



## MINUTES for Board Meeting – April 23 and 24, 2018

### Meeting Logistics:

4/23/2018 8:00a to 5:00p and 4/24/2018 8:00a to 5:00p EDT

### Preparation / To Dos:

- Review documents in Dropbox meeting folder

### Location: Raleigh Marriott City Center Hotel

### Room

The Chancellor Room breakfast served in room

### Board Members:

X Ben Kopp - **Chair**

X Bahman Azarm – **Vice Chair**

X Carson Rivers - **Treasurer**

X Scott Andrews - **Secretary**

X Paul Cummings

X Mandy Stewart

X Ryan Olson

X 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 (arrived Monday at 3:00p) and Sara Bell,

*Quorum present?* Yes

*Others Present:* Monday am (none) Tuesday (none)

### Proceedings:

*Meeting called to order at:* 8:11a EDT

### Agenda

- I. Review and Approve Agenda  
Motion to Approve by: Bahman Azarm  
Seconded by: Paul Cummings  
Discussion: Changes and additions made  
Motion Carried: Unanimous
- II. Review and Approve Meeting Minutes from March 21, 2018 *Approved*
- III. Executive Director Update (*Staff reports*)
- IV. Financial – FY 2018 Q2 (*copy attached*)
- V. Cash Flow Projections (Shawn)
- VI. Committee Reports (Shawn)
- VII. 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

- I. Association Vision (Ben and Scott) (Tuesday am)  
*Discussion of long term priorities for the Association. This used to create FY 2018-19 priorities.*
- II. Organizational Structure and Strategic Direction (Shawn)  
*Closed Session Motion by: Scott Andrews*  
*Second by: Ryan Olson*  
*Discussion:*  
*Vote: YES ( 6 ) NO ( 0 ) ABSTAINING ( 0 )*  
  
*Leave Closed Session Motion by: Scott Andrews*  
*Second by: Paul Cummings*  
*Discussion:*  
*Vote: YES ( 6 ) NO ( 0 ) ABSTAINING ( 0 )*
- III. Awareness of commitments made at Conference by board and others. Assuring that we have items put together and not lost. Maintaining momentum. Association Gaps  
(Ben) reviewed
- IV. PVM Task Force Receive and Thank (Ben) *The Board of Directors wishes to thank the PVM Task Force for their dedication and efforts to improve the PVM Symposium.*
- V. Board Emeritus Nominations and approval (Ben)  
*Motion to Accept nomination of Jim Wall, Ken Jacquot, Bob Ryan, Brian Lisson by: Ryan Olson*  
*Second by: Bahman Azarm*  
*Discussion: discussion of how members were selected*  
*Motion: Carried: Unanimous*
- VI. File Management System Changes (Carson) *Carson moved Board file. Restructure of files to begin as soon as possible.*

### New Business

- VII. Consensus Group Procedures (Ben) *Procedures reviewed*



- VIII. Organizational tools and Implementation (Carson and Mandy) *Test Slack platform is up and running for the board. Board will decide at May meeting weather to move forward with platform. In May the board will discuss the need for and possible platforms for project management.*
- IX. Membership of Ethics Committee (Shawn) *Board encourages Ethics committee to find additional*
- X. 2018-2019 Fiscal Year Targets (Ben) *Discussed what are the goals for the next fiscal year.*
- 1) Organization Structure
    - a. Developed Improved Financial Plan
    - b. Implementation of Communication Tools
      - i. Internal Communication
      - ii. Project Management
    - c. Board and Leadership Development
      - i. Board Retreat
    - d. Volunteer development and recruitment
      - i. Volunteer onboarding and training
      - ii. Board of Directors on boarding process
      - iii. Volunteer Chair training and education
  - 2) Vendor Accreditation
    - a. Taskforce Populated
    - b. Board to review proposal October 1, 2018
    - c. Revamped Program December 2018
  - 3) Program Accreditation
    - a. Pilot in May
    - b. Program proposal to Board by June 30, 2018
    - c. Board to Evaluate program in July 2018
    - d. PVM Comment Period August 2018
    - e. Board final approval September 2018
    - f. Soft rollout February 2019
  - 4) Membership growth by 10%
    - a. gather data on membership and analysis
    - b. Evaluate value of membership
    - c. membership and marketing workgroups functioning.
- XI. FY 2019 Budget Development (Shawn and Carson) *Carson showed tools being developed to allow Board and Shawn to make better decisions about the budget.*
- XII. ACCT University Update and Task (Bahman) *Work needs to be done. Will work toward limited slate of educational programs that can quickly be brought to the membership.*



XIII. International Committee Formation (Shawn) *Discussed this is a Staff work group and that groups will work as Shawn and staff directs*

