



AGENDA Consensus Group Meeting

Meeting Logistics:

Zoom conference Call invite forwarded in email on April 1, 2019

Date / Time: April 10, 2019 12:00p -1:30p MDT

Preparation / To Dos:

Meeting Agenda & August Minutes

Review Procedures Document

MEMBERS ROSTER (checked boxes represent members in attendance):

x Keith Jacobs, Vendor (Vice Chair)

x John Lazarus, Vendor (Chair)

x Etienne Leblanc, Vendor (arrived
12:30)

Mike Barker, Vendor

Pete Sawyer Vendor

Dave Sherry, User

Shawn Moriarty, User

Loui McCurley, User

Rich Hattier, User

x John Coombs, User

Rhonda Mickelson, General (absent)

x Richard Bourlon, General

x Curtis Britcher, General

x Leslie Sohl, General

Dave Merrell, General (at least 1 hr late)

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

X Secretary to CG: Scott Andrews

Meeting Called to Order: 12:09p MDT

Quorum Present: no

Scheduled Observers: x Jared Krupa, Rohan Shahani

Before we begin, I would like to welcome our observers. They have, each, confirmed that they have read and understand and will comply with the ACCT Code of Conduct for such observers. By way of reminder, we ask this of our observers:

- 1) Unless prior arrangements have been made, observers will listen only and must not create or allow any distractions or interruptions of the meeting, including comments to the Members or otherwise, and background or other noises through their telephones. We suggest they turn their telephones to "mute" if they are able to do so.*
- 2) Voice recordings of the actual proceeding are not allowed.*
- 3) An observer who wishes to comment on the proceedings after the meeting may do so by completing the Observer Form on the ACCT Website or by contacting the Secretary to the Consensus Group at Scott.Andrews@ACCTinfo.org or 303.827.2432.*

Thank you in advance for your cooperation.

ADMINISTRATIVE UPDATES

1. Approve Minutes of Feb Face to Face Meeting both Administrative and Standards (tabled)
2. Approval of Minutes (3-13-2019) (tabled)

3. Communication Systems (SLACK and TeamDrives) Check in *no issues*

OLD BUSINESS

1. BSR update (Scott updated members on the recent forwarding of a written

NEW BUSINESS

1. Review Essential Requirements and ACCT Procedures for alignment *Three very small editorial changes to the procedures were recommended by Scott*
2. Membership discussion for the next year: *want to discuss when and if any members would like to move off of the CG. Over the next year please let John know when people might be thinking about moving forward. Richard Bourlon suggested that a report of when people attended meetings and what votes they we present for. Scott will generate this report for the next meeting. Meeting attendance is important in moving the process forward by allowing good discussions. John reminded members that they can take action on the members who are not participating regularly. Curtis Britcher suggested that a standing attendance and participation report should be part of the start of every meeting. John Lazarus stated that a written notice to member who is not attending should be created. Any communication to the member who is not meeting obligation should be forwarded to their sponsoring organization if they are from a sponsoring organization.*
3. Standards Development Committee Update. *The SDC has been commandeered for editing and proof reading the text of the draft standard. They have no report at this time.*

NEXT MEETING

1. Next scheduled meeting: May 8, 2019 12:00p to 1:30p. MDT Phone (?)

ACTION ITEMS		
Who	What	When
Scott	Create ballot for Procedure changes	May 8 2019
Scott	Participation chart and record with ballot participation only	April 15, 2019

Meeting Adjourned: 12:46 pm MDT *Motion to adjourn by Richard Bourlon with conviction*