

**Association for Challenge Course Technology
Board of Directors Meeting
October 26/27, 2009
Lincolnshire, Illinois
Minutes**

Present: Erik Marter, Keith Jacobs, Josh Tod, Jen Stanchfield, Tom Leahy, Michelle Hepler, Jeff Boeke, Gary Cwidak, Sylvia Dresser

Absent: Jim Wall

1. The meeting was convened at 8:35 am on October 26, recessed at 5:25 pm, and then reconvened at 8:40 am on October 27.

2. A motion was made and seconded to approve the minutes from the July and August Board meetings as distributed. The motion was carried with one abstention.

3. The Financial Report for the first quarter was reviewed and questions answered. Future symposia will be budgeted to bring in 10% over expenses. A motion was made, seconded and carried to accept the financial report as distributed.

4. Sylvia turned in her resignation as the ACCT Executive Director, effective Feb. 28, 2010.

5. Committee Reports – additions to written reports

Canopy/Zip Line Tour

- There has been no activity on this committee for some time.
- The Board will craft a letter to the committee asking for their next steps, and whether or not they need a change in leadership.

Ethics

- Committee is discussing the term limits requirement. The plan needs to include a thoughtful transition.

Government Relations

- Good database created to track states/provinces. Needs to be kept updated with information from members and PVMs.
- Short discussion of structure of this committee – should we recruit more on the committee, and/or continue to use the work group model for individual areas as necessary. A short piece on this will be presented at the symposium.
- Group might consider working with the CWA GRC group, and getting someone from the canopy/zip line group on this committee.

Membership

- Reviewed the survey and made suggestions for clarity. The board would like to see the final edition of the survey before it goes out, as an FYI.

- Consider having a canopy/zip line person on this group, as well as an International member.
- Member logo would be the ACCT logo with the word member underneath. Gary and Sylvia will develop a sample and create a policy to bring back to the Board, with the idea of rolling this out at the conference.

Operations/Certifications Standards

- Discussed committee's role at winter symposium.

PR/Marketing Committee

- Flyers that this group designed were distributed.
- Plan is to do another similar flyer designed for the canopy/zip line tour industry.

Research Advisory Committee

- Deb Sugerman is working on her project which was funded with our research grant.
- This group will be given the project of working on a research agenda for challenge courses, listing 5 key areas needing exploration.
- This group will be asked to oversee a safety study. Legal and insurance counsel will be asked about what kinds of information to collect, and what to avoid.

Staff Report

- Camille's statement (as passed on by Sylvia) ties in to certification discussion. People seem to like the idea of a question bank.
- PVM Revenue idea – get permission from PVMs to do this. Send an email out to PVMs to alert them that this will be talked about at the symposium.
- Honoring Stephen King - During the dinner at the PVM Symposium, Dick Hammond and Trevor King will be given a few moments to honor Stephen's memory. They may also develop a poster to put out at registration if they wish.
- Limited Health care benefit program – the Board approved this as a membership benefit.

6. Old Business

Bylaws Revision

- A motion was made, seconded and carried to accept the bylaws as revised.
- Sylvia is to work with the attorney to revise the articles of incorporation and send them to the Board for approval.

Committee document – are committees in compliance?

- There are a wide variety of responses
- Sylvia will put each one into a similar format, and send them back to committees asking them to complete missing information
- Once this project is completed, these will be posted on the web in the committees section, with a link from each committee name to the sheet describing that committee.

What should the ops/cert committee be working on right now?

- The committee is asked to create a plan, and submit it to the Board, on a way to assess the standards themselves, not the implementation.
- Feedback may be coming in soon from the Re-reviews done this year
- Any assessment of implementation must involve the Review Committee.

Experiential/Adventure Summit follow-up

- ACCT is serious about communicating and reaching out – offers will be framed as a continuation of the work from the summit meeting
- Presence of other organizations at our conference is valuable – offer a free registration to a representative. Letters will go out to other associations.
- Have a meeting at our conference to discuss collaboration on government relations issues, and one on accreditation issues.

Accrediting Colleges and Universities

- Only two positive responses received from institutions so far
- An extension of 30 days will be given to see if we get more responses

Position on Regulation/Legislation

- GRC will be asked to write a statement about our position when a state wants to regulate. Give them our standards, and ask them to contact us for help.

Assessing the Review/Re-review process

- Bill Weaver will be asked to work with the membership committee to get a survey together on the efficacy of the current process.
- The board would like this for the February board meeting

7. New Business

Adventure Parcs

- Should we be proactive and market to this group? Consider revising mission/vision on light of this.
- Josh Tod will contact the ASTM F24 group to see where they are in creating standards which might address this issue, and Sylvia will contact her contact at ASTM.
- Operating standards for these and for canopy/zip line tours would be quite similar.
- Keith Jacobs and Erik Marter will write up a workshop session for the conference, and ask Don Stock to join in.

Winter Symposium

- Dinner Tuesday night will be a working meeting. There is already a list of things to cover.
- Tom Leahy will run the CTT meeting as an open space meeting.

Summer symposium dates

- Interest in going back to Salt Lake City for the OIA show as well as another day similar to the Petzl day.
- A site will be located before any announcement is made.
- Dates could be before or after OIA

Facebook

- PR/Marketing committee will discuss in their next meeting. They will come up with a plan to send to the Board.
- Board would like to move ahead with this.

PVM Symposium

- Questions came up about who would be invited to attend outside of the PVM community. We will follow the attendance guidelines drawn up last summer for the symposium this February.
- Discussion of various options for fees – charge each PVM for one attendance fee for the symposium, whether they attend or not?
- Discussion of various options for making one symposium optional, a continuing education event open to the public, or keeping things the same.
- There will be a discussion about options at the Tuesday night dinner, Michelle will send out an email opening the conversation and inviting people to think about it.

ED Search

- Sylvia will rework job description and send it back to the board for approval
- Timeline – ideally, have a new person begin Feb. 1, which would require an offer to be made mid-January. Applications will close Dec. 4.
- Initial interviews will be held via conference call
- A contract will be signed with the new ED
- Discussion of traits and skills to look for
- Discussion of possibility of remote worker, and costs of leasing an additional office space
- Is an experiential education background a necessity?
- An exit interview will be held with Sylvia, at that time it will be determined how much time she is willing to spend in the transition and how much of her time it will be necessary to pay for
- Training a new person will involve additional board oversight
- A PR piece will be crafted and sent out to membership, which will include a timeline
- Sylvia will write some talking points about why she is leaving
- Sylvia will draft a job ad and send it to the search committee
- Search committee is Jen Stanchfield, Erik Marter, Gary Cwidak, Jeff Boeke. Others may be drawn in to the selection process as appropriate

8. Next Meeting February 1, 1:00 pm – 5:00 pm, and February 2, 8:00 am – 12:00 pm, Atlanta, GA

9. The meeting adjourned at 2:30 pm, October 27.