



2011 April Board Meeting

Meeting Logistics:

Monday 4/4/2011 from 9 am to 6 pm central time zone.

Tuesday 4/5/2011 from 8 am to 3 pm central time zone.

Preparation / To Dos:

- Board Agenda and Minutes
- Review Committee Reports
- Review Policies
- Review and Complete Action Items from Previous Meeting

Board Members:

Keith Jacobs, Michelle Hepler, Jamie Barrow, Josh Tod, Gary Cwidak, Sarah Oosterhuis, Todd Domeck, Niels Damman, Charlie Williams, Jim Wall, James Borishade, Michael Stillman

Absent: Michael Stillman

Quorum present? Yes

Others Present: Bill Weaver from 10:44 AM on 4/4/2011 to 2:48 PM on 4/5/2011

Proceedings:

Meeting called to order at: Meeting called to Order at 8:59 AM.

- I. **Went into closed session at 9:00 AM and Closed session ended at 10:27 AM**
- II. **Review and Approve Agenda**
 - a. A motion was made and carried to approve the amended agenda.
 - b. Discussion to have time frames added to specific topics for future time
- III. **Review All Outstanding Minutes**
 - a. **A motion was made to accept the October 26-27, 2009 BOD minutes as presented. Seconded and carried.**
 - b. **A motion was made to accept the January 31 & February 6, 2011 BOD minutes with amendments. Second and carried.**
 - c. **A motion was made to accept the February 8, 2011 BOD minutes as presented. Second and carried.**
 - d. **A motion was made to accept the February 25, 2011 BOD minutes as presented. Second and carried.**
 - e. **A motion was made to accept the March 25, 2011 BOD minutes as presented. Second and carried.**
- IV. **Financial Report**
 - a. Profit Loss Statement To-Date with Last Fiscal Year Comparison
- V. **Staff Report**
 - a. Staff provided updates and answered questions about the updates. For further information on staff update please request the staff reports.
- VI. **Committee Reports**

a. Canopy Zip Line Tour Committee

- Committee requests BOD to provide funding for end of April meeting for at least 4 members of our committee in order to have a final face- to-face meeting for the completion of CZLT operation standard.
- **A motion was made to provide \$2,500.00 in additional funding for end of April meeting for at least 4 members of Zip committee with one additional representative of Operations Certification Committee in order to have a face-to Face meeting for the completion of a draft of CZLT operation standard.**
 - a) **Seconded**
 - b) **Discussion**
 - c) **Abstentions – Todd Domeck**
 - d) **Opposed – Gary Cwidak**
 - e) **Carried.**
- Request to use committee funds for one of our members to purchase an ASTM membership and attend meetings as a zip line specialist in order to cover all the bases on the upcoming ASTM standard for Zip line, Challenge Courses and Ropes Courses.
- Request denied due to the fact that ACCT can only hold one membership to ASTM, however this membership allows members from this committee to attend meetings and review all ASTM standards as they requested.
- If any committee members would like to join as their own company and not as ACCT they are welcome to do this with their own company's funds.

b. Conference Committee

- Re-communicate board's decision to have the 2013 conference in Nevada "off Strip". If no suitable site is found the committee will request from the board to seek alternate locations, but only after no suitable site is determined.

c. Consensus Group

- Board pleased with Consensus group's progress and in favor of the proposed timeline.

d. Ethics Committee:

- No actions needed at this time.

e. Government Relations:

- No actions needed at this time.

f. Installation Standards Committee

- No actions needed at this time.

