



## MINUTES for Board Meeting – October 18, 2017

### Meeting Logistics:

10/18/2017 11:00a to 12:30p MDT

### Preparation / To Dos:

- Review documents in Dropbox meeting folder

### Location:

218-936-3817

510426#

### Board Members:

X Ben Kopp - **Chair**

X Bahman Azarm – **Vice Chair**

X Carson Rivers - **Treasurer**

X Scott Andrews - **Secretary**

X Micah Henderson

x Michelle Hepler

Ryan Olson

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:

- (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:* Ryan Olson, Sara Bell

*Quorum present?* YES

*Others Present:* None

### Proceedings:

*Meeting called to order at:* 11:03a MDT

### Agenda

- I. Review and Approve Agenda
  - Motion to Approve by: Micah Henderson
  - Seconded by: Bahman Azarm
  - Discussion: corrections
  - Motion Carried: Unanimous
- II. Review and Approve Meeting Minutes from September 18- 19, 2017 (tabled)
- III. Executive Director Update (*copy attached*) *discussed publication timeline of quarterly financials. All Drafts financials will be watermarked with Draft and Quarterly will be published as part of Board Minutes.*
- IV. Managing Matters Update: (*copy attached*)
- V. Monthly Financial – September (*copy attached*)
- VI. Cash Flow Projections (Shawn)



- VII. Priorities Update: (for greater detail see "TASK LIST Board Priorities 170424.xlsx")
- I. Savings Plan: \$200,000 in reserves
  - II. Government Relations
  - III. Program Accreditation
  - IV. Increase Professionalism of Conference Workshops
  - V. Standards Development Process
  - VI. Document and File Management System

#### Unfinished Business

- VII. Tasks from Previous Board Meeting – update (et all)

#### New Business

- VIII. Nomination Committee Terms of Reference (Bahman) *Committee has met and is looking at new Terms of Reference. Looking at evaluation tool for committee leaderships*
- IX. PVM Symposium (Ben) *Letter to PVM's to go out later this week*
- X. Conference Locations (Shawn) *addressed in Executive Director report*
- XI. BSA Bulk Standards (Shawn) *talking with BSA about cost of ANSI standard*
- XII. Membership (closed session) (Ben) *tabled*
- XIII. Accreditation/ Certification Committee Update (Sara) *tabled*

#### Adjourn

Motion to Adjourn

Motion to Adjourn by: Michelle Hepler  
Second by: Dylan Burt  
Motion: Carried Unanimously  
Time: 12:35p MDT