



2011 Conference Board Meeting Minutes

Meeting Logistics:

January 31, 2011

February 1, 2011

February 6, 2011

Preparation / To Dos:

- Board Agenda and Minutes
- Review Committee Reports
- Review Supporting Documents & Review Draft Code of Ethics
- Review Mission Statement

Board Members:

Erik Marter, Keith Jacobs, Michelle Hepler, Jen Stanchfield, Gary Cwidak, Jim Wall, Josh Tod, Jeff Boeke, Sarah Oosterhuis, James Borishade, Jamie Barrow

Newly Elected Officers effective 2/6/11: Todd Domeck, Niels Damman, Charlie Williams

Absent: Erik Marter (1/31), Jim Wall (1/31), Jeff Boeke (1/31 and 2/1), Josh Tod (2/6)

Quorum present YES

Others Present: Bill Weaver; Professional Services Manager, Mike Anderson (2/6), Erik Marter (2/6)

Proceedings:

Meeting called to order at: 2:00 pm on 1/31; Adjourned @ 7:00 pm

Meeting called to order at: 8:15 am on 2/1; Adjourned @ 12:00 pm

Meeting called to order at: 8:09 am on 2/6; Adjourned @ 1:00 pm

- I. Review Minutes from Prior Meeting
 - a. **A motion was made and carried to accept the December 15, 2010 minutes as presented**
 - b. **A motion was made and carried to accept the December 21, 2010 minutes as presented**
 - c. **A motion was made and carried to accept the November 12, 2010 minutes as presented**
 - d. **A motion was made and carried to accept the October 17– 19, 2010 minutes as presented**
- II. Financial Report - Profit Loss Statement To-Date with Last Fiscal Year Comparison
 - a. **A motion was made and carried to accept the Profit/Loss and Financial Statements**
- III. Staff Report
 - a. Board went into closed session
 - b. Board came out of closed session
- IV. Committee Reports
 - a. Canopy Zip Line Tour Committee

- We support the meeting and collaboration between Installations, Op/Cert and Canopy/Zip Tour Committees to explore potential models of working together.
- b. Conference Committee
- c. Consensus Group;
- d. Ethics Committee: Code of Ethics Document
- Board recommends staff to implement Code of Ethics document into memberships and renewals by April.
 - Board went into closed session
- e. Government Relations:
- f. Installation Standards Committee
- g. Membership Committee: See Survey Report
- **A motion was made and carried to adopt the following policy: All members who have had membership level or status suspended for any reason, must meet all the requirements and obligations pertaining to level of membership, before membership status is re-instated. Example, PVM: all dues paid, all review requirements met; Institutional: all dues must be paid in full;**
 - Board applauds efforts and work in survey and results compilations.
- h. Op/Cert Committee
- i. PR Marketing Committee:
- j. Research Advisory
- **A motion was made and carried to change the name from Research Advisory to strictly Research Committee.**
 - Request them to work towards administration of grants, identifying potential research areas, and selection of grant awards. Identify other areas of research in the industry to funnel in as resource.
- k. Review Committee: Membership Recommendation
- **A motion was made and carried to accept recommendation by review committee to approve Phoenix Experiential Designs as a PVM.**
 - Board went into closed session
 - Board came out of closed session
 - **A motion was made and carried to accept the recommendation by the review committee to approve Challenge Designs Innovations, Inc as a PVM.**
 - **1 abstention**

- The board would like to publically thank the review committee, the professional services manager for the diligence, commitment to the review process and overwhelming amount of work involved in reviewing in 2010.

V. Old Business

- Exhibit Hall Policy
 - Staff to work with suggested policy changes and formulate into revised policy to be presented to board for approval
- Update on Ethics issue
 - Board went into closed session
 - Board came out of closed session

VI. New Business

- Symposium Content and preparation from Board
 - Discussion about board election ratification decision to take place at PVM Symposium
- James Update and Observation on Previous Year
- Governance and Meeting Format / Decision Speed
 - **A motion was made and carried that board liaisons or designated board member formally write a response to every committee report.**
 - **A motion was made and carried that we move from 2 sessions of "Dialogue with ACCT Leadership" to 1 session, with full board attendance.**
- Recusal Policy
- Staff and Committee Vision & Charge
- Membership Voting
- Membership Benefits
- Future Conference Sites
 - Clarification was given to the ED to select the site for the 2013 conference in Nevada.
- ACCT Vision Statement
- Election of Officers
- Treasurer: Josh Tod
- Secretary position: 2 Nominations: Jamie Barrow and Gary Cwidak; vote by show of hands; Jamie Barrow voted
- Vice Chair: Michelle Hepler
 - Manage election process
 - Second point of contact/liaison for ED
 - Assist Trustee Board with Board development process
- Chair: Keith Jacobs
 - Work with ED frequently

