

**Association for Challenge Course Technology
Board of Directors Meeting
October 21/22, 2008
Austin, TX
Minutes**

1. The meeting convened at 10:37 am on October 21, recessed at 7:00 pm, and reconvened at 8:37 am on October 22, to adjourn at 1:30 pm.

2. A motion was made, seconded and carried to accept the minutes from the August 2008 and October 1, 2008 meetings as written.

3. The Financial Report was distributed and questions answered.

4. Committee and ED Reports

Nominations

- A discussion was held on methods for notifying members about the voting procedures for this year's election. A mailing will be sent out about the new board position to be voted on by Associate and Institutional members.
- PVMs will be notified by Keith Jacobs about the positions to be voted on by PVMs.
- An article in the newsletter will summarize both of these documents and be posted on the website as well.
- Nomination statements will be posted on the ACCT website as they are received.

Operations and Certification Standards

- A motion was made, seconded and carried to appoint the following people to this committee: Scott Andrews, Amy Berg, Anthony Curtis, Jim Grout, Michelle Hepler, Andrew Hubert, Jim Wall, Tom Leahy.
- John Winter will be asked to send in an application if he is interested in serving.
- The composition of this committee will be looked at again in a year.
- A motion was made, seconded and carried to allocate \$600 for a meeting prior to the annual conference for the operations and certification committee.
- The chair and board liaison will be appointed at the January board meeting.

Implementation Task Force

- A motion was made, seconded and carried to disband the implementation task force.

Conference

- Publicity items will be sent out to PVMs again to encourage them to get the word out to their clients in whatever way is possible. Board members will support this effort.

Ethics

- Discussion of how this and other committees function. Committees may need to set their own policies and procedures, and create their own structure in order to carry out the charge given by the board.

Membership

- Members are still needed for this committee.

PR/Marketing

- A motion was made, seconded and carried to accept Mike Smith as chair of the PR/Marketing committee.

Review

- Discussion of the structure and size of this committee, and what it might look like in the coming years.

Universal

- Sylvia will follow up with Cindy Konarski.
- Jeff Boeke will contact the people in Park City.
- Keith Jacobs will contact the people at Bradford Woods.
- Karen Reader will contact committee chairs to see if there is already someone internal to the committee who has expertise in Universal Access.

ANSI Task Force

- Our procedures need some updating to bring them into line with the new ANSI Essential Requirements. This will be brought up during the next meeting with PRCA. We need to do this by next March.

QCCP Task Force

- A motion was made, seconded and carried to disband the QCCP task force.

Standards Alignment Task Force

- A motion was made, seconded and carried to disband the Standards Alignment Task Force.

ED Report

- The name of conference will remain as is for now. For the 20th anniversary, we do need some special things. The Trustee Board will be asked to come up with a list of what we need to consider for the 20th conference, and some special and fun items, perhaps to include Mike Fischesser and Warren Elmer.
- Membership numbers are at their highest. Kudos to Sonny Oztas in the office and to the trainers and inspectors who are pushing membership.

5. Old Business

Listserv update

- Keith Jacobs and Sylvia will have a conversation with the owner to see what the next step is, and begin to develop a contract.
- The intent is to announce the new system at the conference. Some preparation needs to be made to help people respond appropriately when the roll out happens. Some stock responses to certain issues may be crafted, and a disclaimer added to the bottom of each message.
- A variety of ideas about initial content were brought up.

Next meeting with PRCA

- Dec. 10/11 or Jan. 12/13
- Begin to work on a petition that others can sign on to in support of the best process for crafting standards for the industry.
- Josh Tod and Sylvia will craft something to go out to the public now about the collaboration efforts

Standards publication update

- Discussion of short statement regarding the ethics standards to be placed on the About ACCT page. A subcommittee will create this piece for inclusion in the 7th edition.
- The contents will be formatted in the two-column manner that many ANSI standards use.
- The timeline is such to get the books in the mail in early December.

Professional Services Manager Job

- A motion was made, seconded and carried to increase this position to a full time position at a salary of \$40,000 per year.
- A discussion was held on communication between staff members and board members

6. New Business

ED review

- Executive session was held for talking about the process and doing review.

Conference PVM Symposium

- Jeff Boeke and Michelle Hepler will coordinate and lead the Symposium.
- Items on the agenda are:
 - Succession/career planning – Andre Kotze
 - Stir the Pot: A Continuing Dialogue about Professional Practices
 - Ethics discussion
 - Educational piece on the new QCCP definitions
- A formal evaluation will be done after this symposium

PVM dues

- \$1500 for all companies
- Remind companies to take out the levels designation from all materials

Leadership Meeting at Conference – Wednesday night 7-9 pm.

- All Committee members will be invited
- Jim Wall and Sylvia will work on the design for the meeting. This will include a conversation about committee responsibilities, being a good committee member, and committee functions.
- Jim Wall will lead the meeting
- This year, we will get ribbons for nametags for the Board of Directors

Committees

- Jeff Boeke will draft a template for committees to use as they construct their own operations procedures.

Higher Education Institutions as PVMs

- A symposium will be held Thursday afternoon at the conference for all interested parties to identify considerations regarding a system for accrediting institutions of higher education for training and certification.
- A flyer will be made up to advertise this symposium to be distributed at AORE, AEE and electronically to PVMs and others.
- Jennifer Stanchfield and Sylvia will work on the design for the meeting.

Board meeting schedule at the conference

- Tuesday, January 27 – 8-5
- Sunday, February 1 – 9-3

Bylaws changes

- A motion was made, seconded and carried to accept the bylaws as written pending legal review and recommendations.

Summer Meeting dates

- The summer symposium will be held in Salt Lake City, Utah, right before the summer outdoor retailer show
- The meetings will most likely take place on Saturday, July 18, through Wednesday, July 22. Sylvia will work out the appropriate schedule

Recusal policy

- Needs editing. Sylvia will edit it, and combine it with the current conflict of interest policy. The draft will be posted on basecamp.
- The intent is to distribute it at the leadership meeting at the conference.

Future board meeting dates

- December 10/11 – potential meeting with PRCA or phone call on Dec. 10 at 11 am office time.
- January 12/13 – potential meeting with PRCA or phone call on January 12 at 11 am office time.
- Spring meeting April 14-16, possibly in Charlotte.