



MINUTES for Board Meeting – August 15, 2018

Meeting Logistics:

8/15/2018 9:00a to 11:00a MDT

Preparation / To Dos:

- Review documents in DRIVE meeting folder

Location: Conference Call

218-936-3817

510426#

Board Members:

X Ben Kopp - **Chair**

X Bahman Azarm – **Vice Chair**

X Carson Rivers - **Treasurer**

X Scott Andrews - **Secretary**

X Paul Cummings

Mandy Stewart

X Ryan Olson

Dylan Burt

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, Sara Bell and Mandy Stewart

Quorum present? Yes

Others Present: Micah Henderson

Guest Expected: Micah Henderson, Charlie Williams

Proceedings:

Meeting called to order at: 9:03 a MDT

Agenda

- I. Review and Approve Agenda
Motion to Approve by: Bahman Azarm
Seconded by: Paul Cummings
Discussion:
Motion Carried: Unanimous
- II. Approve Minutes from May 16, 2018 Board Meeting. *Approved*
- III. Approve Minutes from June 20, 2018 Board Meeting. *Approved*
- IV. Approve Minutes from July 18, 2018 Board Meeting. *Ryan abstained Approved*
- V. Executive Director Update
- VI. Financial – Year End Final (Financial reports are not in Team Drive because reports were



received Friday)

- VII. Cash Flow Projections (Shawn)
- VIII. Priorities Update:
 - 1. Increase Membership and Value
 - 1.1 Improve Conference Workshops
 - 1.2 Two to 3 regional gatherings
 - 1.3 Feasibility of an Asian Conference
 - 1.4 Update member communication
 - 2 Government relations
 - 2.1 Staff member hired by August 1
 - 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 to membership
 - 2.2.4 Start establishing relationships with regulators
 - 3 Vendor Accreditation
 - 3.1 Taskforce populated by June 30, 2018
 - 3.2 Board receives work product by October 1, 2018
 - 3.3 Revamped program in place by December 1, 2018
 - 4 Program Accreditation
 - 4.1 Second Pilot Program by May 2018, *Completed June 2018 (second pilot was completed. Three people went to review and brought feedback to Panel. They are meeting soon to discuss feedback from review)*
 - 4.2 Proposed program to BOD by June 30, 2018
 - 4.3 BOD to evaluate in July 2018
 - 4.4 Final Review by ACC in August 2018
 - 4.5 PVM 2-week comment period, end August to early September 2018
 - 4.6 BOD final approval September 2018
 - 5 Organizational Structure
 - 5.1 Develop and maintain an improved financial plan
 - 5.2 Implementation of organizational tools
 - 5.2.1 Internal communication: Slack, Asana, team drives
 - 5.2.2 Project Management
 - 5.2.3 Training staff
 - 5.3 Board and Leadership Development
 - 5.3.1 Board Retreat September 2018
 - 5.4 Volunteer Development
 - 5.4.1 System for intake, placement and training
 - 5.4.2 Information Packet for new leaders (Board and Committee Chairs)
 - 5.4.3 Chair training and education

Unfinished Business

- I. Organizational Restructure Structure Update (Shawn) *Eric Woods is in place having started August 13. Shawn is spending lots of time training. The Policy Director position was offered and refused. Shawn feels that there is good policy*



momentum and does not want to lose it. He will be reposting the position. Any support from the board is important

- II. Consensus Group Update (Scott) Standards
Comment Response Letters have gone out for the February Comment Period. Consensus Group is moving quickly and getting lots done.
- III. ACC Leadership (Bahman)
Micah provided a brief update to meetings with members of ACC in the last few months. ACC would like very clear expectations for process.
Motion to Appoint Micah Henderson to be Chair of ACC: Carson Rivers
Seconded by: Bahman Azarm
Discussion:
Motion Carried: Unanimous
- IV. Health Care insurance reference to Insurance Committee (Paul) *There is a mechanism now for having a membership benefit of Association supported health care. Paul and Carson will be looking at this. Insurance Committee will be asked to gather some information for the board.*
- V. Finance Committee and what to do with reserves (Carson)
Committee update: Group is getting up to speed on how ACCT works. They bring diverse ideas and concepts which are helping broaden the conversation about how the Association manages its finances. They would like to know how they can get involved in ongoing discussions and decisions about how funds are used or raised. Do we want to have members working to support committees. They are making suggestions on where to leave reserves so that they can develop some revenue and are interested in tracking down the merchant services cost.

