



FEBRUARY 10-12
DAVENPORT HOTEL

2026 Annual Meeting

SPOKANE, WA

2026 AMCI Accreditation
Workshop

Accreditation Panelists

Insurance Perspective

Erin M. Reese, MAOL
AMBA



Legal Perspective

Mike Deese, JD
Pannos Law



Review Guidance

Bill Barnes CPA, CMA
Barnes Givens &
Barnes



Accreditation Panelists

AMC Guidance

Lily Davidson, MSW
Etherio



Operational/ Cyber Security Guidance

Justin Heyman, DES
CMP Management



Plans for Today's Session

1. Introductions
2. AMCI Accreditation & Your AMC: Why and Where to Begin – Bill Barnes & Justin/Lily
3. Insurance Assurance – Erin Reese
4. Cyber Security & Liability - Justin
5. Legal Lens – Michael Deese
6. Review Ready – Bill Barnes & Justin/Lily
7. Panel Q & A



Who is in the room?

Name & Title

Firm

Role in Accreditation

Biggest Challenge to Gaining Accreditation and/or
Burning Question



ACCREDITATION



AMCI Standard of Good Practices for the AMC Industry





The ANSI Standard

Understanding the definition of a **Performance Service System**.

Performance Service Systems are internal processes that must be developed, documented, and implemented by an AMC.

When these systems are in place, an AMC:

- Ensures that a client's needs are identified and the services to be provided by the AMC are agreed upon by the AMC and the client;*
- Requires regular feedback from client;*
- Provides a prompt response to clients' needs and requests;*
- Establishes a staff personnel training and development program;*
- Fosters an organizational culture embracing professional performance attributes; and*
- Controls costs*





The ANSI Standard

- The Standard establishes requirements that provide a measurement for practices that are utilized by all sizes and types of AMC's to enhance the performance of the AMC and its staff.
- The Standard establishes requirements that each AMC is permitted to use to create its own measurables.
- An AMC's compliance with the Standard will depend on its adoption and implementation of its own definitions, procedures, and policies as they relate to each element in the Standard.



ACCREDITATION



ANSI/AMCI Standard

1. AMCI is authorized by ANSI to be an Accredited Standards Developer
2. The AMCI Standard is updated every 5 years, per ANSI requirements
3. The Standard was last updated, reviewed, and approved by ANSI in late 2023/early 2024



Preparing for Accreditation



Championing Accreditation for your AMC

1. Assign an Accreditation Leader
2. Owner must demonstrate commitment!
3. Meet with key members of your team and assign specific sections of the standard based on areas of expertise
4. Clearly communicate timelines and expectations
5. Share “the why” and progress updates with **all staff**



Key Components of the AMCI AMC Accreditation Program

- Policies that state your procedures that align with the ANSI Standard.
- Policies must be in writing.
- Policies must be shared with the rest of your team.
- Policies must be consistently implemented by the team.
- Procedures reviewed by a Third Party CPA.



How long will the accreditation process take?

- Well....that depends!
 - How many processes do you have in your AMC?
 - How many processes do you have documented?
- The full process from start to finish averages about 3 to 6 months.
- Larger AMCs don't have an advantage!



Preparation Steps

1. Read the AMCI - ANSI Standard, sections 1-12 (available on AMCI website – Accreditation).
2. Review the AMC's current policies and procedures.
3. Identify which items of the Standard (sections 3-12) are not addressed by current AMC policies and procedures.
4. Update the AMC's policies and procedures so that they address every item in the AMCI Standard.
5. Communicate the AMC's policies and procedures to AMC staff.
6. Develop a detailed internal review and self-monitoring document.
7. Determine how and when internal reviews will be completed and reported to AMC's management.



Need for Written Policies

- Section 1.3 - *All policies and practices required in this Standard, as well as all other means of an AMC's compliance with this Standard, shall be documented and made available to the reviewer during the initial accreditation and reaccreditation processes.*
- The AMCI Accreditation Program requires AMCs to have written policies and procedures – it does not dictate how detailed they should be.
- When drafting new policies, keep it simple!
- You don't get extra points for more words.