- b) Facilitate Board meetings
- c) Make pressing/immediate decisions
- d) Does not manage staff outside of ED
- e) Manages/Evaluate ED performance
- Executive Committee meeting and information guidelines
- n. Board Responsibilities
 - Board policy manual is being revised and re-developed to be distributed at meeting in April
 - A reminder was given to all board members that Roberts Rules of Order will be used.
 - Guidelines around Board room discussions inside and outside of the board room
 - Meeting Attendance:
 - a) It is expected that all Board members be present at ALL meetings.
 - b) It is understandable if a Board member misses a meeting but the expectation is that all meetings, conferences, and symposiums, be attended by all Board members.
 - c) Quorums and numbers
- o. Board Liaisons to Committees
 - Communicate between committee and board; advocate for board in committee meeting; advocate for committee in board room; imperative to be clear who you are speaking for – BOD or on behalf of yourself
 - Canopy Zip Line Tour – Todd Domeck
 - Conference Committee – Gary Cwidak
 - **Consensus Group – Keith Jacobs as Board Chair, (pending on essential requirements and ANSI process review)**
 - Ethics – Charlie Williams
 - Government Relations – Todd Domeck
 - **Installations Standards – Josh Tod pending his acceptance**
 - Insurance Committee – Charlie Williams
 - Membership – Niels Damman
 - Op/Cert – Sarah Oosterhuis
 - PR Marketing – Jamie Barrow
 - PVM Symposium Planning Committee – Gary Cwidak
 - Research Advisory – Jim Wall
 - Review Committee – Jim Wall
 - Trustee Board – Michelle Hepler
- p. **Structure of the Standards chapter 3 and 4**

- q. Calendars and Meeting dates for the year:
- a) 9 – 6 pm on Monday, April 4th; 8 – 3 pm on April 5th
 - b) 9 – 6 pm on Tuesday, August 2nd; 12 – 6 pm on Thursday, August 4th
 - c) 9 – 6 pm on Monday, October, 17th; 8 – 3 pm on Tuesday, October 18th
 - d) 1 – 6 pm on Monday, February 6th 2012; 8 – 12 on Tuesday, February 7th 2012;
8 – 12 pm on Sunday, February 12th 2012
 - e) End of Conference Report:
 - i. 609 attendees
 - ii. revenues for store (\$3381),
 - iii. live auction (\$6110) and
 - iv. silent auction (\$1856)
 - v. Total revenues (\$11,847)
 - vi. Discussion around refunds due to cancellations based on significant weather emergency/scenario – charge James to look at current cancellation / insurance policy and review.
- r. Committee Applications and response time
- **A motion was made that the board task the executive director and staff to review the committee member application and review process, to be presented to the board in April. Seconded, and carried.**
 - **A motion was made to charge the staff to create a template letter within the next 30 days that will be given to committee chairs to use in response to applicants seeking positions on committees. Seconded and carried.**
- s. Associate and Institutional Level Membership voting procedures
- Voting procedures will be conducted in accordance with Association by Laws.
 - **A motion was made to task the Vice chair to develop and implement on-site electronic voting opportunities for associate and institutional members at the annual conference. Seconded and carried.**
 - **1 abstention**
- t. Base camp access for previous board members is limited to company or committee access only.
- u. Committee Chair vacancies after 2011 Board Elections
- **A motion was made to approve Adam Bondenson as committee chair for the Ethics committee. Seconded and carried.**
 - **1 abstention**
 - **A motion was made to approve Lindsay Walton as chair of the membership committee. Seconded and carried.**
 - **1 abstention**
- v. **Trustee Board proposal**
- w. **2013 conference discussion**
- x. Meeting was adjourned at 1:15 pm

VII. **Housekeeping/Action Items –**

a. Next Meeting Date:

b. **Special Notes:**