



Minutes for Board Meeting – December 21 16, 2016

Meeting Logistics:

12/21/16 1:00pm CST to 2:30pm 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

Niels Damman
x Michelle Hepler
x Michael Smith
x Dylan Burt
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:

- raise, lower, or stabilize prices;
- regulate production;
- allocate markets;
- encourage boycotts;
- foster unfair trade practices;
- assist monopolization, or
- 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, Sara

Quorum present? yes

Others Present: Natalie Hill (Managing Matters)

Proceedings:

Meeting called to order at: 1:01 CST

Agenda

- I. Review and Approve Agenda
Motion to Approve by: Michelle Hepler
Seconded by: Dylan Burt
Discussion: discussed tabling items under Niels
Motion Carried: Opposed 0, Abstained: 0, Carries: YES
- II. Review and Approve Meeting Minutes from 11/16/16
Approved by Voice: posted to Dropbox and managing matters to be posted to website.
- III. Executive Director Update (*copy attached*)

In addition, started work with staff on updating Staff job descriptions and working on 30/60/90 goals for staff to be evaluated at end of fiscal year.



- IV. Managing Matters Update: *(copy attached)*
- V. Monthly Financial – October *(copy attached)*

Unfinished Business

- VI. Policy Review (Niels) tabled
- VII. Consensus Group update (draft letter attached) (Micah)
- VIII. Practitioner Certification update (Niels) tabled

New Business

- IX. Discussion: Policy Creation process. Example: Program Accreditation and Certification
(Shawn) *There need to be clearer policies for Certification and Accreditation. Micah will work on Accreditation. Scott will work on Certification policy. They will assure that the formats align. The board will work toward creating clear expectations and goals in policies that can be executed by Shawn and the Staff.*
- X. Board Calendar at conference (Shawn)

Adjourn

- XI. Motion to Adjourn
 - Motion to Adjourn by: Scott Andrews
 - Second by: Todd Domeck
 - No discussion
 - Motion: Carries
 - Time: 2:09 CST



FINANCIAL STATEMENTS
October 2016

Association for Challenge Course Technology

Statement Of Financial Position

As of October 31, 2016

	Total
ASSETS	
Current Assets	
Bank Accounts	
5/3 IL Checking	4,773.86
5/3 MoneyMarket Savings	26,608.88
Chase Operating	204,445.51
Chase Savings	25.00
Deposits In Transit	572.13
Total Bank Accounts	236,425.38
Accounts Receivable	
Accounts receivable	5,370.69
Total Accounts Receivable	5,370.69
Other current assets	
Prepaid Expenses-Insurance	5,069.99
Total Other current assets	5,069.99
Total Current Assets	246,866.06
TOTAL ASSETS	246,866.06
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	33,854.34
Total Accounts Payable	33,854.34
Credit Cards	
Credit Card 7635 - Melissa	-
Credit Card 8878 - Bill	107.40
Total Credit Cards	107.40
Other Current Liabilities	
Accrued Paypal Fees	121.30
Total Other Current Liabilities	121.30
Total Current Liabilities	228.70
Total Liabilities	34,083.04
Net Assets	
Retained Earnings	98,551.52
Increase (Decrease) in Net Assets	114,231.50
Total Net Assets	212,783.02
TOTAL LIABILITIES AND NET ASSETS	246,866.06



To: ACCT Board
From: Shawn Tierney, Executive Director
Date: 12/21/16

RE: December Board Report

Summary of Activities

October Financials/990: the October financials are in Dropbox for review. I will place the November financial statements in Dropbox if I have them before the meeting. We have a new accounting firm, Hattig CPA, LLC in Colorado. This is a local firm that I will work with going forward. The Federal 990 tax form was filed by the end of November. The accounting@acctinfo email will be forward to me for some period of time, as all accounts payable will be approved by me prior to forwarding to the new accountant for payment.

