



## Minutes for Board Meeting – October 13-14, 2015

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### **Board Members Present:**

Micah Henderson – **Chair**  
Ryan Olson – **Treasurer**  
Brian Lisson – **Secretary**  
Scott Andrews

Niels Damman  
Michelle Hepler  
Ben Kopp  
Matt Marcus

Michael Smith  
Don Stock  
James Borishade

**Absent:** Todd Domeck

**Others Present:** Bill Weaver, Director of Operations

### **Proceedings:**

Meeting called to order at: 11:04 CST October 13, 2015

#### I. Review and Approve Agenda

Motion #1: To approve agenda

Moved by: Niels Damman

Seconded by: Ben Kopp

Motion Carried: Unanimous

#### II. Approve minutes

Motion #2: To approve minutes of the September 16, 2015 meeting of the Board of Directors

Moved by: Niels Damman

Seconded by: Ryan Olson

Motion Carried: Unanimous

Motion #3: To approve minutes of the October 7, 2015 meeting of the Board of Directors

Moved by: Scott Andrews

Seconded by: Mike Smith

Motion Carried: Unanimous Abstentions: Don Stock



### III. Old Business

- a. Interim Management Committee Update
  - Micah Henderson provided an update about the transition
  - Micah will Chair this group
  - The Interim Management Committee (IMC) reviewed the current organizational chart and assigned supervision
  - IMC will meet each Friday.
  - Members of the IMC will meet with staff weekly
  - It was identified that we need to develop a Government Relations Strategy.
  - Micah will re-engage Government Relations group to assist with this task
  
- b. Search Task Force Update
  - Update was provided by Niels Damman
  - The Task Force has met.
  - They will invite Andrew Hubert to join the Search Task Force as a representative of the Board Emeritus.
  - They will invite Lee Crumbaugh to join the Search Task Force on a volunteer basis
  - Micah will send the Search Task Force a current job description.
  - James will provide Niels with password and login for the ASAE website in order to access hiring resources.
  - The Task Force timelines are as follows:
    - a) Job Description by end of next week
    - b) Online posting by end of next week
    - c) Application Deadline Nov 15<sup>th</sup>
  - Scott offered another potential candidate for the Task Force if Lee Crumbaugh is not available – Scott to forward name to Micah
  
- c. Treasurer's Report
  - Financial update was provide by Ryan Olson
  - Ryan will be contacting the accountant to discuss quarterly reporting and other arrangements
  - Ryan will communicate with the Finance Committee



- James provided a financial update
  - a) 60 booths sold in exhibit hall
  - b) Hibbs/Veracity have paid their sponsorship
  - c) Credit Card processor as potential sponsorship? Need financials on members in order to move forward.
- Taxes will be due shortly
- Preparation of 1<sup>st</sup> quarter statements will begin on Oct 15<sup>th</sup>
  
- d. ANSI Update
  - The Executive Director provided an update on the ANSI process
  - We have received notification from ANSI that they have outstanding questions for us.
  - Correspondence was sent by the PRCA regarding our submission to ANSI. We have received notification of this
  - We will provide requested information to ANSI when Bill returns from Korea
  - Bill Weaver reported that documents related to ANSI's questions have been gathered and forwarded to our consultant
  
- e. Update on Law Suit
  - The Executive Director provided an update on the law suit
  - Berkley will represent us during this initial phase.
  - We have an attorney who has filed a motion for dismissal
  - Law Suit group includes Randy Smith, Michelle Hepler, and Todd Domeck
  
- f. Government Relations Update
  - The Executive Director provided an update on current government relations issues.
  - The State of Tennessee has a strict policy that inspectors MUST be third party. This means that they must be neutral and detached.
  - ACCT Certification is accepted by the State of Tennessee. There are questions by inspectors about what standards are being used during inspection. Don Stock and Keith Jacobs are drafting a letter to the State seeking clarification on this question.
  - James will develop a list of all current government relations contacts and issues.



- There was discussion about the need for a Government Relations Strategy – Need to have a plan because we can't ignore it.
  - There was discussion about linking the government relations strategy with the proposed Standards Strategy
  - Action items include:
    - a) Collect list from James
    - b) Re-engaging a Govt Relations Advisory Group. A few people have been suggested to serve on a Government Relations Advisory Group including Keith Jacobs, Randy Smith, and Ken Jacquot as well as other members of the previous Government Relations Advisory Group.
    - c) Need an official representative from the staff.
    - d) We need to think about the staffing cost of GRC.
    - e) Also need the right volunteer support.
    - f) Setting up affinity groups in the area being affected.
    - g) Role is to help people organize in the particular jurisdiction.
    - h) How do we respond to a call/email etc.
  - Need to be focused on Programs that generate revenue so we have the resources to help Government Relations initiatives
  - James will continue to handle Government Relations over the next couple of weeks
  - The Executive Director Search Task Group needs to include Government Relations in job description
- a. Standards Development Proposal
- Micah Henderson presented a proposal for new standards development strategy.
  - There was discussion about the need for a written agreement with ASTM to deal with Copyright issues
  - In 5 years there will be no distinction between commercial and traditional use
  - Do we open up our standards writing process to be more like ASTM
  - Frustration was expressed about the ANSI process
  - Future strategies need to consider global implications
  - We will offer the 8<sup>th</sup> edition to ASTM group