XIV. ASTM Report and Relationship (Mandy) *Mandy gave a report on the April ASTM meeting in Costa Rica.*

XV. ACC Leadership (Mandy) *Board discussed leadership of the ACC and ways to support committee.*

**Recess at 4:45p April 23, 2018**

**In session at: 8:08am April 24, 2018**

**Adjourn**

Motion to Adjourn

Motion to Adjourn by: Paul Cummings

Second by: Mandy Stewart

Motion: unanimous

Time: 5:24 EDT

*Approved July 18, 2018*



**To: ACCT Board**  
**From: Shawn Tierney, Executive Director**  
**Date: 4/18/18**

**RE: April Board Report**

### **Summary of Activities**

**March Financial Statements:** the DRAFT March financial statements are in Dropbox for review prior to the BOD meeting. Our accountant is working on the Q3 (Jan-Mar) financial statements but due to heavy tax season demands she will probably not have them ready until the end of April. I will have them available to review for the May 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. The main purpose of the meeting is to review and adjust our forecast tool once we have actuals from the financial statements.

**Finance Committee:** Carson and I had our first GoToMeeting call with members of the finance committee on April 6<sup>th</sup>. Committee members were brought up to speed on the forecast tool that Carson and I use, as well as the changes that we will be implementing to the budgeting and financial reporting structure. See the finance committee report in Dropbox for further information.

**FY19 Budget prep:** Carson and I are currently looking at adding a classing system to the budget along with other changes/modifications to the chart of accounts. We will present all of this in much more detail at the April meeting. We will also review current FY actuals and our projections for ending the year at the Raleigh meeting.

**April BOD meeting:** the meeting will be held from 8am-5pm Monday and Tuesday at the Raleigh Marriott City Center hotel in the Chancellor Room. Breakfast and lunches will be served in the Board meeting room. The rooming list and the Jotform for everyone's travel plans is in Dropbox.

**Parallel Lines:** content is currently being generated for the next issue of Parallel Lines. We are shooting for an end of May publication date.

**Business Manager hiring:** Heather Brooks has accepted the position of business manager and will be starting with a two-day training on Yourmembership with Natalie in Toronto on April 26/27. Heather will then be in the Boulder office starting on Monday, April 30<sup>th</sup> for additional training and orientation with me.

**Managing Matters Contract:** our contract with MM ends on April 30<sup>th</sup>, but Natalie will be available for additional support on an as needed basis once Heather is in the office starting on April 30.

**Committee Report Status:** Chairs of the following committees were asked to submit a report to the Board for the Raleigh meeting. The initial deadline was April 18<sup>th</sup> but I have extended the deadline to April 20<sup>th</sup>. As of this date, the following reports have been submitted:

- **Insurance & Risk Management:** in Dropbox for review.
- **Finance:** in Dropbox for review.
- **Consensus Group:** in Dropbox for review.
- **Ethics:** has not been submitted yet.
- **Nominations & Leadership:** has not been submitted yet.
- **ACC:** has not been submitted yet.
- **SDC:** has not been submitted yet.

**Staff Work Group Status:**

- **Membership:** Heather will be the staff contact for the membership group. This group needs a new chair and we have an individual who has expressed in interest in that position.
- **Research:** Lizzie Lange and I had a call the week of April 16<sup>th</sup> to discuss research projects for the coming year. The group has added several new members for a total of six. Lizzie will be holding a call with the group the week of April 22<sup>nd</sup>.
- **Conference:** see Melissa's staff report for further information. This is a very high functioning and cohesive group that provides ongoing support for Melissa and the conference.
- **ACCT University:** currently not a functioning group, due to the lack of members, but I have an individual interested in chairing the group. The group needs at least 3-4 new members. I may assign Heather as the staff contact for this group.
- **Government Relations:** currently serving as an advisory group to review the GR plan and provide input on regional issues as they surface.
- **PR/Marketing:** Heather will be the staff contact for this group. The group needs a new chair.

**International Relations TOR:** Ken Jacquot has proposed a new international committee, and he is interested in serving as the chair. Ken has submitted a TOR for the committee. The TOR is in Dropbox and this item is on the agenda for discussion at the Raleigh meeting.

**ANSI Audit & Procedures:** we received the final audit report from ANSI, and Jim Converse and Bill submitted our response on April 7<sup>th</sup>. The response is in Dropbox, along with a revised procedures document, and an erratum (corrections to an error in our ANSI/ACCT 03-2016 standard). See Bill's staff report for more details.

**Standard Revisions/Public Comment Period:** the proposed revisions to the standards went out for public comment in January, just prior to the conference. The deadline for public comments was March 27<sup>th</sup>, and a total of 36 comments were received. Comments have been compiled (a total of 36 comments received), and sent to the SDC and the CG.

