



## Consensus Group Meeting Minutes

### Meeting Logistics:

Operations Conference Line: 1-218-895-0744 / passcode: 9786#

Date / Time: April 10 and April 12, 2018 12-1:30 EDT

### Preparation / To Dos:

- Meeting Agenda & Minutes

### **MEMBERS ROSTER** (checked boxes represent members in attendance):

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Bob Ryan, Vendor (Chair) | <input checked="" type="checkbox"/> Jeffery Gosnell, User     |
| <input checked="" type="checkbox"/> Keith Jacobs, Vendor     | <input checked="" type="checkbox"/> Rhonda Mickelson, General |
| <input checked="" type="checkbox"/> John Lazarus, Vendor     | <input checked="" type="checkbox"/> Richard Bourlon, General  |
| <input checked="" type="checkbox"/> Etienne Leblanc, Vendor  | <input checked="" type="checkbox"/> Loui McCurley, General    |
| <input checked="" type="checkbox"/> Dave Sherry, User        | <input type="checkbox"/> Mark Glynn, General                  |
| <input type="checkbox"/> Curtis Britcher, User               |   |
| <input type="checkbox"/> Shawn Moriarty, User                |   |

### **Standards Writing Committees, Board Liaison, Consultant & Support Staff:**

- Standards Development Committee Chair: Rich Klajnscek
- Board Liaison: Benjamin Kopp
- Consultant: Jim Converse
- Executive Director: Shawn Tierney
- Director of Operations & Secretary to Consensus Group: Bill Weaver
- Operations Department Administrative Assistant: Joyce Weaver
- Scott Andrews: Board Member

**Scheduled Observers:** Micah Henderson – Did not attend

### **ADMINISTRATIVE UPDATES**

Bob Ryan, Chair of CG called the meeting to order.

1. Review and Approve Minutes (3.14.2018) Motion to Approve, Richard Bourlon; Minutes Approved
2. Review ANSI Requirements for Responding to Public Comments – Jim Converse
  - Key point to implement is that any comment we receive will be responded to in writing ([including](#) email).
  - For persuasive comments, we will inform the commenter that we have accepted the proposal.
  - For negative comments, we can assign a member of the CG, SDC, [or a Standards Writing Group](#) to contact the commenter to try to resolve informally, followed by a written response.
  - For negative comments that were not accepted, we must notify them in writing to clearly state the reason. They will also be notified of a date (such as 10 days) to send written feedback that they have accepted the response. The notification will indicate that if we have not heard back from that date, the objection is considered resolved. The commenter [will be notified that they have](#) the right to appeal.
  - If someone makes a comment that is not directly related to the [current](#) review, it must be tracked and considered as new work for the next revision.

### 3. Review and Discuss Public Comment on Proposed Standards

Bob stated that this call is the first pass of reviewing the list of comments.

It was agreed to accept the four “Yes” responses that did not include clauses, comments or suggested language noted and send a reply to state “Thank you for your response”.

Comments 1 through 12 of 37 were discussed.

It was agreed to recess the meeting at 1:30 and to resume at Noon EST on April 12, 2018.

#### **APRIL 12<sup>th</sup>: MEMBERS ROSTER (checked boxes represent members in attendance):**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Bob Ryan, Vendor (Chair) | <input checked="" type="checkbox"/> Jeffery Gosnell, User     |
| <input checked="" type="checkbox"/> Keith Jacobs, Vendor     | <input checked="" type="checkbox"/> Rhonda Mickelson, General |
| <input checked="" type="checkbox"/> John Lazarus, Vendor     | <input checked="" type="checkbox"/> Richard Bourlon, General  |
| <input checked="" type="checkbox"/> Etienne Leblanc, Vendor  | <input type="checkbox"/> Loui McCurley, General               |
| <input type="checkbox"/> Dave Sherry, User                   | <input type="checkbox"/> Mark Glynn, General                  |
| <input checked="" type="checkbox"/> Curtis Britcher, User    |   |
| <input type="checkbox"/> Shawn Moriarty, User                |   |

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- Consultant: Jim Converse
- Executive Director: Shawn Tierney
- Director of Operations & Secretary to Consensus Group: Bill Weaver
- Operations Department Administrative Assistant: Joyce Weaver
- Operations & Training Standards Writing Committee Chair: John Winters

**Scheduled Observers:** Micah Henderson

On April 12, 2018, the meeting was reconvened at Noon with the above noted attendees. Discussion of public comments continued and all comments were addressed. The CG’s initial notes for each comment were added to the comment spreadsheet and posted to the CG and SDC Basecamp sites.

Jim Converse relayed that any informal contact with commenters to resolve negative comments needs to be documented by email with a confirmation from the commenter stating “my comment has been resolved”.

#### **NEW BUSINESS**

**ACCT Procedures** - Jim Converse reported that the Secretariat is reviewing revisions to the ACCT Procedures. The revised document will then be forwarded to the CG for review and ballot.

#### **NEXT MEETING**

1. Meeting schedule has been set – next scheduled meeting is May 9, 2018 2:00 - 3:30 EDT. Please refer to the CG 2018 Mtg Schedule posted to the CG MEMBERS TOOL BOX on 2/20/2018 for future meeting dates.

The topic of CG member attendance expectations will be added to the agenda for the next meeting.

Motion to adjourn was made by Keith. No objections. Meeting adjourned at 2:15.