



AGENDA for Board Meeting – October 17, 2018

Meeting Logistics:

10/17/2018 9:00a to 11:00a MDT

Preparation / To Dos:

- Review documents in DRIVE meeting folder

Location: Conference Call

218-936-3817

510426#

Board Members:

Ben Kopp - **Chair**

Bahman Azarm – **Vice Chair**

Carson Rivers - **Treasurer**

Scott Andrews - **Secretary**

Paul Cummings

Mandy Stewart

Ryan Olson

Dylan Burt

Sara Bell

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:

Quorum present? yes

Others Present:

Guest Expected:

Proceedings:

Meeting called to order at: 9:01 a MDT

Agenda

- I. Review and Approve Agenda
Motion to Review and Approve by: Bahman Azarm
Seconded by: Ryan Olson
Discussion:
Motion Carried: Unanimous
- II. Approve Minutes from September Face to Face Meeting Approved with changes
- III. Executive Director Update (attached)
- IV. September Financials Q1 2018-19 was strong with good Early Bird Registration and Exhibit Hall signups.
- V. Cash Flow Projections (Shawn)



- VI. Priorities Update:
1. Increase Membership and Value
 1. Government relations
 2. Vendor Accreditation
 3. Program Accreditation
 4. Organizational Structure

Unfinished Business

- I. Program Accreditation (Mandy)
- Mandy reported on the feedback and response from the PVM Symposium including strong desire to have it be a good program. Appears the mechanism from PVMs was very low and the format of that feedback is concerning. Finance Committee needs specific information, so they can give feedback on program. What program includes seems to be good. Financials and Marketing of program are concerned. Who will do the work and when will it roll out needs to be determined by the board. What are the Priorities. Concerns expressed by Ben about feasibility. Shawn stated need to take feedback form Piolet programs. Scott recapped Erik Marter's concept he shared with PVM's at Symposium. Long complicated discussion around the structure of the program. Focus and attention on what the structure should be and what work needs to be done and roll out date. Need to create TOR for short term task force that would complete next steps of production.*
- Motion: Create short term task force to complete tasks required for Program Accreditation roll out in spring 2019. Task force will work from TOR. Board to vote electronically by October 22, 2018.
By: Bahman Azarm
Second by: Scott Andrews
Motions Carriers: Unanimous
- II. Health Care insurance reference to Insurance Committee (Paul) *More info from Gary in the next couple of weeks.*
- III. International Committee Terms of Reference (Shawn) (tabled)

New Business

- IV. ASTM Response (Ben) *Last week, Ben, Scott, Mandy, Shawn and other ACCT Members attended In San Diego. Wednesday (October 10, 2018) members of PRCA/ASTM/ACCT meet to start the Harmonization process. Focus of Harmonization was adjusted on Friday by ASTM from create comparison over 12 to 18 months to create ballot language in 1 year. Stakeholders meeting on Thursday October 11, 2018 allowed sharing of many very well spoken concerns. The ASTM leadership will table the ballot for 1 year to allow people to created specific ballots to F2959 to fix the things that prevent removal of exclusion from the standards. Many small task groups formed to address issues in the ASTM Standards. Important to put out statement to members. Important to determine ACCT roll moving*



forward. Scott stated that there was an important meeting of Government Regulator Stakeholders at the ASTM meetings. Ben, and Shawn expressed concern that we stay in the Harmonization Process. Ben will check with Jarred Krupa (ASTM) about who will be Board representative to F2959 Task Group

V. Planning for November face to face (Shawn) Will be completed in emails after TOR is completed

VI. ANSI/CG / PRCA Deadline (Shawn) Ben Recapped communication with Mike Barker at PRCA to address seating of members on each others Consensus Group. Mike has an ACCT Consensus Group Application which he stated he will return. Mike Barker has stated he will be to the PRCA representative to the CG. Shawn will update Jay at ANSI on the progress and our efforts

Adjourn

Motion to Adjourn

Motion to Adjourn by: Scott Andrews

Second by: Paul Cummings

Motion: carried

Time: 10:34a MDT



To: ACCT Board
From: Shawn Tierney, Executive Director
Date: 10/10/18

RE: October Board Report

Summary of Activities

Q1 Financial Statements

The Q1 financial statement along with July, Aug, and Sept., statements are in the team drive for review. To summarize briefly, here are the vital statistics for Q1 income / expenses BVA:

Budgeted income: \$148,375

Actual income: \$121,488

Receivable income: 55,000 (conference check payments)

Budgeted expenses: \$195,056

Actual expenses: \$177,289

Board Elections

I am preparing to get the BOD election information up on the website and notices out the week of October 15.

Policy Director Position

We will discuss the policy director position during the meeting. A total of 3 individuals were interviewed in round two which concluded on October 5. We also interviewed 3 candidates in the first round of interviews in August, which resulted in an offer being made to an individual who turned it down to accept another position.

ANSI

We were notified on Sept 28th that ACCT and PRCA will be given until November 15, 2018 to confirm in writing that each organization is represented on the other's relevant consensus body. We are making every effort to accommodate that request but as of this writing we have not had any response from PRCA to our offer.

