



Minutes for Board Meeting – September 21, 2016

Meeting Logistics:

09/21/16 1:00pm CST to 1:00pm CST

Preparation / To Dos:

- Review documents in Dropbox meeting folder

Location:

Phone: 218-936-3817

Pass code: 510426#

Board Members:

x Micah Henderson – **Chair**
x Ryan Olson – **Vice Chair**
x Ben Kopp - **Treasurer**
x Scott Andrews - **Secretary**
x Todd Domeck

x Niels Damman
x Michelle Hepler
x Michael Smith
Dylan Burt
Sara Bell

x Shawn Tierney – **Executive Director**

Documents Attached:

Absent: Dylan Burt (on an airplane) Sara Bell

Quorum present? YES

Others Present: Lindsay Belanger from Managing Matters

Proceedings:

Meeting called to order at: 1:02pm CST

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.

Agenda

- I. Review and Approve Agenda
Motion to Approve by: Ben Kopp
Seconded by: Ryan Olson
Discussion:
Motion Carried: Unanimous

- II. Review and Approve Meeting Minutes from 8/22/16

Detailed discussion of what should be in the minutes and changes to be made to the August Minutes. The board had affirmed that more detail in all actions on the board at the meeting are important and need to be addressed. Financial reports will continue to be full reports.



Approved by Voice: **not approved. Board will review and comment before next meeting.**

III. Executive Director Update (see attached report)

Discussed the new PO Box in Boulder. The Deerfield PO Box has a one year forward. Discussed how to make formal transition. Discussed closure of 5/3 Bank accounts. ED meet with Scott Zimmerman of Xola and reviewed partner agreement and revenue to Association for partnership.

a. July Financials (see attached report)

Revenues for the month are down from this time last year due to Exhibiter Registration was not open and Membership is historically low at this time of year. Clarification from Accountant on Standards Sales number. Scott and Lindsay will sort this how much was sold in DPD. August will look better with Exhibiter Registration.

IV. Managing Matters Update (see attached report)

Unfinished Business

V. PVM Task Group Review Terms of Reference. **Tabled Ben continues to work on coordinating this.**

VI. Program Accreditation Task Force

Motion: To receive the work product from the Program Accreditation Task Force.

Motioned by: Scott Andrews

Second by: Ben

Discussion: none

Motion: Unanimous

Motion: The board forwards the Program Accreditation Task Force work product to the Accreditation and Certification Committee for implementation with the support of the Staff. The committee is task to edit the work product as needed.

Motioned by: Scott Andrews

Second by: Ben

Discussion: none

Motion: Unanimous

Executive Director will forward the work product and other items the Accreditation and Certification Committee, Staff and Board Liaison

Motion: The Board would like to thank the Program Accreditation Task Force and Mike Smith for their dedicated work to move this process forward. The Board also dismisses the task force.

Motioned by: Scott Andrews

Second by: Ben

Discussion: none

Motion: Unanimous

Scott will draft and thank the Task Force

New Business



- VII. Reimbursement Policy revision (Niels)

Discussion of the policy and that Niels will take the highlights out. Language will not change. Shawn will work on correcting all forms to state correct routing of documents. Discussion of why the mileage rate is covered at charitable rate vs business rate. Niels will amend to \$.54/mile. Shawn will seek out Melissa's input and will return this to the Board for vote October.

- VIII. Policy Review (Niels) *Ongoing, no action today*

- IX. Zip Line Korea Letter. (Micheal)

Mike forwarded letter from Zip Line Korea about desire to be supported by ACCT. How does ACCT support this group? What would this support look like? ACCT could create a task group or to look at support outside North America. Shawn, Michael and Ben will work on a Terms of Reference for a Task Force to see how we could put the needed support in place.

Adjourn

- X. Motion to Adjourn

Motion to Adjourn by: Todd

Second by: Ben

Motion: Unanimous

2:34p CDT



To: ACCT Board
From: Shawn Tierney, Executive Director
Date: 9/19/16

RE: September Board Report

Summary of Activities

July Financials: the July financials are in Dropbox, and I have a call with Beverly this week to review some of the line items (such as standard sales) for accuracy. Beverly is finalizing the FY 2016 close and should have that ready, along with the August financials, in time for the October BOD meeting.

Board Elections: a member announcement will go out this week (Sept. 21) regarding the process and deadlines for the next election cycle. Currently updating the nomination form and the member announcement.