- g. Addressing Accidents in Marketplace
- Recent accident study has been published
  - Many assumptions in the study are incorrect
  - How are we going to address these issues? We need to respond.
  - We need to distinguish between Adventure Sports vs. Amusement Rides with respect to acceptable levels of inherent risk
  - We need to be leading the discussion.
  - Mike Smith will write a DRAFT article. He will get it edited by other Board Members.
- h. Terms of Reference: Standards Development Committee
- Motion #4: To approve the Standards Development Committee Terms of Reference
- Moved by: Scott Andrews
- Seconded by: Niels Damman
- Motion Carried: Unanimous
- i. Revised Accreditation & Certification Terms of Reference (Brian Lisson)
- Motion #5: To approve the revised Accreditation & Certification Terms of Reference
- Moved by: Brian Lisson
- Seconded by: Scott Andrews
- Motion Carried: Unanimous
- j. Recommendation from Review Committee
- Motion #6: To accept the following recommendation of the Review Committee for Exponent Asia dated Oct. 11, 2015

The Review Committee recommends that **Exponent Challenge Technology Asia Pte Ltd** be approved as a Professional Vendor Member for Training, as an addition of service to their current Installation & Inspection accreditation

Moved by: Michelle Hepler

Seconded by: Ben Kopp

Motion Carried: Unanimous



k. Program Operations Accreditation Task Group (Mike Smith)

- Mike Smith provided an update on the progress of the Program Operations Accreditation Task Force
- Bill Weaver, Co-Chair, Scott Conant Co-Chair, and Mike Smith have had several meetings – 7 different task groups are working on tasks
- Concern was expressed about the PR marketing time frames
- The Task Force will be recommending that Qualifications for Trainers and Operational Reviewers be established. The Qualified Course Professional guidelines will need to be revised to include these. Insurers are asking for credentialing of these individuals.
- Qualifying process will need to be established with the potential for a certification process in the future.
- Policies and Procedures need to be established related to the PVM process
- Pilot programs could be rolled out in time for some kind of Reviewer Qualifying event in the summer. Pilot programs – will pay for the service
- Different insurance companies will approach the benefit of this program differently regarding claims, discount, versus increased premium.
- There was discussion about creating an opportunity for funds to be raised and for these to be earmarked for this work. The current budget structure should support this.

Regrets for tomorrow: Don Stock and Bill Weaver

Recess until October 14, 2015 11:00 CST

Reconvened at 11:07 am CST on October 14, 2015

*Todd Domeck joined the meeting. Don Stock and Bill Weaver were absent.*

l. Program Operations Accreditation Task Group

- Discussion about draft Parallel Lines article written by Mike Smith
- Discussion about qualifications for reviewers
- Mike to make edits forward to Trudy Robbins for inclusion in Parallel Lines



- Space is available for a conference workshop on this topic

m. Membership Structure

Motion #7: To adopt the Membership Categories Policy dated 2015-10-11

Moved by: Niels Damman

Seconded by: Ryan Olson

Motion Approved: Unanimous

Brian will communicate this decision to Trudy Robbins

n. Update on Winter Symposium Planning

- Brian Lisson shared a list of items that were identified by PVMs following Melissa's request for topics.
- It was agreed that ACCT University and Program Accreditation could be included as part of the Board of Directors agenda. The BOD needs to plan this portion of the agenda
- Other topics listed included: legislation and regulations, prevailing wage, working legally in all jurisdictions, and implications of incidents and accidents.
- Brian will follow up with Melissa to work out next steps

IV. New Business

a. Accident Reporting System

- Mike Smith reported that there is a group of members who are interested in developing an Incident Reporting System.
- There was discussion about process for new projects
- It was suggested that this might be a project for the new Accreditation and Certification Committee to consider.
- We need to look at other industries for models of incident reporting
- We will need some kind of reporting for accredited programs
- Mike will work with this group to identify the scope of this project

b. Review Committee Letter



- A letter was received by the Board of Directors from the Review Committee with regard to our amendment to the Insurance Policy Requirement for PVMs
- Micah Henderson spoke with Carson Rivers about the letter.
- She shared that the Review Committee does not agree with our amendment to the policy and wants to make sure that we have sought out the proper counsel with regard to this policy. It was reported that the Review Committee had spoken with Randy Smith and Robert Monahan in formulating this policy.
- It was agreed that we would seek external advice on this issue. We will approach legal counsel. Board members should forward any questions for legal counsel to Micah.
- BOD members should forward questions to ask legal counsel about these issues
- Brian will communicate back to the Review Committee

