



Minutes Board Meeting – July 15, 2015

Board Members Present:

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

Niels Damman
Michelle Hepler
Ben Kopp

Michael Smith
Don Stock
James Borishade

Absent:

Todd Domeck, Matt Marcus

Others Present:

Bill Weaver, Director of Operations

Proceedings:

Meeting called to order at: 1:04 CST

I. Review and Approve Agenda

Motion #1: To approve the agenda

Moved by: Don Stock

Seconded by: Michelle Hepler

Motion Carried: Unanimous

II. Approve minutes

a. June 17, 2015

Motion #2: To approve the minutes from the June 17, 2015 meeting of the Board of Directors

Moved by: Ben Kopp

Seconded by: Scott Andrews

Motion Carried: Unanimous

III. Old Business

a. Financial Update (James Borishade)

- Accountants are working on closing out books for the last fiscal year.
- We will end with a deficit

b. Review Committee Policies



Motion #3: Approve the following ACCT Review Committee Policies to be in effect until March 1, 2016:

- Change in Qualifying Personnel dated February 3, 2015
- Representation of ACCT Status dated January 12, 2015
- PVM Accreditation Qualification dated January 12, 2015
- PVM Accreditation Review dated January 12, 2015

Moved by: Brian Lisson

Seconded by: Michelle Hepler

Motion Carried: Unanimous

Motion #4: Approve the ACCT Review Committee Insurance Requirements Policy dated July 13, 2015 to be in effect until March 1, 2016

Moved by: Brian Lisson

Seconded by: Ben Kopp

Amendment Motion: Change the proposed policy to include the following change to the wording of Section A:

"PVMs shall maintain **at the time the service is delivered or as required by law** the following types of insurance coverage to ensure coverage in all service categories for which they are accredited (i.e. installation/inspection, training and certification. If the PVM provides programming, or other services there may be other types of insurance required".

Amendment Moved by: Don Stock

Amendment Seconded by: Scott Andrews

Opposed: 2 In favor: 6 Abstentions: Scott Andrews

Motion #4 carried with amendment to text.

Opposed: 1 In favor: 7



Motion #5: To approved the following ACCT Review Committee Policies to be in effect until March 1, 2016:

- Annual Report revision date of March 12, 2015
- Dues revision date of March 12, 2015
- Policy/Agreement for Use of ACCT Logo
- Proxy Form
- Compliance with Review Committee Requests revision date of March 12, 2015
- Voting at AGM revision date of March 12, 2015
- Professional Behavior revision date of March 12, 2015
- PVM Accreditation Qualification revision date of March 12, 2015
- PVM Applicant: Code of Conduct revision date of March 12, 2015
- Reviewer Qualifications revision date of March 12, 2015
- Sale/Transfer of Ownership revision date of March 12, 2015

Moved by: Brian Lisson

Seconded by Ben Kopp

Motion #5 Carried: Unanimous Abstention: Niels Damman

c. PRCA/ANSI Update

- Update on ANSI Appeal was provided by the Executive Director.
 - a) The most recent appeal to our ANSI Standards was scheduled to be heard by our Appeal Panel on July 3, 2015. There was a disagreement between the parties about the scope of the Appeal.
 - b) Documents were submitted to the members of the Appeals Panel less than 24 hours in advance of the Appeal.
 - c) The Appeal Panel decided not to continue with the Appeal Hearing at that time.
 - d) Members of the Executive Committee and ACCT staff met with our ANSI consultants to discuss next steps.
 - e) We have asked for a letter from the Appeal Panel outlining their reasons for suspending the hearing.
 - f) There were questions and discussions from members of the Board of Directors about our options and timelines for our next steps given the current situation.



- Micah provided an update on next steps for following up on the phone meeting with members of the PRCA. She will get back to their President about next steps and timelines.

d. Update on recent accidents (James)

Motion #6: To go into closed session and invite Bill Weaver to remain on the call and participated in discussion

Moved by: Michelle Hepler

Seconded by: Niels Damman

Motion Carried: Unanimous

Motion #7: To come out of closed session:

Moved by: Michelle Hepler

Seconded by: Niels Damman

Motion Carried: Unanimous

- The following action steps were recommended by the Executive Director and supported by members of the Board of Directors:
 - a) A statement needs to be prepared for press inquiries.
 - b) Professionally drafted statement for press needs to be prepared with our Public Relations Firm.
 - c) Professionally drafted statement for members needs to be created and sent out this week.
 - d) Article needs to be written for Parallel Lines
 - e) Notice needs to be given to Consensus Group members about the current developments in our ANSI process.
 - f) Accident Management Protocol for Organizational Members needs to be developed. Scott, Michelle, and Niels will help with this.
 - g) A series of PR statements need to be prepared and sent over the next 6-8 weeks.



- More discussion is required by the Board of Directors to explore any actions that might need to be taken with regard to the role of the Review Process following these kinds of accidents.

e. Executive Director Contract Renewal

1. Micah Henderson communicated that a DRAFT Contract has been given to the Executive Director for his review.
2. The current contract expires at the end of the July.

IV. New Business

a. Additional Board Meeting to replace summer face-to-face.

- A meeting has been scheduled for 11:00 CST on Tuesday, July 21, 2015. The meeting will be 2 hours in length.

V. Adjourn

Motion to Adjourn

Moved by: Ben

Seconded by: Michelle

Motion Carried: Unanimous