



MINUTES for Regular Board of Directors Meeting November 21, 2018

Meeting Logistics:

11/21/2018 9:00a to 10:30a Mountain Time

Location: Conference Call

218-936-3817
510426#

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.

ATTENDEES

Presiding Officers:

Ben Kopp - **Chair**

Bahman Azarm - **Vice Chair**

Presiding 10:44a after Ben lost communication

Board Member Attendees:

Bahman Azarm - **Vice Chair**

Sara Bell - **Member**

Ryan Olson - **Member**

Carson Rivers - **Treasurer**

Dylan Burt - **Member**

Mandy Stewart - **Secretary**

Paul Cummings - **Member**

Additional Attendees:

Shawn Tierney - **Executive Director**

Jen Ottinger - **Finance Committee Chair**

Joined 10:09-10:35 AM

Paulo Cugnasca - **Finance Committee Member**

Joined 10:09-10:35 AM

Quorum?

Yes

No



PROCEEDINGS – STANDING ITEMS

Meeting called to order at 9:04 AM Mountain Time by Ben Kopp.

Approval of Agenda

Motion:	Review and approve the meeting agenda
Made by:	Ryan Olson
Seconded by:	Bahman Azarm
Discussion:	None
Vote:	In Favor – n/a Opposed - 0 Abstaining - 0
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Approval of Minutes

Meeting and Date of Minutes:

- October 17, 2018 - Regular Board of Directors Meeting
- October 29, 2018 - Special Board of Directors Meeting on Program Accreditation Completion Task Force

Motion:	Approve previous minutes for October 17, 2018 and October 29, 2018
Made by:	Ryan Olson
Seconded by:	Carson Rivers
Discussion:	None
Vote:	In Favor – n/a Opposed - 0 Abstaining - 0
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Executive Director Update (Shawn Tierney)

The Executive Director has submitted his monthly report to the Board of Directors. A copy of the November report is available on the Board of Directors Drive.

- New PVM: Zipline Korea

Monthly Financials (Shawn Tierney)

The Executive Director has submitted the October Financial Report to the Board of Directors. A copy of this report is available on the Board of Directors Drive.



PROCEEDINGS – OLD BUSINESS

Program Accreditation Completion Task Force (Bahman Azarm)

- Task force is formed – 9 members, Chair: Bahman Azarm
- Meeting face to face in Denver, CO, USA for 1.75 days in December (Arriving December 16, 2018 & Departing December 18, 2018.)

ASTM Harmonization (Shawn Tierney)

- Rich Klajnscek & Leslie Sohl are representing ACCT in the harmonization process
- Scott Andrews (ACCT Interim Policy Director) to support as needed
- Intended participating organizations: ASTM International, ACCT, PRCA

ANSI/CG/PRCA Deadline (Shawn Tierney)

- ANSI Deadline met: Addition of PRCA member to Consensus Group has been balloted and approved
- Documentation to PRCA informing them of approval and inviting their representative to join the December meeting has been sent

PROCEEDINGS – NEW BUSINESS

BOD Elections (Shawn Tierney)

- Two applications received so far: (1) PVM election and (1) General Membership election
- Clarification requested on eligibility of PVM employees applying for nominations to be elected by General Membership elections
- **ACTION ITEM:** Shawn to check with Scott Andrews on history of BoD nominations eligibility. Deadline: ASAP

POINT OF ORDER: Chair Ben Kopp lost ability to speak on call, but is able to hear. Vice Chair Bahman Azarm presiding over meeting as of 10:44a.

BOD Officer Position – Secretary (Bahman Azarm)

- Interim Secretary needed with the resignation of Scott Andrews from the Board of Directors

Motion:	Approve Mandy Stewart as Interim Secretary of the Board of Directors
Made by:	Dylan Burt
Seconded by:	Ryan Olson
Discussion:	None
Vote:	In Favor – n/a Opposed - 0 Abstaining - 0
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



Work at Height paper from Standards Development Committee “SDC” (Dylan Burt)

- Draft White Paper is available on the Board of Directors Drive
- Current Task Force to get clarification and move toward the process of developing standards as needed or directed by SDC

Finance Committee Report-Out (Carson Rivers)

- **Guests:** Jen Ottinger and Paulo Cugnasca
- Discussion of the purpose of the Finance Committee led by Paolo
- Desire exists for liaisons from Finance Committee to interact with select ACCT groups in order to better understand association function and needs
- **ACTION ITEM:** Carson Rivers to work with Finance Committee to develop a formal plan on specific steps to begin developing liaison roles
- Discussion of overall foundational needs of Finance Committee led by Jen
- **ACTION ITEM:** Revised and updated Terms of Reference for Finance Committee to be submitted to the BoD for approval

CLOSING

Motion:	Motion to adjourn the meeting.
Made by:	Dylan Burt
Seconded by:	Carson Rivers
Discussion:	None
Vote:	In Favor – n/a Opposed – 0 Abstaining – 0
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Meeting adjourned at 10:38 AM Mountain Time.