c. January (Conference) Meeting Times/Dates

- Travel Sunday before conference
- Meet Monday & Tuesday
- We will additionally meet during the Builders Olympics or another open block during the week. We will not meet on Sunday
- Brian will confirm the Conference Registration process for Board members with Melissa
- ACCT will cover hotel rooms Sunday, Monday, and Tuesday night

d. Closed Session

Motion #8: To go into closed session

Moved by: Michelle Hepler

Seconded by: Niels Damman

Motion Carried: Unanimous

Motion #9: To come out of closed session

Moved by Scott Andrews

Seconded by Niels Damman

Motion Carried: Unanimous

e. Staff Input to Search Committee





- A question was raised about how to approach staff for input
- Executive Director Search Task Force will approach the staff directly to solicit input about qualities and skills of next Executive Director

f. By-Laws

- Micah Henderson proposed that we discuss the idea of changing the by-laws to reduce the number of Board Members. Additionally, that we consider election of Board members by all ACCT members.
- There was discussion about re-thinking the make-up of the board.
- Michelle will share recent process from Recreation and Parks Association
- There was support for pursuing this discussion

V. Adjourn

Motion #10: To adjourn

Moved by: Michelle Hepler

Seconded by: Scott Andrews

Motion Carried: Unanimous

**Next Meeting: November 18, 2015 1:00 CST**

## Standards Development Committee Terms of Reference

### Policy:

The Standards Development Committee will provide the direction and coordination of the standards writing and development process for the ACCT.

### Purpose:

The Standards development process is complex and requires coordination of the Consensus Group, standards committees and standards task forces. The Standards Development Committee will direct the writing and publication of standards for the association at the direction of the board.

### Terms of Reference:

1. Ensure that the ACCT Standards meet the emerging needs of the industry by updating standards, identifying and initiating new areas of standards development.
2. Manage, coordinate and ensure harmonization of all ACCT Standards.
3. Oversee the standards development process.
4. Develop and maintain alliances with other Standards setting organizations
5. Create and Maintain Terms of References for Standards Task Forces and Standards Writing Committees.
6. Manage proposals and progress made in all Standards Task Forces and decide the best format for publication of their work (ie. ACCT Standard, ANSI Standard, bulletin, white paper, advisory etc.)
7. Adopt efficient and transparent management systems to make certain that Standards are developed in accordance with the ACCT ANSI procedures
8. Recommend to the Consensus Group the inclusion of new Standards for the ANSI process.
9. Coordinate tasks to be considered by the Consensus Group
10. Recommend procedural action required by the Secretariat

### Membership

- 5- 7 members
- Membership to include some members of Standards Writing Committees, Accreditation and Certification Panels and other materially affected groups or parties.

### Leadership

- Chair- To be appointed by the Board of Directors
- Vice Chair and Secretary to be elected by members of the Standards Development Committee.

### Term Limit

- Standards Development Committee members serve at the pleasure of the Board of Directors for a term not to exceed 5 consecutive years. Prior to serving a second term,

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the committee member must vacate their seat for a period of no less than one calendar year. Term limit requirements may be waived when there is a majority vote by members of the committee and the approval of the Board of Directors.

**Accountability**

- The Standards Development Committee is accountable to the Board of Directors
- The Chair is to submit a report to the Board of Directors quarterly.
- The annual roster is to be submitted the Board of Directors annually following the Annual General Meeting.

**Strategic Plan**

The work of the Standards Development Committee supports the achievement of the following Core Strategies of the Strategic Plan

- Build the Brand of ACCT
- Develop Effective Governance



# Accreditation and Certification Committee

Association for Challenge Course Technology  
PO Box 47 Deerfield, IL 60015, USA  
Phone: 800-991-0286 | Fax: 800-991-0287  
[www.acctinfo.org](http://www.acctinfo.org)

## Purpose

The purpose of the Accreditation and Certification Committee is to ensure that our accreditation and certification programs are coordinated, complementary, relevant and meet high standards of quality.

## Terms of Reference

1. Ensure that ACCT accreditation and certification programs meet the emerging needs of the industry.
2. Manage, coordinate, and ensure harmonization between accreditation and certification programs.
3. To approve policies for the eligibility, assessment, documentation, and awarding of all ACCT accreditation and certification programs.
4. To ensure that ACCT accreditation and certification programs meet the ACCT mission and build the ACCT brand.
5. To create accreditation and certification panels as needed and to maintain and update the Terms of Reference for these groups.
6. To oversee the review of all accreditation and certification programs on a regular basis to ensure quality, relevance, and cost effectiveness.