g. Membership Committee

- Committee requests: To approve new membership categories and their titles
 - a) Request was declined as the BOD is pleased with the categories, but feels the fee structure and benefits needs more work before approval.
- Committee requests: To approve the associated membership benefits (who will receive what benefits)
 - a) Request was declined as too many levels have similar benefits and pricing does not seem to line up with benefits received.
- Committee requests: To approve the membership benefits, their descriptions and recommended implementation
 - a) This request was tabled and not looked at due to the other two requests being declined and how all three requests are dependent on each other.
- **A motion was made and carried tasking the committee to create a task force of at least two representatives from each proposed membership level to review benefits and pricing.**
 - a) **Seconded**
 - b) **Discussion**
 - c) **Abstentions - None**
 - d) **Opposed - None**
 - e) **Carried**
- h. **Op/Cert Committee**
 - No actions needed at this time.
- i. **PR Marketing Committee:**
 - Discussion around miss use of ACCT logo, name and branding. Discussion around having PR marketing and Ethics collaborating on this topic.
- j. **PVM Symposium Planning Committee**
 - Attached are Kathy Haras's notes on where we left off with accreditation and certification and some possible next steps. This is just for reference for the Board.
 - a) Kathy Haras will be paid for '10 symposium per prior agreement; any payments above that would have to be approved by BOD, per committee policy (notes from 3/25 BOD conference call)
 - b) Board would like committee to present for BOD approval a presenter/ key note reimbursement policy; if possible coordinate w/ conference committee policies; Kathy submitted a form as a possible sample.
 - Please let the conference committee know if you would like to allot time for the topics of accreditation and certification at the summer Symposium.
 - a) Scott Andrews would like time at the '11 summer symposium (OPP/CERT); coordinate time w/ Scott.

- The agenda will be set by June 1, 2011 so please respond by May 15th with any agenda items the board would like to address at the symposium.
 - a) Review committee has asked for time; possible training/ possible presentation; coordinate w/ Kathy Haras

k. **Research Committee**

- Received update on the review committees progress on ideas for moving forward. No action required at this time.

l. **Review Committee**

- The BOD acknowledges receiving the committee structure form as requested by the BOD.
- Committee requests to accept new fee structure for application as proposed by Review Committee (see attachment)
 - a) Board Members provided feedback on proposed fee structure and feels that more work needs to be done to this proposal. The BOD feels the proposal does not fully address both issues of costs and benefits issue that created the need for this new fee structure.
- Committee requests to accept policy statement for a PVM who undergoes major change / sale (see attachment)
 - a) Discussion around do they need to undergo automatic re-review no matter what or only if the QCCP's don't meet the standard.
 - b) Board sees a need for a policy like this, but would like to look at possibly addressing it outside of our normal review or re-review process.
- Committee requests time at summer symposium for reviewer update
 - a) Board requests that the committee clarify how much time they would like and on what day.
- Committee requested for a written response from the BOD regarding the Review Committee letter sent on December 15, 2010.
 - a) Jim Wall recused himself from the discussion.
 - b) BOD has provided written documentation in the committee report in regards to the December 15, 2010 letter.

m. **Trustee Board**

- **Tabled until receipt of revised proposal.**

n. **Insurance Advisory Group**

- Received an update about where most claims are coming from.

- Discussion around lack of insurance options for ACCT members including international members.
- **Motion was made to create a task force of 3 board members in consultation with the insurance advisory group. Members to research alternative options within the insurance industry to include coverage for international members.**
 - a) **Seconded**
 - b) **Discussion**
 - c) **Abstentions - None**
 - d) **Opposed - None**
 - e) **Carried**

VII. Closed session 9:00 am on Tuesday 4/5/2011 Closed Session ended at 9:40 am

VIII. Old Business

a. Board Decision Timeline

- An addition to the timeline needs to add changes to the time line to have the banking authority transfers changed at the first meeting of the new board each year.
- A motion is made that the Chair, Treasure and Executive Director has banking authority.
- One abstention.

b. Review old Business from previous minutes – (All items below are old business)

c. Membership Levels

- See discussion in committee reports.

d. Revisit PSM Travel to all Reviews

- Discussion about the purpose, logistics, and issues of moveing to have the PSM travel to all reviews. The views of the Review Committees opinion on this topic were shared and discussed as well.
- **A motion was made that starting with the 2012 season the PSM will travel to all reviews and re-reviews site visits.**
 - a) **Seconded**
 - b) **Discussion**
 - c) **Abstentions - None**
 - d) **Opposed - None**
 - e) **Carried**

e. Committee Letters

- Update that the letters are done and many of the committees have them.

f. Committee Application Process

- Update that the application process is done and many of the committees have them

g. Policy Reviews Updates and/or Adoptions – Here are just a few:

