



Minutes for Board Meeting – October 19, 2016

Meeting Logistics:

10/19/16 1:00pm CST to 3:00pm 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**

Ben Kopp - **Treasurer**

x Scott Andrews - **Secretary**

x Todd Domeck

Niels Damman

x Michelle Hepler

x Michael Smith

x Dylan Burt

x 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: Niels Damman, Ben Kopp

Quorum present? YES

Others Present: Natalie Hill

Proceedings:

Meeting called to order at: 1:03 CDT

Agenda

- I. Review and Approve Agenda
Motion to Approve by: Michelle Hepler
Seconded by: Todd Domeck
Discussion: no discussion
Motion Carried: Unanimous
- II. Review and Approve Meeting Minutes from 8/22/16
Approved by Voice: to be posted to Dropbox and to Managing Matters to be uploaded to the ACCT Web Site
- III. Review and Approve Meeting Minutes from 9/21/16
Approved by Voice: to be posted to Dropbox and to Managing Matters to be uploaded to the ACCT Web Site



- IV. Executive Director Update (*copy of report attached*)
 - I. August Financials currently not available from accountant. Will be forwarded to board by email when received by ED
 - II. Federal 990 to be reviewed currently not available from accountant. Will be forwarded to board by email when received by ED
- V. Managing Matters Update *Introduced Natalie Hill who will be the new contact at MM.*

Unfinished Business

- VI. PVM Task Group Review Terms of Reference (Ben) tabled
- VII. Volunteer Organization Chart *Reviewed and requested dotted lines from Board to CG and from CG to Standards Development Committee This was addresses as part of ED Report*
 - I. Staff work group terms of reference for information only
- VIII. Policy Review (Niels)
 - I. Reimbursement Policy revision (Niels)
 - Motion to Approve Policy as in DropBox: Todd Domeck
 - Seconded by: Dylan Burt
 - Discussion: Request to have list of what can be reimbursed on the form
 - Motion Carried: Abstain: 0 Yes: NO: 0 Unanimous
 - II.
- IX. Review Board Task List (Scott)
Agreed that Board will update list to keep accountable. List will be maintained in next month's meeting file.

New Business

- X. ICE Policy revision (Sara)
 - Motion: To approve ICE policy changes as presented to the board on October 19, 2016: Sara Bell
 - Seconded by: Micheal Smith
 - Discussion: Mike will put this in the new format and proof read discussion
 - Motion: Abstain: 0 No: 0 Yes: Carried: Unanimous
- XI. What are the task that need to be completed between now and Conference Meeting (Scott)

Priority Presentation as part of "Dialog with ACCT Board"
Needs of PVM for the board for the Symposium
Committee Reports and staff work groups collected



New ED Report
2016 Minutes for approval
Financials prepped for AGM
Printed Ballots for PVM votes
Volunteer Recruitment Material developed by Membership and Natalie
Term of Reference need to be completed.

Adjourn

XII. Motion to Adjourn

Motion to Adjourn by: Todd Domeck
Second by: Sara Bell
Motion: Unanimous

Documents Attached:

- Executive Directors Report
- Managing Matters Report



To: ACCT Board
From: Shawn Tierney, Executive Director
Date: 10/17/16

RE: October Board Report

Summary of Activities

August Financials: I am waiting on the August financials from Beverly, and once I have them I will place them in Dropbox (or send them via email if they are not ready in time for this meeting). Beverly is also preparing the 990 tax form, and should have that ready for review by the BOD. I will send the 990 via email if it is not ready by this meeting. Beverly is also finalizing the September financials and should have those ready by the end of October.

Board Elections: a member announcement went out the week of Sept. 21 regarding the process and deadlines for the next election cycle. We have not received any nomination forms to date, and I will send out another announcement the last week of October.

Managing Matters: I was informed by MM on 10/11 that Lindsay has accepted a new position and is leaving MM. Her last day is Tuesday, October 18th. Her replacement, Natalie, along with Jenny, will be on the BOD call to talk about their transition plan. Natalie was training with Lindsay the week of October 10th.

Exhibitor & Conference Registration: exhibitor and conference registration has been going well, and we are tracking very similar to where we were last year at this time. We will send out another round of announcements over the course of the next month soliciting exhibitors/advertisers/sponsors. We will also start focusing on promoting advertising opportunities for the conference program.

Conference Sponsorship: starting the week of October 17th I will be calling all of the "tiered" sponsors (silver, gold, diamond, etc.) who have sponsored the conference the last four years, with the goal of significantly increasing our number of sponsors, which has declined over the last two years by roughly 50-60%. Last year we had a total of five tiered level sponsors.