## Leadership

- Chair- To be appointed by the Board of Directors
- Vice Chair and Secretary to be elected by members of the Accreditation and Certification Committee.

## Membership

- 6-9 members to be appointed by the members of the Accreditation & Certification Committee
- Membership to include some members of Accreditation & Certification Panels, Standards Writing Committees, and other materially affected groups or parties

## Term Limit

- Accreditation and Certification Committee members serve at the pleasure of the Board of Directors for a term not to exceed 5 consecutive years. Prior to serving a second term the committee member must vacate their seats for period of no less than one calendar year. Term limit requirement may be waived when there is a majority vote by members of the committee and approval of the Board of Directors.

## Accountability



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- The Accreditation and Certification Committee is accountable to the Board of Directors.
- The Chair is to submit a report to the Board of Directors quarterly
- An annual roster of the committee membership and leadership is to be submitted to the Board of Directors Committee annually, following the Annual General Meeting.

### Strategic Plan

- The work of the Standards Committee supports the achievement of the following Core Strategies of our Strategic Plan
- #2 Leverage the Brand through Program Development (Certify/Accredit/Educate)
- #3 Increasing Value to Members
- #4 Develop Effective Governance

### Policy:

**Members of the Association for Challenge Course Technology (ACCT) shall be categorized into the following sectors of the industry: Individual, Operator, Vendor, and Stakeholder.**

### Purpose:

The membership of ACCT is a group of stakeholders with a common goal: the advancement of the challenge course and aerial adventure park industry. The membership supports ACCT with financial, political, and moral support so that the ACCT can pursue this common goal in the standards writing, educational and political arena's. Membership within the ACCT offers standardized benefits for all categories including a discounted fee for the annual conference as well as access to the ACCT Standards document. Further developing the categories of membership allows for improved industry specific data collection opportunities and the creation of customized membership benefits and industry programs. ACCT members have the option of becoming certified or accredited.

### Procedure:

Members will fall under one of the following stakeholder categories. Note: **individual** memberships cannot be transferred to another individual, nor be affiliated with an organization they may be part of.

1. Individual – A practitioner, student, or interested party who is not directly employed by an organization which delivers challenge course programming or provides services to the marketplace, or a person who is employed by an organization which offers programs and services in the challenge course industry but those services, programs, and products are ancillary to the organization's purpose and represent less than 15% of the organization's annual revenue. Examples may include but are not limited to: a student, retired person, landscape architect putting together a bid, engineer trying to gain insight into the market. Individual members cannot be associated with an organizational membership.
2. Operator / Business to Client (B2C) Provider- An **organization** offering Challenge Course/Aerial Adventure Course Programs or services direct to the public or its guests. Most operators manage Challenge Courses that may include but are not limited to low elements, high elements, climbing walls, zip lines, zip line tours, canopy tours, aerial trekking courses, adventure parks, or zip rides or provide experience-based training and development to end users. Their offerings may be further described as educational, developmental, therapeutic, or recreational in nature.
3. Vendor / Business to Business (B2B) Service Provider / Supplier / Manufacturer- An **organization** that provides services or products to operators, vendors, or manufacturers. Common services offered by Vendors include but are not limited to design, installation, inspection, training and certification, operational reviews, engineering and business consulting. Many vendors also provide products direct to operators, and on occasion, direct to consumers.
4. Industry Stakeholder / Affiliate- An **organization** that has interest or concern in the Challenge Course and Aerial Adventure Course market. Industry stakeholders and affiliates can affect or be affected by the ACCT's actions, objectives and policies. Included in this category are organizations that are involved in standard setting, regulation and policy making, other trade associations, law firms, landscaping companies, and amusement park device operators that do not provide Challenge Course services.

It is not uncommon that organizations might correctly fit into more than one category. In such a case, organizations should weigh where the majority of their revenue comes from and select the category

# Membership Categories

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that best describes that portion of their business. In some cases, multiple memberships may be required for business that have multiple entities, or businesses that fit into multiply membership categories.

## **Guidelines**

The following steps are to be developed by ACCT staff and approved by the Board of Directors prior to publication to the membership.

- Fee structure for the membership categories to be determined by the ACCT staff and approved
- Transition plan to be developed by the ACCT
- Optional accreditation and/or certification fees to be separate from membership fees
- List of membership benefits by category
- Written policies and procedures including but not limited to intentional and/or unintended misclassification, fee structure for organizations that fall into multiple categories, cancellations and/or suspensions, documentation for tax-exempt status, renewal guidelines, definition of individual vs. organization, privacy policy, assigning companies with multiple entities, etc.

## **Support Documents:**

- A. Transition plan
- B. Online registration forms
- C. Database development
- D. Payment tracking and reporting forms
- E. Policies and procedures