



MINUTES Consensus Group Meeting July 11, 2018

Meeting Logistics:

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

Date / Time: July 11, 2018 12:00 -1:30 MDT

Preparation / To Dos:

- Meeting Agenda & June Minutes
- Review Procedures Document

MEMBERS ROSTER (checked boxes represent members in attendance):

- | | |
|---|---|
| <input checked="" type="checkbox"/> Bob Ryan, Vendor | <input checked="" type="checkbox"/> Jeffery Gosnell, User |
| <input checked="" type="checkbox"/> Keith Jacobs, Vendor (Vice Chair) | <input checked="" type="checkbox"/> Rhonda Mickelson, General |
| <input checked="" type="checkbox"/> John Lazarus, Vendor (Chair) | <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 checked="" type="checkbox"/> Mark Glynn, General |
| <input checked="" type="checkbox"/> Curtis Britcher, User | |
| <input checked="" type="checkbox"/> Shawn Moriarty, User | |

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

- Standards Development Committee Chair: Rich Klajnscek
- Board/Secretariat Liaison: Benjamin Kopp
- Consultant: Jim Converse
- Executive Director: Shawn Tierney
- Interim Secretary to CG: Scott Andrews

Scheduled Observers: None

Meeting Called to Order: 12:05a MDT

Quorum Present: YES

ADMINISTRATIVE UPDATES

- Approval of Minutes (6-13-2018)
 - Motion to Approve Rhonda Michelson
 - 2nd Keith Jacobs
 - No discussion
 - unanimous
- Update on the ACCT Restructure as it relates to the CG

ANSI Audit materials have been put forward to ANSI and there is a 30-day comment period before an executive council vote latter in August. Errata is in process and will be published shortly. Policy Director position has been offered. That position will be directly responsible for supporting the CG.
- Administrative Tasks.
 - o Ongoing calendar is on basecamp and will be updated.
 - o Will be using Mountain Time for meeting scheduling as the ACCT office is in Mountain Time zone. Please not this should be assumed if no time zone is notes.

OLD BUSINESS

1.

NEW BUSINESS

2. Outcome Election of Officers (process & timeline: discussion only)

3. Membership in Consensus Group

- o Mandate to add members to group that are part of other groups and to expand the CG.

4. Motion: “To increase the membership of the Consensus Group through the advertised open enrollment process to 15 members”: Lois McCurley

Second: Rhonda Mickelson

No discussion

unanimous

5. Planning work process for 2017-2018 and expected outcomes

- o Complete ongoing Standards Comments Process, Sorting of comments will be done soon to assure that comments can be balloted in Paper Ballots.
- o Complete comment responses by August meeting for balloting of those comments that are move complex.
- o Using template to create letters to commenters

6. Motion to Adjourn: Mark Glenn

Second: Curtis Buritcher

Discussion: John Lazarus offered thanks

Unanimous

NEXT MEETING

1. Next scheduled meeting: August 8, 2018 12:00p – 1:30p MST

ACTION ITEMS		
Who	What	When
Scott, Keith and John	Craft announcement for new memberships	August 2018
Scott	Add Standards actions submission deadlines	July 16, 2018
Scott	Create comment letters as possible	July 17, 2018
Scott	Submit written ballots to CG for “simple” comment	July 19, 2018

Meeting Adjourned: 1:05p MDT