



## Agenda for Board Meeting – February 17, 2016

Meeting Logistics:

02/17/2016 from 1:00pm CST to 2:30 pm CST

Preparation / To Dos:

- Bring 2016 calendars

Location:

Phone:

Pass code:

**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

Michael Smith

X Sara Bell

X Dylan Burt

*Absent:*

*Quorum present?*

*Others Present:*

**Proceedings:**

Meeting called to order at: 1:00pm CST called to order at 1:06

**Agenda**

I. Review and Approve Agenda

a. Add Adventure Park to new business

b. Add minutes from 1-25-2016 to March Meeting

II. Review and Approve Minutes from 1/30/16 Meeting

**Motion to Approve the Minutes:**

**Moved by: Niels Damman:**

**Seconded by: Dylan Burt**

**Discussion**

**Motion Carried: 9 Abstained: Ryan Olson**

III. IMT update

(Micah)

**Old Business**

I. New Forms on Base Camp (Add to BaseCamp)

a. Conflict of Interest (forward to [ethics@ACCTinfo.org](mailto:ethics@ACCTinfo.org)) Due 2/24/16

b. Email Usage Form Due to Micah by 2/24/16

c. Reimbursement Policy and Form

ACCT Board of Directors Meeting  
Phone Meeting



- d. Anti-trust Statement ( add to basecamp full length version)
- e. Update strategic Plan
- II. Assign committee and task group roles
  - a. Standards Development (Dylan with Scott support)
  - b. Accreditation and Certification Committee (Sara and ? support) *Niels to support Sara*
  - c. Finance (Ben)
  - d. Ethics (Todd)
  - e. Insurance (Michelle)
  - f. Nominations (Ryan)
  - g. Executive Director Search Task Group (Michelle Hepler)
- III. Calendar 2016 meetings dates: (location to be determined with Melissa and new ED)
  - a. Face to Face (*Fly on first day. Meet Second and Third meeting time, Fly on 4<sup>th</sup> day*)
    - i. July 5 to 8, 2016
    - ii. July 12 to 15, 2016
    - iii. July 26 to 29, 2016 (no dates work well. Suggested August 21 to 29 window Micah to follow up with Melissa)
  - b. Phone Meetings
    - i. Third Wednesday of each month 1:00CST *March 16, 2016 next meeting*)
  - c. Board Meetings at the Conference (*Sunday Meeting needed 6 hours*)
- IV. Personnel Update (Micah)
  - Motion to closed session:*
  - Moved by: Ryan Olson*
  - Seconded by: Michelle Hepler*
  - Motion Carries: Unanimous*
  
  - Motion to come out of close session:*
  - Moved by: Todd Domeck*
  - Seconded by: Michelle Hepler*
  - Motion Carried: Unanimous*
- V. Strategic Plan Review (Ben) *tabled*
- VI. Potential Board Members for Open Board Seat *names and why they might be interested to Scott*



### New Business

- I. Adventure Park Standards update form Michael (forward letter to Rich with input to move this forward)
- II. Motion to appoint Charlie Williams to chair Ethics Committee  
Moted by: Scott Andrews  
Secoded by: Todd Domeck  
Motion Carried: Unanimous
- III. Update Standards Distribution Process (Scott) Niels Scott and Mike talk about this and come back to board
- IV. Board reach out to Draft Terms of Reference for: tabled
  - a. Incident Reporting (Scott)
  - b. PVM value of accreditation (Ryan)
  - c. Symposium Group (Ben)
  - d. Critical Link Policy template (Scott to reach out to Tom)
- V. Reinivgorate Policy Direction (Niels) tabled
- VI. Solicit at least two more proposals for credit card processing providers. This is for ACCT internal use (Need a draft of the RFP) Dylan to work on RFP for processing

### Adjourn

Motion to adjourn:

Moved by: Scott Andrews

Secoded by: Dylan Burt

Motion Carried: Unanimous