

Association for Challenge Course Technology  
Board of Directors Meeting  
February 1, 2009  
Houston, Texas  
Minutes

**Present:** Erik Marter, Keith Jacobs, Josh Tod, Jennifer Stanchfield, Tom Leahy, Gary Cwidak, Jeff Boeke, Michelle Hepler, Jim Wall, Sylvia Dresser  
**Guests at various times:** Mike Smith, Scott Andrews, Jamie Barrow

**1. The meeting was convened** at 9:06 am.

**2. Gary Cwidak** was introduced as a new board member

**3. Election of officers** – A motion was made, seconded and carried to accept a slate of officers: Chair – Erik Marter, Vice Chair – Keith Jacobs, Treasurer – Josh Tod, Secretary – Jennifer Stanchfield.

**4. Board responsibilities**

- Board communications – Electronically, they take place on the Board listserv and on Basecamp. Discussions outside the Board room are usually between two people and do not substitute for discussions in the Board room.
- It is expected that Board members attend all meetings.
- The Board liaison role sometimes involves coaching for the committee chair, sometimes is limited to assisting in information flow. It is necessary for the board liaison to understand the committee dynamics so they can better serve that committee.
- Sylvia will work with each committee to develop a useful board report template for that committee, which may not include the strategic plan sections.
- Board liaisons for 2009:
  - Canopy/Zip Line Tour – Jim Wall
  - Conference – Erik Marter
  - Ethics – Jen Stanchfield
  - Government Relations – Michelle Hepler, Keith to assist with transition
  - Installation Standards – Josh Tod
  - Membership – Gary Cwidak, with Michelle Hepler as mentor
  - Operations/Certifications Standards – Tom Leahy
  - PR/Marketing Committee - Keith
  - Research Advisory Committee – Jennifer Stanchfield
  - Review – Jeff Boeke
  - Universal – Jeff Boeke
  - ANSI Task Force – Josh Tod
  - Trustee Board – Erik Marter

- Consensus Group – Josh Tod
- Discussion of whether a board member can be a committee member as well, or just be the liaison. Implementation of this will be discussed in April.
- The Executive Committee role – committee does not often meet as the executive committee. Recently has met to take a role in the ANSI process.
- Board policies and their use – need more clarity on when a policy comes in to use. On committee policies and procedures document, policies need to be identified. Do committees set policies, or do they send these to the Board for approval? Sylvia, Keith and Erik will bring a discussion to the April Board meeting.

## **5. Meeting schedule**

- Potential meeting dates with PRCA: March 9, March 12, April 15.
- April Board meeting:
  - Travel April 13, meeting on the 14<sup>th</sup> and 15<sup>th</sup>. Meeting will be held in Charlotte, NC.
- June 22 conference call 4 pm office time
- Summer Symposium week schedule – TBD, July 17 probable beginning date, Salt Lake City, Utah
- October – Meet October 26-28 prior to AEE
- Conference week 2010 – same configuration as this year

**6. End of conference report** – 550 people total, good reports on the quality of the conference.

## **7. New and Follow up Items**

- Operations/Certification Committee
  - A motion was made, seconded and carried to appoint Scott Andrews as the chair of this committee.
  - A motion was made, seconded and carried to create the charge for this committee: To write standards for Challenge Course Operations and practitioner certification, revising and maintaining these standards on a regular basis. To be the "gateway" for operations and practitioner certification standards information, feedback, questions and requests for ACCT membership and the Challenge Course field at large.
  - A motion was made, seconded and carried to accept the committee's request to add John Winter to the committee.
  - A listserv will be created for certification trainer/testers who work for PVMs.
- Electronic communications
  - All committee members will have access to their site on Basecamp.
  - Non-PVM Board members will have access to the PVM listserv and PVM site on Basecamp but committee chairs will not have access.
  - Create a leadership listserv for committee chairs and board members

- Next year's conference will have preconference workshops for builders/trainers
- Ethics Committee – A motion was made, seconded and carried to appoint Charlie Williams as the new chair of the committee.
- Summit follow up – Erik Marter spoke with Laurie Frank, President of the AEE Board. They talked about executive staff from the various organizations getting together and creating a committee of people to see what could be done in the way of collaboration. One idea was to create a preconference at each organizations' conference to collect and disseminate information about the progress of collaborative efforts.
- Advisory Committee for Ropesonline. This group will identify relevant content. A motion was made, seconded and carried to form the Ropesonline Advisory Committee, with Jeff Anderson as co-chair. People interested in serving on the committee have been asked to fill out an application and submit it. Keith Jacobs will serve as the Board liaison. A press release will go out to members and others about the new site.
- Auction – Billy Simpson will take on this responsibility. He will report to the conference committee but not serve on the committee.
- Photos in exhibit hall – For next year, there will be signage in the hall stating that photography of any kind is not allowed in the hall, with the exception of the official conference photographers. It is OK to tape workshop sessions for translation or learning purposes, but the purpose must be made clear by the person doing the taping.
- A closed session was held to discuss professionalism issues that arose at the conference this year.
- Policy about marketing in workshops was discussed and how it is verified. For next year, examples will be provided as to what might be considered marketing.

**8. The meeting** was adjourned at 2:40 pm.

**9. Next Meeting** will be held April 14 & 15, 2009 in Charlotte, NC.