00</b>
Membership			
Individual Memberships	2,380.00		2,405.00
Organizational Memberships	6,859.85		6,554.95
<b>Total Membership</b>	<b>9,239.85</b>		<b>8,959.95</b>
Operations			
Inspector Certification			55.00
Application/Renewal Fees	500.00		
<b>Total Inspector Certification</b>	<b>500.00</b>		<b>55.00</b>
Vendor Accreditation	719.00		
<b>Total Operations</b>	<b>1,219.00</b>		<b>55.00</b>
Other Income			
Interest	13.58		1.13
<b>Total Other Income</b>	<b>13.58</b>		<b>1.13</b>
Publication & Retail Sales			
Job Listings			50.00
Standards Sales	2,396.45		570.00
<b>Total Publication &amp; Retail Sales</b>	<b>2,396.45</b>		<b>620.00</b>
Recovery Income (deleted)			
Reviewer Travel Expense Fees (deleted)			743.04
<b>Total Recovery Income (deleted)</b>			<b>743.04</b>
<b>Total Income</b>	<b>79,795.72</b>		<b>69,029.12</b>
<b>GROSS PROFIT</b>	<b>79,795.72</b>		<b>69,029.12</b>
<b>EXPENSES</b>			
Bank Fees			
Credit Card Finance Charges			274.01
Merchant Service Fees	3,551.14		2,510.40
Paypal Fees			21.21
Service Charges	35.00		
<b>Total Bank Fees</b>	<b>3,586.14</b>		<b>2,805.62</b>
Board of Directors & Governance			
BOD & Committee Meeting Expenses			1,005.49
BOD & Committee Travel			2,868.07
<b>Total Board of Directors &amp; Governance</b>			<b>3,873.56</b>
Events-			

		<b>Total</b>
	<b>Aug 2017</b>	<b>Aug 2016 (PY)</b>
Conference Expenses		
Cvent/Crowd Compass		2,161.38
Miscellaneous Conference Expenses	862.50	
Site Selection	4,121.68	
<b>Total Conference Expenses</b>	<b>4,984.18</b>	<b>2,161.38</b>
Exhibit Hall Expenses		
Conference Service Provider		21,634.33
<b>Total Exhibit Hall Expenses</b>		<b>21,634.33</b>
<b>Total Events-</b>	<b>4,984.18</b>	<b>23,795.71</b>
General Operating 1		
Meals & Entertainment	18.44	7.52
Software Subscriptions	235.29	245.39
Staff Travel	1,556.59	
Travel (deleted)		3,497.90
Travel Meals (deleted)		435.02
<b>Total Staff Travel</b>	<b>1,556.59</b>	<b>3,932.92</b>
<b>Total General Operating 1</b>	<b>1,810.32</b>	<b>4,185.83</b>
General Operating 2		
Office Rent & Storage	804.89	701.53
Office Supplies	33.91	43.82
Postage and Shipping		377.05
<b>Total General Operating 2</b>	<b>838.80</b>	<b>1,122.40</b>
Insurance		
Directors & Officers		342.67
Workers Comp	24.40	49.32
<b>Total Insurance</b>	<b>24.40</b>	<b>391.99</b>
Licenses/Taxes/Dues		
Colorado Fees		50.00
<b>Total Licenses/Taxes/Dues</b>		<b>50.00</b>
Marketing		
Website Fees		4,620.00
<b>Total Marketing</b>		<b>4,620.00</b>
Operations-		
Panel & Work Group Expenses	7,251.90	
Standards Development		4,144.18
Vendor Accreditation Expenses	1,461.34	764.09
<b>Total Operations-</b>	<b>8,713.24</b>	<b>4,908.27</b>
Professional Services		
Accountant		1,400.00
Attorney	825.00	
Delaware Representation	358.00	
Government Relations	450.00	
Management Company		5,555.97
PR/Marketing	6,000.00	

