Consensus Group Meeting MINUTES

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

x☐ **Keith Jacobs, Vendor   (Vice Chair)**
x☐ **John Lazarus, Vendor (Chair)**
x☐ **Etienne Leblanc, Vendor**
☐ **Mike Barker, Vendor**
x☐ **Pete Sawyer Vendor**
☐ **Dave Sherry, User**
x☐ **Shawn Moriarty, User arrived 12:15p**
x☐ **Loui McCurley, User**

☐ **Rich Hattier, User**
x☐ **John Coombs, User**
x☐ **Rhonda Mickelson, General**
x☐ **Richard Bourlon, General**
x☐ **Curtis Britcher, General**
☐ **Leslie Sohl, General**
x☐ **Dave Merrell, General**

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

x☐ **Secretary to CG: Scott Andrews**

Scheduled Observers: None

Meeting Called to Order: 12:05p MDT
Quorum Present: yes

ADMINISTRATIVE UPDATES

1. Approval of Minutes (1-09-2019) Motion to approve: Curtis Britcher 2nd: Richard Bourlon Discussion: None Approved Unanimously

2. Approve Minutes of (2-10-19) Tabled

OLD BUSINESS

1. Results of recirculation ballot (to be completed March 15) all in attendance who balloted in the January Ballot reported receiving the ballot recirculation. No conversation on content of recirculation.

2. Slack and Team Drives update: check who has not received the Team Drives invite. All are on Slack

NEW BUSINESS

1. Review Participation requirements: John reviewed Participation requirements. Comments recorded in draft document request to see existing procedures.

2. Annual Task List (tabled)

3. Other Consensus Group Documents which can be published by CG. These could include white papers, technical reports. Discussion of what procedures need to be created. SDC has done homework on this and determined that white papers and technical reports. This research states that White Papers and Technical reports can not be used to circumvent the standards process. These documents cannot have language stating "Shall or Will" but can have may or can. More information will be circulated soon.

NEXT MEETING

1. Next scheduled meeting: April 10, 2019 12:00a to 1:30p. MDT Phone

ACTION ITEMS		
Who	**What**	**When**

Meeting Adjourned: 12:50 pm MDT Shawn Moriarty motion to adjourn.