



## Consensus Group Meeting MINUTES

### Meeting Logistics:

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

Date / Time: November 14, 2018 12:00 -1:30 MST

### Preparation / To Dos:

Meeting Agenda & August Minutes  
Review Procedures Document

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

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

### **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
- Secretary to CG: Scott Andrews

**Scheduled Observers:** None

Meeting Called to Order: 12:04p MST

Quorum Present: YES

### **ADMINISTRATIVE UPDATES**

1. Approval of Minutes (10-10-2018)
2. Policy Director update, ANSI Deadline *Given by Shawn Tierny Scott Andrews will be the interim Policy Director for the next few months. We have received application from Mike Barker and also the PRCA consensus group application was received late the week of November 5<sup>th</sup> and has been forwarded to Josh Tod who will complete it and forward to PRCA to join their CG.*
3. Face to Face at the Conference Proposed Sunday, February 10, 2019 *John has been working on what will be in that day in conjunction with the SWC to determine what they and the CG will need. Meeting will be all day*

### **OLD BUSINESS**

1. Ballot for standards as revised. *Ballot Passed.*

### **NEW BUSINESS**

2. Substantive Change in Draft Standards discussion and determination. *Need to determine if we are going to an additional public comment period. Jim presented his determinations and path forward. (Jim Converse's document is attached)*

Motion: to take 7 identified changes deemed substantive in Jim Converse's analysis to Standards Action for 30-day comment period.

Motion By: Keith Jacobs

Second: Loui McCurley

Discussion: *Curtis that need to have Rational attached to changes. Jim Converse states that the rational may not be needed and that language should state these changes come from first comment period responses.*

NO: 0

YES: unanimous

Abstain: 0

3. Membership in Consensus Group: Application review *Mike Barker's application*

- o Membership Category Review

- Categories are: General, Vendor, User: *There are issues with equipment suppliers and whether they are in the General Category or the User Category.*

Motion: to move Loui McCurley from General to User category

Motion by: Rhonda Mickelson

Second Curtis Britcher

No: 0

Yes: unanimous

Abstentions: 0

*Committee discussed moving Mike Barker from General to Vendor category.*

Motion to: Accept Mike Barker's application in the Vendor Category

Richard Burlon

Second by Keith Jacobs

NO: 0

Yes: Unanimous

Abstain: 0

## **NEXT MEETING**

1. Next scheduled meeting: December 12, 2018

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<b>ACTION ITEMS</b>		
<b>Who</b>	<b>What</b>	<b>When</b>
Scott	Post changed standards to Standards Action for 30-day comment period	11/19/18
Scott	Welcome Letter to Mike Barker	11/19/18
Shawn T	Letter to ANSI about membership of Barker	11/15/18
John L	Follow through with Mark Glynn and Jeffery Gosnell membership resignations	11/30/18
Scott and John	Draft Letter to applicants asking them to resubmit in appropriate category or to justify application in vendor category	12/1/18
Scott	Logistics packet for Face to Face Meeting	12/1/18

Motion to Adjourn: Loui McCurley  
 Yes: unanimous

Meeting Adjourned: 1:10 pm MST  
 Approved December 12, 2018