



Minutes for Board Conference Call on 10/18/2012

Meeting Logistics:

Thursday 10/18/2012 from 12 pm to 1:30 pm central time zone.

Preparation / To Dos:

- Review past minutes
- Review letter to board

Board Members:

Michelle Hepler, Charlie Williams, Jamie Barrow, Micah Henderson, MB Buckner, Gary Cwidak, Scott Conant, Todd Domeck, Sarah Oosterhuis, Josh Tod

Absent: Niels Damman, James Borishade, *Todd Domeck Left the call at 1:04 pm Central Quorum present?*

Others Present: Ryan Olson

Proceedings:

Meeting called to order at: 12:06 pm

I. Review and Approve Agenda

- a. **Motion made by Todd Domeck to accept the amended agenda.**
 - **Seconded by – Charlie Williams**
 - **Discussion – None**
 - **Abstentions – None**
 - **Opposed – None**
 - **Carried unanimously**

II. Review and Approve past Minutes

- a. **Motion made by Micah Henderson to approve the 9-20-2012, 10-8-2012 and 10-10-2012 minutes as presented**
 - **Seconded by – Charlie Williams**
 - **Discussion – None**
 - **Abstentions – Sarah Oosterhuis**
 - **Opposed – None**
 - **Carried**

III. Old Business

- a. Standards update
 - Standards are all ready to print. the anticipated mailing dates of the 8th edition for November 9th.
 - Discussion on creation of a formalized process for a standards development policy.
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- b. ASTM update
 - James is currently meeting with them discussing the MOU with ASTM during this call at the ASTM F24 meetings that are taking place today.
 - Update on the ASTM F24 Standards work and where they are at in their process.
- c. Staff Update (highlights of critical pieces, and save association operations until the face to face meeting)

- Update about ACCT tax filings.
 - Update about the new ACCT office space.
 - Update about the consensus group next meeting in November.
 - PVM invoices are being sent out.
 - ACCT Certification web site has been created and is ready.
 - Discussion on quality of print material coming from the office. We need to look at having a written plan and policy from the staff to ensure that we increase the quality overall.
- d. Policy updates –
- Discussion on how to get a few of the policies that we are working on the documents prior to our face to face meeting in November.
 - Discussion on the process of gathering feedback on the accident incident policy.
 - Legal Counsel Polices will be sent out to Board to review and hope to have a vote on this at the November face to face.

IV. **New Business**

- a. PDF Version of the Standards - **Tabled**
- b. PVM Winter Symposium - **Tabled**
- c. Winter Board meeting
 - Discussion on what the board meeting will look like at the February conference. Board agreed to the times of Monday 2/4/2013 from 1:00 pm to 5:00 pm, on Tuesday 2/5/2013 from 8:00am to 12:00pm and on Sunday 2/10/2013 from 8:00am – 12:00pm all times are Pacific.
- d. November retreat pre-planning (agenda items, travel logistics, schedule)
 - Austin
- e. Board Governance Policy – Tabled.
- f. Letter to the Board
 - A motion was made by Jamie Barrow to go to closed session.
 - Charlie Williams seconded.
 - Closed Session started at 1:21 pm
 - Closed Session ended at 2:04 pm

Meeting adjourned at 2:04 PM