Exhibitor Registration: exhibitor registration has been going well, and we are at roughly 60% of capacity (72 exhibitor booths sold out of 120 available). We will send out another round of announcements over the course of the next month soliciting other exhibitors in order to fill the remaining spots. We will also start focusing on promoting conference sponsorships, and advertising opportunities for the conference program.

Conference Registration: the regular conference attendee registration is nearly complete and will launch by the end of next week. Melissa is making final content additions (presenter bios, workshop information/prices, etc., to the registration brochure (digital) and the Cvent registration website.

Membership Campaign and Metrics: the membership growth initiative campaign report is also in Dropbox, along with a spreadsheet of metrics for the campaign. I will be working with Lindsay on the implementation of this initiative to grow membership revenue and the overall number of members.

Program Accreditation Task Force: a zip file of documents that were recently submitted by the task force is in Dropbox for review. The next steps are to determine who will serve on the Program Accreditation Panel, and to then create the program implementation plan (a draft of which is currently in development). The goal is to deliver an implementation plan to the Board for the October meeting.

ANSI Appeal: PRCA has been granted an extension to file an appeal to the ANSI Appeals Board of the BSR decision, with a deadline of September 29. The Appeals Board can either decide to hear this appeal, or they can reaffirm the BSR decision and not schedule a hearing.

I will have further updates on the status and process moving forward after the September 29 deadline.

TN Regulatory Update: on September 13 the TN Elevator & Amusement Device Safety Board voted unanimously in favor of adopting the ACCT standard into their regulatory framework. The Board will now make that recommendation to the Commissioner of Labor and Workforce Development. The process then moves on to the state legislature for final approval and adoption of the ACCT standard.

Ski Area Managers Summer Ops Camp: I attended the Ski Area Managers Summer Ops Camp in Park City, UT September 14-16. The focus of this “summer ops camp” was to introduce ski area managers from around the country to summer operation opportunities such as Adventure Parks, Zip Lines, and other types of activities. The camp was well attended, and I took part in a panel representing various industry perspectives (Micah, Jamie Barrow, Thad from Bonsai).

Committee Org. Chart/ Terms of Reference: the “org chart” is currently being revised and should be completed by early next week. I am also in the process of gathering the Terms of Reference documents that are needed from the various groups. All of the required documents will be submitted for the October Board meeting.

Transfer of Banking from 5/3 to Chase: I am using the remaining funds in 5/3 Bank for immediate accounts payable, and will then pay off and close the staff credit cards. Staff will be issued Chase credit cards by the end of September. The 5/3 money market account will be transferred into a Chase CD by the end of September and the 5/3 account will be closed with all banking consolidated into Chase.

IL PO Box Forward/ Boulder PO Box: our IL PO Box mail forwarding end date is September 21, 2016. I will request a permanent mail forwarding to a PO Box in Boulder, CO. (Obtaining a PO Box in Boulder this week). Once we have a new Boulder PO Box, I will send out an announcement.

Parallel Lines: the Fall issue is scheduled to be published in late October. Lindsay is sending a call for content this week. Any contributions from the Board would be greatly appreciated, and the fall issue will heavily promote the upcoming conference.

XOLA Partnership Agreement: Scott Zimmerman and I are meeting in Boulder on September 20 to review the partner agreement and to discuss PR/ marketing, the conference, subscription revenue, and data analysis from year-one.



FINANCIAL STATEMENTS

July 2016

Association for Challenge Course Technology

Statement Of Financial Position

As of July 31, 2016

	Total
ASSETS	
Current Assets	
Bank Accounts	
5/3 IL Checking	32,550.50
5/3 MoneyMarket Savings	26,605.53
5/3 Savings-Wire Transfers	10,107.74
Chase Operating	16,701.89
Chase Savings	25.00
Deposits In Transit	1,574.62
Total Bank Accounts	87,565.28
Accounts Receivable	
Accounts receivable	5,354.81
Total Accounts Receivable	5,354.81
Other current assets	
Prepaid Expenses-Insurance	3,598.00
Total Other current assets	3,598.00
Total Current Assets	96,518.09
TOTAL ASSETS	96,518.09
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	15,323.60
Total Accounts Payable	15,323.60
Credit Cards	
Credit Card 7635 - Melissa	1,442.29
Credit Card 8878 - Bill	9,426.13
Total Credit Cards	10,868.42
Total Current Liabilities	10,868.42
Total Liabilities	26,192.02
Net Assets	
Retained Earnings	78,545.26
Increase in Net Assets	(8,219.19)
Total Net Assets	70,326.07
TOTAL LIABILITIES AND NET ASSETS	96,518.09