		<b>Total</b>
	<b>Aug 2017</b>	<b>Aug 2016 (PY)</b>
<b>Total Professional Services</b>	<b>7,633.00</b>	<b>6,955.97</b>
Publications & Retail Sales		
Standards Publication	10.00	
<b>Total Publications &amp; Retail Sales</b>	<b>10.00</b>	
Salaries, Wages, & Related		
Payroll Processing Fees	181.96	
Payroll Taxes	5,575.30	1,172.36
Salaries & Wages	12,881.84	15,324.90
<b>Total Salaries, Wages, &amp; Related</b>	<b>18,639.10</b>	<b>16,497.26</b>
Telecommunications	71.00	
Internet		175.48
Telephone	86.15	183.69
<b>Total Telecommunications</b>	<b>157.15</b>	<b>359.17</b>
Uncategorized Expense	2,143.00	
<b>Total Expenses</b>	<b>48,539.33</b>	<b>69,565.78</b>
NET OPERATING INCOME	<b>31,256.39</b>	<b>-536.66</b>
NET INCOME	<b>\$31,256.39</b>	<b>\$ -536.66</b>

# Monthly Budget vs. Actuals FY 2018

August 2017

	Actual	Budget	over Budget	Total % of Budget
<b>INCOME</b>				
Events				
Conference fees				
Conference - Other	776.84		776.84	
<b>Total Conference fees</b>	<b>776.84</b>		<b>776.84</b>	
Exhibit Hall Fees	66,150.00	6,750.00	59,400.00	980.00 %
<b>Total Events</b>	<b>66,926.84</b>	<b>6,750.00</b>	<b>60,176.84</b>	<b>991.51 %</b>
Membership				
Individual Memberships	2,380.00	2,500.00	-120.00	95.20 %
Organizational Memberships	6,859.85	7,000.00	-140.15	98.00 %
<b>Total Membership</b>	<b>9,239.85</b>	<b>9,500.00</b>	<b>-260.15</b>	<b>97.26 %</b>
Operations		0.00	0.00	
Inspector Certification				
Application/Renewal Fees	500.00	0.00	500.00	
<b>Total Inspector Certification</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	
Vendor Accreditation	719.00	0.00	719.00	
<b>Total Operations</b>	<b>1,219.00</b>	<b>0.00</b>	<b>1,219.00</b>	
Other Income				
Interest	13.58	133.00	-119.42	10.21 %
<b>Total Other Income</b>	<b>13.58</b>	<b>133.00</b>	<b>-119.42</b>	<b>10.21 %</b>
Publication & Retail Sales				
Job Listings		125.00	-125.00	
Standards Sales	2,396.45	1,850.00	546.45	129.54 %
<b>Total Publication &amp; Retail Sales</b>	<b>2,396.45</b>	<b>1,975.00</b>	<b>421.45</b>	<b>121.34 %</b>
<b>Total Income</b>	<b>79,795.72</b>	<b>18,358.00</b>	<b>61,437.72</b>	<b>434.66 %</b>
<b>GROSS PROFIT</b>	<b>79,795.72</b>	<b>18,358.00</b>	<b>61,437.72</b>	<b>434.66 %</b>
<b>EXPENSES</b>				
Bank Fees				
Credit Card Finance Charges		62.00	-62.00	
Merchant Service Fees	3,551.14	750.00	2,801.14	473.49 %
Service Charges	35.00	0.00	35.00	
<b>Total Bank Fees</b>	<b>3,586.14</b>	<b>812.00</b>	<b>2,774.14</b>	<b>441.64 %</b>
Events-				
Conference Expenses				
Miscellaneous Conference Expenses	862.50	0.00	862.50	
Site Selection	4,121.68		4,121.68	
<b>Total Conference Expenses</b>	<b>4,984.18</b>	<b>0.00</b>	<b>4,984.18</b>	
<b>Total Events-</b>	<b>4,984.18</b>	<b>0.00</b>	<b>4,984.18</b>	
General Operating 1				
Meals & Entertainment	18.44	0.00	18.44	
Software Subscriptions	235.29		235.29	
Staff Travel	1,556.59	750.00	806.59	207.55 %