ANSI -STANDARD OF GOOD PRACTICES



- **Section 3:** Client Contracts: Review Procedures and Requirements
- **Section 4:** Servicing the Clients and Service Delivery Procedures
- **Section 5:** Evaluation of Services/ Service Completion
- **Section 6:** Financial Management and Internal Controls
- **Section 7:** Insurance Coverage
- **Section 8:** Employee Recruitment and Selection
- **Section 9:** Employee Training and Professional Development
- **Section 10:** Subcontracting and Purchasing Requirements
- **Section 11:** Record Keeping Requirements
- **Section 12:** Internal Review Procedural Requirements



Insurance Assurance



Insurance Recommendations for Clients

- **Section 6.6b** - *AMCs shall recommend to Client Boards the need for appropriate insurance coverage for the client association which may include but is not limited to General Liability, Directors & Officers (D&O), Errors & Omissions (E&O, with standard-setting riders as appropriate), Property, Employee Dishonesty, and Cyber insurance coverage [or Association Professional Liability Insurance (APLI) to include those component coverages]; if declined, this fact shall be recorded in writing.*
- Need for using licensed insurance brokers



Section 7: Insurance Coverage

7.1. AMC's shall have in place a comprehensive insurance program that provides the following minimum coverage for the AMC, where such coverage is available. For all the policy coverages listed below, reasonable exceptions will be allowed for required coverage minimum amounts that arise from currency conversion issues or any other legitimate business justification.

An AMC that does not carry at least the minimum coverage amount noted for any policy must submit a written explanation to justify an exception that details the reasonable business or practical need for the exception ("Exception Request"). The reviewer must submit the Exception Request with its report.

Policy Coverage Type	Minimum Coverage Amount (\$US Dollars)
7.1.1 Commercial General Liability	\$1,000,000
7.1.2 Property (including property in	Full value of property
7.1.3 Valuable Papers	Full value to reconstruct
7.1.4 Employee Dishonesty	For both AMC and client property and funds under the control of the AMC
7.1.5 Money and Securities	If applicable based on client activities, for both the AMC and client funds under the control of the AMC (including convention receipts, if applicable)
7.1.6 Computer Equipment and Data	Full value of equipment and reconstruction of data
7.1.7 Non-Owned and Hired Auto	\$1,000,000
7.1.8 Worker's Compensation	Minimum based on local regulations
7.1.9 Errors and Omissions	\$1,000,000
7.1.10 Cyber Liability	\$1,000,000



Insurance Assurance

Commercial General Liability Insurance (GL):

Commercial general liability insurance protects you and your business against claims for bodily or personal injuries, advertising liability, as well as property damage to third parties arising from your operations or products or occurring on your business premises.

Business Owner's Policy (BOP):

Is an enhanced insurance policy that combines general liability insurance and property insurance. Many small business owners mistakenly believe that if they have general liability insurance their own losses are covered, as well as the losses of their customers.



Insurance Assurance

Directors and Officers Liability Insurance (D&O):

Designed to help protect the organization, its mission, and its directors and officers if they are sued by vendors, current or former employees, donors, beneficiaries, or other parties.

Suits can claim actual or alleged errors, misleading statements, breach of duty, or misuse of funds or authority, putting the mission of the organization as well as the personal assets of board members at risk in defending against these suits.

The Great American Management policy was written especially for the AMCI Program.



Insurance Assurance

Workers' Compensation:

Provides **medical expenses, lost wages, and rehabilitation costs** to employees who are injured or become ill “in the course and scope” of their job. It also pays death benefits to families of employees who are killed on the job.

Errors and Omissions Insurance (E&O):

Protects businesses against claims of mistakes, negligence, inadequate work, inaccuracies, misrepresentation or similar allegations. Your business should have E&O insurance if it provides services to customers for a fee.

Cyber Liability Insurance:

Provides businesses with a combination of coverage options to help protect the company from data breaches and other cyber security issues. It's not a question of if your organization will suffer a breach, but when.



Insurance Assurance

AMBA (previously Mercer) stands ready with the knowledge, experience, and resources to assist you.