New Business

- VI. Government Relations Direction (Scott) tabled
- VII. Planning for September (Shawn) *Jot form for meeting is out. Travel Sunday and depart Tuesday NIGHT or Wednesday. Two full days in the conference room at the office.*
- VIII. (10:30MDT) Ethics Committee Report (Charlie Williams)
Motion to go into Closed Session by: Scott Andrews
Second by: Paul Cummings
Motion: unanimous

Motion to Leave Closed Session by: Ryan Olson
Second by: Bahman Azarm
Motion: unanimous

Adjourn



Motion to Adjourn

Motion to Adjourn by: Scott Andrews
Second by: Ryan Olson
Motion: Unanimous
Time: 11:20p MDT



To: ACCT Board
From: Shawn Tierney, Executive Director
Date: 8/9/18

RE: August Board Report

Summary of Activities

July Financial Statements

The DRAFT July financial statements will be in the Board drive for review prior to the BOD meeting. Carson and I hold a weekly finance meeting every Friday at 11:00am MST via Go-to-meeting and all BOD members are welcome to attend.

New Staff Positions

Eric Wood's first day in the office will be August 13th. We will discuss the vacant policy director position further on our call.

ANSI Audit

The audit is still open as of this writing. We may hear back from ANSI after the next meeting of the ExSC on September 6th. The revised and CG approved ANSI/ACCT procedures along with other documents (the plan for the errata, membership issue, etc.) were submitted to ANSI the 3rd week of June. A 30-day announcement appeared in the June 26th edition of the ANSI standards action bulletin. The revisions will be balloted (3 weeks) by the ANSI Executive Standards Council's Subcommittee on Accreditation for their review and approval. ACCT will be required to respond to any additional comments from this review prior to formal reaccreditation.

Quarterly Call with Chairs

The first in a series of quarterly calls with Chairs will be held via GTM on Wed., August 22nd from 2-3pm MST. I am in the process of creating an agenda for the meeting. BOD members are welcome to attend.

VAP F2F Meeting

The VAP will be meeting in MD in late Sept. I am planning on attending (at least for a day), along with Eric Wood who will attend the full meeting.

Asia In-House Inspector Training Events

I am currently reviewing two proposals for In-House Inspector trainings to be held this fall (dates TBD): one in Singapore (Camelot), and one in Korea (KYWA). These trainings have been offered in the past, with Kathy Haras and Bill Weaver as the trainers.

ASTM Task Force / Outreach

The White Papers that the task force created were released on August 7th. They are also posted on our website, and were included in the newsletter. I am in the process of setting up a conference call with the leadership of ASTM, per my email to them that I forwarded to the BOD on 8/8.

October PVM Symposia

A symposia is currently in the planning stages for October 9/10 (two half-days) to coincide with the ASTM meeting in San Diego, CA. Erik Marter is creating the agenda. At this stage we have roughly 40 people (PVM principals or their designate) who have indicated their desire to attend. We will reserve a meeting room at the OMNI Hotel, and have registration up in the next 2 weeks so that people can register.

ACC Chair / Program Accreditation

See the latest update from Mandy in Slack posted on 8/9.

September BOD meeting

We will be meeting on September 10-11 at the new office location in Longmont. I have reserved the conference room at the office for both days, and I have reserved a block of rooms for the BOD at the Fairfield Inn next to the office. I will send out a JotForm with additional logistics and travel information in the next week.

FY19 Organizational Priorities – August 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 committed to organizing a regional gathering in CT.*
- 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 have released our new bi-monthly newsletter in July. The newsletter will replace Clipboard. We published an 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: *discussion and BOD input is requested.*
- 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: *This will be addressed at the F2F meeting of the VAP in Sept.*

- 3.2 Board receives work product for review by October 1, 2018
- 3.3 Revamped program completed by December 31, 2018

4. Program Accreditation

- 4.1 2nd pilot program completed in May, 2018: *the second pilot took place in July. See update from Mandy in Slack.*
- 4.2 Proposed program to the Board by June 30, 2018
- 4.3 Board to evaluate in July, 2018
- 4.4 Final review by the ACC in August, 2018
- 4.5 PVM two-week comment period: Aug/Sept, 2018
- 4.6 Board final approval, September, 2018

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.”*

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 to the GC, Events, Membership, and the VAP. Some 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: *unlikely 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