

**Association for Challenge Course Technology  
Board of Directors Meeting  
August 5 and 8, 2008  
Burlington, Vermont  
Minutes**

**1. The meeting was convened** from 1:30 pm – 5:20 pm and from 7:00 pm – 8:30 pm on August 5. The meeting was reconvened at 8:40 am – 12:00 pm on August 8.

Present for the entire meeting: Keith Jacobs, Jen Stanchfield, Josh Tod, Jim Wall, Michelle Hepler. Present for parts of the meeting: Erik Marter, Jeff Boeke, Tom Leahy.

Guests at various times: Dick Hammond, David Beilharz

**2. A motion was made**, seconded and carried to accept the minutes from the meeting held June 23, 2008.

**3. The preliminary financial report** for 2007-08 was distributed and questions answered. Also discussed moving money in order not to exceed FDIC insurance limits in one institution.

**4. Reports – additions to written reports**

- **Nominations** – Erik Marter will run the election since Keith Jacobs plans to run for re-election.
- **Insurance** – A motion was made, seconded and carried to change the name of the insurance committee to the insurance advisory group to more accurately reflect the role of this group.
- **Certification Standards/Implementation Task Force** – A motion was made, seconded and carried to approve Adventure Rope to offer certification. This task force will be dissolved in October after the final tasks are completed.
- **Conference** – reminder to Board members to share with other PVMs what they are doing to publicize the conference.
- **Ethics** – the committee is working on a code of conduct and drafting a grievance procedure leading to mediation.
- **Government Relations** – A motion was made, seconded and carried to appoint Greg Allen as chair of this group. Keith Jacobs will serve as the board liaison until January. Greg will contact committee members to see if they are still interested.
- **Membership** – no applicants as of yet. Keith Jacobs and Jennifer Stanchfield will contact potential members for this committee.
- **PR/Marketing** – A motion was made, seconded and carried to accept Cameron Thomas as a member of the PR/Marketing committee.
- **Research Advisory** – A motion was made, seconded carried to appoint Lee Gillis and T Lewis to the research advisory committee.
- **Review** – A motion was made, seconded and carried to appoint Kennerly de Forest and MB Buckner as co-chairs for the review committee. A discussion was held about the structure of the committee, as well as access to proprietary information. A possible policy will be looked at for recusal from a committee discussion, working with the ethics committee as well. A discussion also was held on the job responsibilities of the Professional Services Manager, and the consistency of reviews. Sylvia and Bill will look

at Bill's job responsibilities and how that would work out with a 20 hour per week job, 30 hour per week job, and 40 hour per week job, for the October 1 phone call meeting.

- **Universal** – Jim Wall will contact potential members for this committee.
- **ANSI Task Force** - needs to attend to some maintenance issues on the ACCT ANSI procedures.
- **QCCP Task Force** – terms need some realignment with OSHA/ANSI language. Changes will be made to be posted on Quicktopic for commentary. Will this be an appendix or a chapter in the standards? Decide on October 1 call, with information collected before that date.
- **Standards Alignment Task Force** – Recommends that the operations and certification standards be combined. The Board directs the editorial team to make this change. Thanks to John Lazarus for starting this discussion for the 6<sup>th</sup> edition, the SATF for the 7<sup>th</sup> edition made great progress. Each committee will take notes on their section for the 8<sup>th</sup> edition SATF, and Sylvia will maintain a list of notes as well.
- **Consensus Group** – has been updated. Meeting planned for those members attending the conference.
- **ED Report**
  - PVM emeritus –A motion was made, seconded and carried to accept the recommended policy that former principals of PVM companies who have retired from the industry may be invited to attend symposia and conferences at the discretion of the Executive Director and the Chair of the Board of Directors.
  - Ads and Booth spaces – A motion was made, seconded and carried to accept the following policy: ACCT will sell ads and exhibit space to companies affiliated with the challenge course industry. Companies who derive a large part of their income from challenge course or canopy/zip line tour installation, inspection, and training, but who have not submitted an application to become a PVM, may not purchase such space. Neither PVMs nor any company deriving a large part of their income from challenge course installation, inspections, and training for challenge courses or canopy/zip line tours, are eligible to sponsor the conference.
  - Outside Staff Income: a motion was made, seconded, and carried to accept a policy for outside staff income: ACCT Staff may not be employed elsewhere or do consulting work in any capacity that might be or might present the appearance of a conflict of interest. All instances of outside employment by ACCT staff must be submitted to the ED and approved before employment begins.
  - Standards approval: A motion was made, seconded and carried to approve the standards approval policy as presented: Standards are approved by Professional Vendor Members after all major revisions have been made. Standards must be approved by 2/3 of the companies that vote. This may be done electronically or in person. Then the Board votes to approve the standards, and they are sent to the Executive Director for final editing and layout.
  - Schedule for approving the 7<sup>th</sup> edition standards:
    - Post final versions of standards on Quicktopic on Sept. 15
    - PVMs vote on sending the standards to the Board, Sept. 15 – 25 (electronic vote sent to Sylvia)
    - Board vote on conference call October 1
    - Standards to Sylvia and Janice for editing, if approved

- Critical Link Award – Tom Leahy will handle
- Conference 2011 – Midwestern locations

## 5. Old Business

- **Listserv** – Keith shared a document which will be sent, along with a confidentiality agreement.
- **Negotiations with PRCA** – Erik will contact PRCA to set another meeting date.
- **Experiential/Adventure Summit** – Erik Marter, Jim Wall, Jen Stanchfield, Tom Leahy, Michelle Hepler will attend. Keith Jacobs is available, may attend also.
- **PVM Gift memberships** – There are many ways for PVM companies to support the association, this is one of them. This is a part of the larger PVM Involvement issue.
- **Non-PVM board members** – A motion was made, seconded and carried to change the bylaws to add two additional board positions, and change the voting methods so that 8 board members would be elected by the PVM community and 3 board members will be elected by the associate and institutional members. Those 3 board members may not be employees or principals of PVM companies. Voting will be available before the conference via mail or electronically, and at the conference in person. One vote per membership number. Erik Marter and Sylvia will figure out the system for elections and presentations of nominees. A special mailing will be sent out to all members to announce the change and explain the new system (paid for out of special project funds). The bylaws changes will be made in October.
- **PVM level system** – is being addressed by the Review Committee.

## 6. New Business

- Symposium agenda – in future, we need to announce main topics ahead of time in order to inform decisions about attendance.
- Combining Operations and Certification committees – A motion was made, seconded and carried to combine the Operations and Certification standards committees. Jim Wall, Michelle Hepler, and Tom Leahy will make recommendations as to who will be on the committee. Approve these members on the October 1 conference call, so they can choose a chair before the October Board meeting. A motion was made, seconded and carried to appoint a task force to make the needed changes in the operations and certification standards for the 7<sup>th</sup> edition. Michelle Hepler and Tom Leahy will find 3 people to do this by the end of next week.
- Schedule for Conference Week
  - Monday - Committee meetings if desired
  - Tuesday - Board and committee meetings, evening - symposium
  - Wednesday all day – symposium
  - Thursday – Pre-conferences
  - Friday – be sure to introduce Board at conference opening
  - Saturday
  - Sunday – Board meeting (times TBA)

## 7. Next Meeting

Conference call October 1, 5:30 pm eastern  
 October 21 & 22, Austin Texas