Erin M. Reese, MAOL

Phone: 515-559-4131 (Direct Cell)

Email: Erin.Reese@getamba.com

**Professional Liability and E&O
Insurance**

Phone: 872-298-4542

Email: AMC@getamba.com

Business Owners Policy (BOP)

Email: AMC@getamba.com

**ExpoPlus Event Cancellation
Insurance**

Email: expoplus@getamba.com

Get a quote:

www.expoplus.net to fill out the application

If you have any questions, please call toll free 1-877-451-4003



ACCREDITATION

Cyber Security and Liability



Implementation of Cyber Security Standards

- 6.7. *AMCs shall implement cyber security protocols to sufficiently protect their technology networks and the client data/records that reside on them.*
 - What are your internal (cybersecurity) controls?
 - Multi Factor Authentication
 - Access Control (Digital and Physical)
 - Business Continuity & Disaster Recovery
 - Start with assessing the risk, your potential points of failure and then implement policy to minimize risk



Implementation of Cyber Security Standards

- 9.4 AMC shall conduct cybersecurity awareness training for its employees, at least annually
 - Your biggest risk are your employees. This is the best answer. Awareness & training lowers risk!



Accreditation Policies



Accreditation Policies

1. When to conduct the annual evaluation?
2. What about new clients?
3. What about a newly opened office?
4. What about a merger, acquisition or divestiture?
5. What happens when the Standard is changed during my 4-year accreditation period?



ACCREDITATION

Review Ready



Need for Third Party reviewer

- The AMC selects a qualified CPA
- Qualifications include:
 - CPA must meet the standards of a peer-review once every 3 years, and receive an unqualified opinion on the review;
 - CPA must be qualified to perform ‘agreed-upon-procedures’ engagements and prepare an opinion;
 - CPA should possess previous experience with the AMC Institute Accreditation Review process (this will save the AMC time and money)



Need for Consistent Implementation

- The hard part comes when you send your staff out to apply your policies and procedures to all client work.
- Exceptions unique to certain associations need to be documented.
- Be prepared, some folks will resist. Critical to have Owner endorsement and support.



Need for Internal Self-Review

- In the 4-year period between when you pass your accreditation audit by the third-party auditor and the time of your next review, you need to establish a plan to review your own internal teams.
- You will need documentation that the review took place, as well as the results of the reviews.
- The internal review helps to maintain visibility and accountability to the accreditation program



Discussion



AMCI Accreditation Process

All forms are available on the Accreditation tab of the AMCI website under Accreditation Resources

- Form 1001 – Beginning the Process*
- Form 1002 – Declaration of Intent *
- Form 1003 – License Agreement*
- Form 1004 – Reviewer’s Report
- Form 1005 - Reviewer's Commitment
 - AICPA’s Release of Information Form
- Form 1006 – Accreditation Fees
- Form 1007 - Procedures for Alleged Violations

*Start here!



What are the costs associated with pursuing accreditation?

Accreditation Fees:

Initial Accreditation Fee (Members) \$1,400

Yearly Maintenance Fee (Members) \$ 550*

Initial Accreditation Fee (Non-Members) \$2,800

Yearly Maintenance Fee (Non-Members) \$1,100*

Independent Reviewer's Fee (paid directly to reviewer)

*Please note that accreditation maintenance fee payment and signed form 1007 are annual requirements of maintaining your firm's accreditation.



Resources for your AMC

- Working groups
 - New AMCs
 - Re-accrediting AMCs
- Handbook
- Committee Members



Accreditation Panelists

Insurance Perspective

Erin M. Reese, MAOL
AMBA

Erin.Reese@getamba.com



Legal Perspective

Mike Deese

Pannos Law

michael.deese@pannos-law.com



Review Guidance

Bill Barnes CPA, CMA

Barnes Givens & Barnes

wjbarnes@bgbcpas.com



Accreditation Panelists

AMC Guidance

Lily Davidson, MSW

Etherio

ldavidson@etherio.com

Operational/ Cyber Security Guidance

Justin Heyman, DES

CMP Management

jheyman@cmpmanagement.com



AMCI Accreditation Support

Thomas Pigg
AMCI Accreditation Program Lead
703-964-2808
tpigg@amcinstitute.org
accreditation@amcinstitute.org



ACCREDITATION

THANK YOU!