				Total
	Actual	Budget	over Budget	% of Budget
<b>Total General Operating 1</b>	<b>1,810.32</b>	<b>750.00</b>	<b>1,060.32</b>	<b>241.38 %</b>
General Operating 2				
Office Rent & Storage	804.89	795.00	9.89	101.24 %
Office Supplies	33.91	250.00	-216.09	13.56 %
Outside Labor		300.00	-300.00	
Postage and Shipping		250.00	-250.00	
<b>Total General Operating 2</b>	<b>838.80</b>	<b>1,595.00</b>	<b>-756.20</b>	<b>52.59 %</b>
Insurance				
Conference Cancellation		110.92	-110.92	
Cyber Policy		108.33	-108.33	
Directors & Officers		339.75	-339.75	
General Liability		113.08	-113.08	
Office & GL Insurance		45.67	-45.67	
Professional Liability		561.91	-561.91	
Volunteer Accident		53.33	-53.33	
Workers Comp	24.40		24.40	
<b>Total Insurance</b>	<b>24.40</b>	<b>1,332.99</b>	<b>-1,308.59</b>	<b>1.83 %</b>
Marketing				
Website Fees		3,429.00	-3,429.00	
<b>Total Marketing</b>		<b>3,429.00</b>	<b>-3,429.00</b>	
Operations-				
ANSI Membership		615.00	-615.00	
Inspector Certification Expenses				
VAP Meeting		7,000.00	-7,000.00	
<b>Total Inspector Certification Expenses</b>		<b>7,000.00</b>	<b>-7,000.00</b>	
Panel & Work Group Expenses	7,251.90	7,000.00	251.90	103.60 %
Standards Development		750.00	-750.00	
Vendor Accreditation Expenses	1,461.34		1,461.34	
<b>Total Operations-</b>	<b>8,713.24</b>	<b>15,365.00</b>	<b>-6,651.76</b>	<b>56.71 %</b>
Professional Services				
Accountant		1,200.00	-1,200.00	
Attorney	825.00	500.00	325.00	165.00 %
Delaware Representation	358.00	1,667.00	-1,309.00	21.48 %
Government Relations	450.00	1,667.00	-1,217.00	26.99 %
Management Company		5,125.00	-5,125.00	
PR/Marketing	6,000.00		6,000.00	
<b>Total Professional Services</b>	<b>7,633.00</b>	<b>10,159.00</b>	<b>-2,526.00</b>	<b>75.14 %</b>
Publications & Retail Sales				
Standards Publication	10.00	10.00	0.00	100.00 %
Spanish Translation of Standards		2,143.00	-2,143.00	
<b>Total Standards Publication</b>	<b>10.00</b>	<b>2,153.00</b>	<b>-2,143.00</b>	<b>0.46 %</b>
<b>Total Publications &amp; Retail Sales</b>	<b>10.00</b>	<b>2,153.00</b>	<b>-2,143.00</b>	<b>0.46 %</b>
Salaries, Wages, & Related				
Payroll Processing Fees	181.96	260.00	-78.04	69.98 %

	<b>Actual</b>	<b>Budget</b>	<b>over Budget</b>	<b>Total % of Budget</b>
Payroll Taxes	5,575.30	5,173.00	402.30	107.78 %
Salaries & Wages	12,881.84	15,668.00	-2,786.16	82.22 %
<b>Total Salaries, Wages, &amp; Related</b>	<b>18,639.10</b>	<b>21,101.00</b>	<b>-2,461.90</b>	<b>88.33 %</b>
Telecommunications	71.00		71.00	
Internet		220.00	-220.00	
Telephone	86.15		86.15	
<b>Total Telecommunications</b>	<b>157.15</b>	<b>220.00</b>	<b>-62.85</b>	<b>71.43 %</b>
Uncategorized Expense	2,143.00		2,143.00	
<b>Total Expenses</b>	<b>48,539.33</b>	<b>56,916.99</b>	<b>-8,377.66</b>	<b>85.28 %</b>
<b>NET OPERATING INCOME</b>	<b>31,256.39</b>	<b>-38,558.99</b>	<b>69,815.38</b>	<b>-81.06 %</b>
<b>NET INCOME</b>	<b>\$31,256.39</b>	<b>\$ -38,558.99</b>	<b>\$69,815.38</b>	<b>-81.06 %</b>