- Review Newly Created Policy Book
 - The policy book is distributed to the BOD and the Executive director will create a form to have BOD members sign off that they have it and reviewed it.
- Exhibit Hall Policy – Needs Board approval
 - The Executive Director and exhibit hall company to create an exhibit hall policy.
- Conflict of Interest/Non-Disclosure
 - **Motion made to accept and date the conflict of interest and Non-Disclosure policy as presented.**
 - **Seconded**
 - **Discussion**
 - **Abstentions - None**
 - **Opposed - None**
 - **Carried**
- Anti-Trust Policy – Needs Board approval
 - Update on the Anti-trust policy being drafted. The policy is delayed based on legal review prior to review and approval from the BOD.
- Anti-Trust Meeting Agenda Policy
 - Discussion if we need to develop an anti-trust meeting policy.
 - The board directed the executive director to develop this and present it to the BOD for approval.
- Logo Usage Policy
 - **A motion was made to accept the logo policy as distributed, and to have this policy make the old logo policy obsolete.**
 - **Seconded**
 - **Discussion**
 - **Abstentions - None**
 - **Opposed - None**
 - **Carried**
 - **A motion was made to task the ED to register all ACCT logo's and seals with the appropriate authorities, to be completed by April 15th, 2011. Seconded, Motion carried.**
 - **Seconded**
 - **Discussion**
 - **Abstentions - None**
 - **Opposed - None**
 - **Carried**
- Seal Usage Policy
 - **Tabled till next meeting**
- Speaking for ACCT – (Review)
 - Discussion around current policy and how to use it.
- Recusal Policy (Review)

- BOD Reviewed Current recusal policy and discussion around adding Task and advisory groups to this policy.
- Reimbursement Policy (Need approval)
 - **Tabled till next meeting**
- h. **Review visioning process / rollout for vision / logo**
 - Discussion around how we take the next steps of how we continue to roll out and messaging out to all affective parties. (PVM's, Members, and other industry parties.)
 - Discussions around having the PR marketing committee help with this.
 - Discussion on our past vision process and if we were completed. The determination from the BOD was that we do not re-visit the visioning process.
- i. **Identify needed / missing / future policies (i.e. when do we have things reviewed by lawyers)**
 - *Discussion on possible list-serve policies*
 - *BOD determined to review table of contents to determine if additional polices are needed at next face to face meeting.*
- j. **Additional Income Streams:**
 - Challenge U
 - Online classes
 - CCM Symposium
 - Regional Symposiums
 - Discussion around the original proposal of Challenge U, Online Classes, CCM Symposium, regional symposiums as additional income streams created by a subcommittee of the board.
 - Request to replace the missing members of this subcommittee to continue the work.
 - Two new members have volunteered to join the remaining member Garry Cwidak to continue this work.
- k. **Trustee Board Proposal**
 - **Tabled until receipt of revised proposal.**
- l. **Structure of the Standards Chapter 3 & 4**
 - **Covered in committee reports.**

IX. **New Business**

- a. **Australia Update and Memorandum of Understanding approval**
 - A draft has been developed and continued research on this opportunity.
- b. **Upcoming Reviews**
 - **Covered in committee reports.**
- c. **ASTM Standard Update**
 - **Covered in committee reports.**
- d. **Organizational Planning**

- **Previously discussed in Meeting.**

e. **What Does Next Level Mean?**

- How do we serve the entire industry?
 - a) Proposal to create a specific list serve for zip line and canopy tours and adventure parks.
 - b) **A motion is made to create a list serve for zip lines, canopy tours and adventure parks that will be administered ACCT.**
 - **Seconded**
 - **Discussion**
 - **Abstentions - None**
 - **Opposed – Niels Damman**
 - **Carried**
- Discussion on how to better serve our international members interests as an association.
- Several calls about a “list of certified challenge courses”
 - a) **Covered in committee reports**

f. **ANSI Update**

- Discussion around current ANSI process and where we are at and what are our next steps.
- The other standard setting organization has responded to ACCT comments on their standards and the BOD discussed our options at this point.
- We are going to send a proposal to the other standard setting organization to have an independent mediation for harmonization.

X. **Housekeeping/Action Items –**

- a. Next Meeting Date: Conference call if needed on 4/22/2011 at 1:00 pm Central time zone.
- b. **Special Notes:**
 - New Business for Next Meeting