**ASTM meeting in Costa Rica:** Mandy Stewart, along with several other ACCT members were present at a ASTM meeting in Costa Rica on April 16<sup>th</sup>. Mandy should be able to give us an update on the meeting in Raleigh.

**Belize Standards Development:** we were contacted last week by the Director of Quality Assurance and Standards from the Belize Tourism Board seeking our assistance with reviewing a new standard they have developed for high angle activities, which includes zip lines and canopy tours. I will initially rely on the GRC for their input/feedback on the document, and possibly for referring to the Tourism Board an ACCT individual with technical expertise to consult with moving forward.

## **FY18 Organizational Priorities: April Updates**

### **1. Savings Plan**

- a. \$200k in reserve account: *DONE. \$200k was placed in a Chase savings account on June 29<sup>th</sup> 2017.*
- b. \$100k budgeted for each year to reach \$500k by FY20: *budget cuts have already been implemented and further cuts may be required in order to meet our FY18 goal of \$100k. Current projections are to end FY18 with a slightly lower net income, but we will still be able to add \$100,00 to savings (for a total of \$300,000) on June 30, 2018.*
- c. 10% net income goal: *current projections are to end FY18 with a slightly lower net income.*
- d. \$100k liquid minimum: *On-Track. As of 4/18/18 our business account has a balance of \$274,000.*

### **2. Government Relations**

- a. Updated position statement: *DONE. We sent notice of the final statement in the December Clipboard, and it is currently on the website.*
- b. Hire a consulting firm: *DONE. I entered into a Scope of Work agreement with Jason Keith, principal of Public Land Solutions in June, 2017 and I have been using Jason selectively for input and feedback on the GR plan.*
- c. Organized volunteer system with regional contact identification list: *a draft Government relations plan has been completed and will be circulated to the GRC for their input and comments.*
- d. Jurisdictional approach strategy: *this is part of the GRC multi-year plan.*
- e. Current standing in each State/Jurisdiction: *this is part of the GRC multi-year plan.*
- f.

### **3. Program Accreditation**

- a. Phase 1 pilot completed by December 1, 2017: *DONE. A pilot program was conducted the weekend of December 2<sup>nd</sup> – 3<sup>rd</sup>. The ACC is reviewing feedback from the program, and considering doing another pilot program, this time with a commercial operator.*
- b. Limited opening by July 2018: *We are looking at a soft launch of the program in the fall of 2018 -- after gathering further input, especially from the PVM community, and other feedback from the conference, and then making additional changes to the program model.*
- c. *the panel for program accreditation has been populated (six members), and a project site has established on Basecamp. Sara and Mandy from the BOD are continuing to liaise with the ACC, and Charles has been contributing administrative support as the group continues to finalize program documents and plan for another pilot program.*

**4. Increase professionalism (quality) of conference workshops:** *In-process. The conference workshop committee and Melissa are discussing this priority and have held calls with other individuals who have expressed an interest in helping to address and further this goal for the 2019 conference.*

**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, 2017. A PINS was filed at the end of September. The document was out for public comment and the CG has held several calls post conference in preparation for processing public comments.*
- b. ANSI/ACCT standards translated into Spanish: *DONE.*
- c. Consensus Group face-to-face meeting: *DONE. The CG had a F2F meeting in Denver in August, 2017, and met face-to-face in Fort Worth on Sunday, February 4<sup>th</sup>.*
- d. Regular meeting and reporting schedule: *DONE. The SDC already holds monthly meetings, and the CG laid out a schedule for their next series of calls to process public comments on the standards revisions.*

**6. Document and file management system**

- a. Pick a new tool: *Has not been done.*
- b. File naming policy: *Scott Andrews proposed a file naming system/policy for BOD documents that was reviewed at the Denver BOD meeting. See file-naming policy in Dropbox.*
- c. File organization strategy and chart: *In process. Dylan has a draft of a flow chart for organizing files.*
- 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.*



# Monthly Management Report - DRAFT

Association for Challenge Course Technology  
For the period ended March 31, 2018