PVM Symposium: I had a good conversation with Ken Jacquot about the symposium recently, and a group that includes Ken, Andrew Huber, and Jim Grout are currently working on an agenda. Jen Marter is coordinating logistics with Melissa, and our goal is to have a draft agenda by early November so that we can get the registration up and announcements out to the PVM community.

Oregon Lawsuit: The hearing on the motion filed by our attorney to dismiss the lawsuit has been set for October 25. Our attorney is hopeful the court will rule on the motion shortly after the hearing, so we know where we stand. I will let the BOD know as soon as I receive more information.

Program Accreditation: a zip file of documents submitted by the task force was placed in Dropbox for review last month. The next steps are to draft a terms of reference document (ACC/Cert Committee), populate the panel, and to then complete 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 November meeting.

ANSI Appeal: PRCA filed an appeal of the BSR decision to the ANSI Appeals Board on September 29th. The Appeals Board is the final level of appeal within ANSI. The Appeals Board can either hear this appeal, or they can reaffirm the BSR decision and not schedule a hearing. As requested by ANSI, ACCT forwarded the names of two individuals who serve on the Appeals Board who have a conflict of interest and will need to recuse themselves from considering the appeal: Dan Bart, as a consultant to ACCT, and Steve Oksala, who has represented PRCA. We will now wait to hear back from the AB regarding their decision.

Committee Org. Chart/ Terms of Reference: the “org chart” has been revised. The chart has not yet distributed to volunteers until the BOD has reviewed it for accuracy. The chart is in Dropbox. Terms of Reference documents that have been completed are also in Dropbox.

Transfer of Banking from 5/3 to Chase: I am using the remaining funds in 5/3 Bank for immediate accounts payable. The 5/3 staff credit cards have been paid off, and will be closed by the end of October. Chase credit cards were issued to three staff, and all monthly recurring charges such as Quickbooks, Basecamp, etc., that were on the 5/3 cards have been transferred to a Chase debit card. We will need to have an authorized 5/3 account representative from ACCT (i.e., the BOD chair) transfer the 5/3 money market account into a Chase CD, and then the 5/3 account can be closed with all banking consolidated into Chase. I anticipate leaving the 5/3 account open until the end of Q2 just for any adjustments that might need to be made.

IL PO Box Forward/ Boulder PO Box: we now have a permanent mail forward from our PO Box in IL to our PO Box in Boulder. Mail is being received and picked up by the ED for processing on a weekly basis (we do receive checks for renewal of memberships, etc.) Mail will be forwarded for a 12-month period.

Parallel Lines: the Fall issue is scheduled to be published in late October. MM is currently working on the design and layout. Lindsay has received a good deal of content from a variety of sources, including the ED, the BOD chair, staff, and volunteers.

XOLA Partnership Agreement: Scott Zimmerman and I met 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. ACCT will be receiving a 20% share of subscriber revenue from the first year of the agreement, and payment will be made the week of October 17.

To: ACCT Board of Directors
From: Natalie Hill, Jenny Faucher, President
Date: October 19, 2016

Strengthening the ACCT Brand

This report is intended to provide an update on our transition, action items, activities, improvements, and initiatives we have completed since the past Board meeting held on Wednesday, September 21. This report will be provided to the board on a monthly basis.

Our team, led by Natalie Hill, has been putting a significant focus on customer service excellence to the ACCT membership by answering all e-mails and phones in a timely manner.

We will always be looking for ways to save ACCT money and bring ideas to the table.

Board & Committee Support

- MM has drafted a Membership Committee Terms of Reference for Shawn's review.
- MM has sent out an e-blast on behalf of the Research Committee.
- MM is working with Shawn Tierney has designed the new Committee Organizational Chart and is working towards updating the website.
- MM is working with Joyce Weaver on updating the Standards page to reflect the proper pricing.
- MM has assisted Shawn Tierney on the recreation of the 2017 Board Elections form and has uploaded it to the website.

General Management

- MM has begun the design process for Parallell Lines and the Fall edition will be distributed by the end of October.
- MM has assisted various ACCT add events to the calendar.
- MM has assisted members with conference registration.
 - This includes providing members with their membership IDs.
- MM has fielded 126+ membership calls since September 21. Some call highlights include:
 - Membership renewal assistance.
 - Locating the Standards.

update on matters

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- Print-on-Demand assistance
- Membership category differences.
- Lawyers requesting past Standard copies.
- MM has responded to 60+ contact forms from the ACCT website since September 21.
- MM has begun

Next Steps

- Natalie will continue to reach out to lapsed members who have let their memberships.
- Natalie will circulate draft 1 of Parallel Lines to the editing team for review.
- Natalie will assist with the reorganization of the ACCT Dropbox and Basecamp tools.
- Natalie will update the Committee List on the website.

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