Board Elections: we currently have eight nominations for the three open Board seats. Four candidates running for one seat elected by individual and organizational members, and four candidates running for two seats elected by the PVM's. Candidate information is on the website, and online voting for the one seat elected by non-PVM's takes place from December 12 – January 13. Election of the seats elected by the PVM's takes place via a paper ballot at the AGM.

Conference Program: Melissa is working on the content for the conference program, and Managing Matter will be doing the design and layout. The deadline for getting the print files to the printer is January 20th. We are getting quotes from printers in the Savannah area to print the brochure there to avoid shipping costs.

PVM Symposium / Agreement: the PVM task force has received 38 responses to a survey that Ken Jacquot distributed via the PVM listserv. The survey results are currently being organized, general themes will be identified, and the findings will be presented at the Symposium for further discussion and action steps. The PVM agreement has been reviewed by Reb Gregg, and is being revised. The survey will be sent out to the PVM's by the end of December for further input. The goal is to have PVM's sign the agreement either at the Symposium or shortly thereafter.

Program Accreditation: a DRAFT implementation plan for program accreditation was placed in the November Dropbox meeting folder for review. The plan has only been shared with the chair of the ACC/Cert committee at this stage. The Executive Committee has requested that staff review the Acc/Cert policy, draft revisions, and have the policy

approved by the Board at the January Board meeting. The policy needs approval prior to the program being implemented.

ANSI Appeal: ANSI informed us on December 8th that the Appeals Board has dismissed the appeal filed by PRCA, thus ending the appeals process available at ANSI. A member announcement went out on December 12th to inform members of that decision.

To: ACCT Board of Directors
From: Natalie Hill (Account Coordinator), Jenny Faucher (President)
Date: December 21st, 2016

Strengthening the ACCT Brand

This report is intended to provide an update on our action items, activities, improvements, and initiatives we have completed since the past Board meeting held on Wednesday October 19, 2016. 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, phone calls and contact forms in an efficient and timely manner.

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

Board & Committee Support

- MM has finalized the Committee Chart that will be used as a onboarding tool for new committee members.
- MM has begun implementing a Membership Growth Campaign with the membership work group to increase the number of paying ACCT members.
- MM has reached out to the Membership work group to make phone calls to lapsed members.
- MM has created a Membership Recognition Campaign that recognizes longstanding ACCT supporters.
- MM was in contact with YM to make sure all aspects of membership sign up is seamless and easy for members.
- MM is working with Melissa to ensure that all members that have signed up for the conference have an updated membership status.
- MM has created a board of directors nominees page with voting accessible through YM.
- MM sent various news blasts to the membership database for member correspondence.

General Management

- MM completed Parallel Lines and sent it out to all members via e-blast, as well as putting it up on accessible points of the website.

- MM has assisted various ACCT members in adding events to the calendar.
- MM has assisted members with their conference registrations.
 - This includes providing members with their membership IDs.
- MM has fielded 100+ membership calls since November 16. Some call highlights include:
 - Membership renewal assistance.
 - Locating the Standards.
 - Print-on-Demand assistance.
 - Membership category differences.
 - Lawyers requesting past Standard copies.
 - Challenge Course information and sign ups.
- MM has responded to 90+ contact forms and emails from the ACCT website & Membership email since November 16.
- MM has sent out a bulk 'ACCT Misses You' email to 400+ members from January 1, 2016 – October 31st, 2016 and 1300+ lapsed members from January 1, 2013 – December 31, 2015
- MM made 400+ calls to the lapsed members from January 1 – October 31st, 2016
- MM has created a google doc with the 1300+ lapsed members for membership work group to make calls.

Next Steps

- MM will continue to grow ACCT memberships and will involve the membership work group in the process.
- MM will continue to make calls to lapsed members and check in on the progress the membership work group has made.
- MM will continue to assist ACCT members with renewal and inquiries.
- MM will continue to assist with the reorganization of the ACCT Dropbox, YM Membership Database and Basecamp tools.
- MM will work on a clipboard for the early new year to increase member involvement and show member recognition.
- MM will locate and solve issues with blurb orders.