



# ASSOCIATION FOR CHALLENGE COURSE TECHNOLOGY

Board Meeting Minutes: February 7, 2010  
(9:00am – Atlanta, Georgia)

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## **Board Members**

*Present:* Erik Marter, Keith Jacobs, Michelle Hepler, Jen Stanchfield, Gary Cwidak, Jim Wall, Josh Tod, Jeff Boeke, Sarah Oosterhuis

*Absent:* None

*Quorum present?* Yes

*Others Present:*

Incoming Executive Director: James Borishade

Outgoing Executive Director: Sylvia Dresser

Other: Steve Gustafson, Billy Simpson, Matt Miller, Charlie Williams, Curtis Britcher

## **Proceedings:**

*Meeting called to order at 9:12 a.m. by Chair, Erik Marter*

### **1. Introduce new board members**

- Sarah Oosterhuis introduces as newly elected board member.

### **2. Election of officers**

- Michelle Hepler, Secretary
- Josh Tod, Treasurer
- Keith Jacobs, Vice Chair
- Erik Marter, Chair

### **3. Board responsibilities**

- Board communications / Board Liaisons
  - a. Canopy Zipline Tours: Jim Wall
  - b. Ethics – Jen Stanchfield
  - c. Government Relations - Michelle Hepler
  - d. Installations - Josh Tod
  - e. Membership – Gary Cwidak
  - f. Op/Cert – Sarah Oosterhuis (Jim is on the committee)
  - g. PR Marketing – Jeff Boeke
  - h. Insurance Advisory Group – Keith Jacobs
  - i. Research – Jen Stanchfield
  - j. Review – Jeff Boeke
  - k. ANSI Taskforce – Josh Tod
  - l. Trustee Board – Erik Marter
  - m. Consensus Group – Erik Marter

- **Meeting attendance**

- n. It is expected that all Board members be present at ALL meetings.
- o. It is understandable if a Board member misses a meeting but the expectation is that all meetings be attended by all Board members.

- **Role of Executive Committee**

- a. Treasurer:

- Discussions need to be had on check writing, approval etc. Who has signing authority?
- We will revisit the checks and balance system. Treasurer has QuickBooks access.
- New ED, Outgoing ED and Treasurer will schedule a meeting to discuss process.
- Committee chairs approve expenses for committees and board chair approves expenses for the board.

- b. Secretary position:

- The model for note taking and motions at the board meeting has changed. Board Secretary will now be responsible for note taking.

- c. Vice Chair:

- Manage election process
- Second point of contact/liaison for ED
- Assist Trustee Board with Board development process

- d. Chair:

- Work with ED frequently
- Facilitate Board meetings
- Make pressing/immediate decisions
- Does not manage staff outside of ED
- Manages/Evaluate ED performance

- **Board policies and their use**

- a. Tabled

#### 4. Calendars

- Meeting dates for the year
  - a. February 7<sup>th</sup>
  - b. April 5-6<sup>th</sup>
  - c. July 31- August 1<sup>st</sup> (tentative date)
  - d. October 18-19<sup>th</sup>
- Summer Symposium week schedule

- **Summer Symposium discussion** – feedback gathered from PVMS during the conference; sense is that the majority is in favor of keeping the summer symposium. Not all companies returned feedback. Continue the symposium, attendance is not mandated, but strongly encouraged.

- **SUMMER Symposium –Tentative dates:**
  - **Day 1, Saturday, July 31st**
  - BOD meeting/Petzi
  - **Day 2, Sunday, August 1st** (dinner/social)
  - Committee Meeting and/or educational opportunity
  - **Day 3, Monday, August 2nd**
  - Symposium (association business)
  - Get Letter to the PVMS ASAP
  - Looking at lodging
  
- Conference week 2011
  - a. Tabled
  
- 5. Goals for 2010 for the Board of Directors
  - Tabled
  
- 6. End of conference report
  - **Approximately 6K raised from Live and Silent Auctions – dedicated to ANSI process**
  - Charged Auction Coordinator to find suggested areas for the money to go to from auction
  
- 7. New business
  - Closed Session:
    - The board went into a closed session. A number of strategic options were considered
    - No decisions were made during closed session.
    - Closed Session Ended
  
  - **Motion was made that Victor Gallo be approved as the chair of the canopy tour/zip line tour committee.**
    - i. Second was made
    - ii. No opposed
    - iii. 1 abstention
    - iv. Motion approved
  
  - **Agenda for March Conference Call**
    - GUIDELINES FOR REPORTS AT THE AGM
    - ELECETION, BOARD DEVELOPMENT DISCUSSION, ETC.

- Consensus Body – potential applicant is Melissa O’Neil – challenge course manager at Iowa State University
  - **Motion was made to appoint Melissa O’Neil to the Consensus Group upon receipt of her official application.**
  - - i. Second was made.
    - ii. No opposed
    - iii. 2 abstentions
- **Motion was made to create a policy that any board member serving partial board term is eligible for 2 more board terms, not to exceed 8 years**
  - Second was made
  - No discussion
  - No opposed
  - 2 abstentions
- **Motion was made to give the ANSI task force the charge of maintenance of the current ACCT procedures and assist the BOD with ANSI related issues as required**
  - Second was made
  - No discussion
  - No opposed
  - 1 abstention
- **Trustee Board –**
  - This Board is charged with starting the process of Board Development and leadership in the association
  - This group has taken on the task of creating worker safety guidelines. They are including other people in the discussions – (Todd Brown, Matt Miller, and Gary Hillsgrove...potential Task Force formed in March)
  - **Additional things to consider:**
    - Size of trustee board and clear direction for this group in March; potential names

8. Adjourn the meeting at 3:10pm

9. Next Meeting: Conference Call in March – Date TBD

Additional Board Notes:

- It was suggested that the Board **Practice a new email requirement** in correspondence: “RESPONSE NEEDED” in subject line, along with timeline Key for Minutes:

**Blue: Tabled Items will be in Blue**  
**Red: Motions will be in Red**