ACCT / ASTM Harmonization

A joint task group has been formed to begin a standards harmonization process between ACCT, ASTM, and PRCA. Rich K., Kathy H., and Leslie S., will represent ACCT in this effort, and Jared K., Jamie B., Mike L., and Earl Saline. The initial meeting kicks off in San Diego on 10/10.

Quarterly Call with Chairs

I am hoping to conduct another quarterly call with Chairs the week of November 5. Issues I would like to address are the volunteer application process; needs of committees, panels and work groups; and updating the roster of all volunteer groups.

Asia In-House Inspector Training Events (Korea and Singapore)

The two events that were in the early planning stages (MOU's developed) have been cancelled. The Korean Youth Workers Association is dealing with internal issues and they are thinking of rescheduling for 2019, and Camelot Singapore is also considering doing the event next year.

October PVM Symposium

I am preparing to attend the symposium on Friday, October 12. We have **32 people** (PVM principals or their designate) who have registered. We have reserved a meeting room at the OMNI Hotel for the meeting.

FY19 Organizational Priorities – October Update

1. Increase Membership and Value

- 1.1 Improved workshops: *In process for the 2019 conference.*
- 1.2 Two or three regional gatherings: *Bahman has already conducted the event although I have not heard any details about how it went.*
- 1.3 Feasibility of an Asian conference: *an initial discussion between Melissa and myself took place in early July.*
 - 1.3.1 Location
 - 1.3.2 Market
 - 1.3.3 Dates
- 1.4 Update member communications
 - 1.4.1 Clean up the website: *In process.*
 - 1.4.2 Ongoing and regular communication: *we released our new bi-monthly newsletter in July. The newsletter will replace Clipboard. We published one issue of Parallel Lines in June and plan to discontinue that publication in FY19.*

2. Government Relations

- 2.1 Staff member hired by ~~August 1, 2018~~: *(Revise: start date in November?)*
- 2.2 Staff member tasks:
 - 2.2.1 Create a listing of regulatory agencies
 - 2.2.2 Identify current regulations
 - 2.2.3 Publish this list for the membership
 - 2.2.4 Start establishing relationships with regulators

3. Vendor Accreditation

- 3.1 Taskforce populated by ~~June 30, 2018~~: *(Revise: Ryan may be able to give us an update on the status of the taskforce)*
- 3.2 Board receives work product for review by ~~October 1, 2018~~ *(Revise: December?)*
- 3.3 Revamped program completed by December 31, 2018 *(Revise: February?)*

4. Program Accreditation

- 4.1 2nd pilot program completed in ~~May, 2018~~: *the second pilot took place in July.*

- 4.2 Proposed program to the Board by ~~June 30, 2018~~. **September**; the proposed program is in the BOD drive for review.
- 4.3 Board to evaluate in ~~July, 2018~~ **October/November**
- 4.4 Final review by the ACC in ~~August, 2018~~ (Revise)
- 4.5 PVM two-week comment period: ~~Aug/Sept, 2018~~ (Comment period ended Oct 5. Jotform feedback from 3 PVM's is in the BOD drive for review)
- 4.6 Board final approval, ~~September, 2018~~ (Revise)

5. Organizational Structure

5.1 Develop and maintain an improved financial plan: *Carson has been working to get the finance committee organized and understanding the tools we currently have in place as the first priority. Two committee members also did a review of our current processes and procedures for banking, AP/AR, expenses reimbursements, invoicing, and payment processing. We also have a recommendation from a committee member for investment strategies for our cash reserves:*

"One possibility to enhance revenues while maintaining a modicum of liquidity and total safety would be the following:

1. Define the amount of cash reserves that is not needed for the next 2 months.
2. Divide the resulting amount into 3 equal parts
3. Invest 1/3 in an FDIC-insured Bank CD for 3 months; another 1/3 for 6 months; and the last 1/3 for one year.
4. When the first 3-month CD matures, renew it for 6 months."

Carson and I will make a decision on the investment strategy after we hear back from the finance committee on their recommendation. I am planning to place the initial amounts into higher yield accounts starting in November.

5.2 Implementation of organizational tools

5.2.1 Internal communication: *Carson and Mandy have been helping the staff with Slack, Asana, and team drives. We are evaluating the needs of volunteer groups and we have already added team drives for the ACC, ASTM task force, a "community drive", Finance committee, GC, Events, Membership, Government relations, PPA, PCTF, and the VAP. A number of groups are also starting to use Slack.*

5.2.2 Project management: *we have upgraded to the premium version of Asana at the staff level to open up additional features.*

5.2.3 Training of staff: *Carson and Mandy have been providing ongoing support and coaching.*

5.3 Board and Leadership Development

5.3.1 Board retreat: *will not take place for the September BOD F2F meeting.*

5.4 Volunteer Development

5.4.1 System for intake, placement, and training

5.4.2 Information package for new leaders (Board and Committee Chairs)

5.4.3 Chair training and education