Prepared by

**Kristi L. Hattig CPA, LLC**

Prepared on

**April 18, 2018**

# Table of Contents

---

Balance Sheet DRAFT .....3

Profit and Loss Comparison DRAFT .....4

Monthly Budget vs. Actual FY 2017-2018 DRAFT .....7

Profit and Loss YTD Comparison DRAFT .....11

**Balance Sheet DRAFT**

As of March 31, 2018

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Chase Operating	276,764.54
Chase Savings	200,121.85
<b>Total Bank Accounts</b>	<b>476,886.39</b>
<b>Other Current Assets</b>	
Merchant Card - Undeposited Funds	5,253.01
Prepaid Expenses	7,888.18
Prepaid Insurance	11,485.01
<b>Total Other Current Assets</b>	<b>24,626.20</b>
<b>Total Current Assets</b>	<b>501,512.59</b>
<b>TOTAL ASSETS</b>	<b>\$501,512.59</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
Chase Card	0.00
Chase Card - 0614 William Weaver	1,671.08
Chase Card - 1061 Shawn Tierney	1,325.93
Chase Card - 1344 Melissa Webb	4,071.94
<b>Total Chase Card</b>	<b>7,068.95</b>
<b>Total Credit Cards</b>	<b>7,068.95</b>
<b>Total Current Liabilities</b>	<b>7,068.95</b>
<b>Total Liabilities</b>	<b>7,068.95</b>
<b>Equity</b>	
Retained Earnings	361,132.37
Net Income	133,311.27
<b>Total Equity</b>	<b>494,443.64</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$501,512.59</b>

				Total
	Actual	Budget	over Budget	% of Budget
Test Materials	266.90	1,500.00	-1,233.10	17.79 %
VAP Meeting		7,000.00	-7,000.00	
<b>Total Inspector Certification Expenses</b>	<b>3,896.66</b>	<b>17,400.00</b>	<b>-13,503.34</b>	<b>22.39 %</b>
Panel & Work Group Expenses	18,437.68	7,000.00	11,437.68	263.40 %
Standards Development	2,600.00	9,000.00	-6,400.00	28.89 %
Vendor Accreditation Expenses	22,103.83		22,103.83	
<b>Total Operations-</b>	<b>48,791.09</b>	<b>40,780.00</b>	<b>8,011.09</b>	<b>119.64 %</b>
Professional Services				
Accountant	11,965.00	15,000.00	-3,035.00	79.77 %
Attorney	5,636.00	9,750.00	-4,114.00	57.81 %
Government Relations	1,475.00	20,004.00	-18,529.00	7.37 %
Management Company	39,112.50	62,100.00	-22,987.50	62.98 %
PR/Marketing	24,300.00	20,004.00	4,296.00	121.48 %
<b>Total Professional Services</b>	<b>82,488.50</b>	<b>126,858.00</b>	<b>-44,369.50</b>	<b>65.02 %</b>
Publications & Retail Sales	700.00		700.00	
Postage & Shipping	97.90		97.90	
Standards Publication	90.00	120.00	-30.00	75.00 %
Spanish Translation of Standards	2,213.00	2,143.00	70.00	103.27 %
<b>Total Standards Publication</b>	<b>2,303.00</b>	<b>2,263.00</b>	<b>40.00</b>	<b>101.77 %</b>
<b>Total Publications &amp; Retail Sales</b>	<b>3,100.90</b>	<b>2,263.00</b>	<b>837.90</b>	<b>137.03 %</b>
Salaries, Wages, & Related				
Miscellaneous	990.24		990.24	
Payroll Processing Fees	1,327.80	3,120.00	-1,792.20	42.56 %
Payroll Taxes	63,324.74	68,146.00	-4,821.26	92.93 %
Salaries & Wages	149,277.22	206,526.00	-57,248.78	72.28 %
<b>Total Salaries, Wages, &amp; Related</b>	<b>214,920.00</b>	<b>277,792.00</b>	<b>-62,872.00</b>	<b>77.37 %</b>
Special Projects	1,449.14		1,449.14	
Telecommunications	2,414.67		2,414.67	
Internet		2,640.00	-2,640.00	
Telephone	926.55		926.55	
<b>Total Telecommunications</b>	<b>3,341.22</b>	<b>2,640.00</b>	<b>701.22</b>	<b>126.56 %</b>
<b>Total Expenses</b>	<b>827,723.95</b>	<b>920,162.13</b>	<b>-92,438.18</b>	<b>89.95 %</b>
<b>NET OPERATING INCOME</b>	<b>140,302.14</b>	<b>107,842.87</b>	<b>32,459.27</b>	<b>130.10 %</b>
<b>OTHER EXPENSES</b>				
Other Miscellaneous Expense	108.84		108.84	
<b>Total Other Expenses</b>	<b>108.84</b>	<b>0.00</b>	<b>108.84</b>	<b>0.00%</b>
<b>NET OTHER INCOME</b>	<b>-108.84</b>	<b>0.00</b>	<b>-108.84</b>	<b>0.00%</b>
<b>NET INCOME</b>	<b>\$140,193.30</b>	<b>\$107,842.87</b>	<b>\$32,350.43</b>	<b>130.00 %</b>