



MINUTES Consensus Group Meeting

Meeting Logistics:

Zoom Meeting: Invite forwarded 14 days before meeting

Date / Time: August 14, 2019 12:00p -1:30p MDT

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 type="checkbox"/> Rich Hattier, User |
| <input checked="" type="checkbox"/> John Lazarus, Vendor (Chair) | <input checked="" type="checkbox"/> John Coombs, User |
| <input checked="" type="checkbox"/> Etienne Leblanc, Vendor | <input type="checkbox"/> Rhonda Mickelson, General |
| <input type="checkbox"/> Mike Barker, Vendor | <input type="checkbox"/> Richard Bourlon, General |
| <input type="checkbox"/> Pete Sawyer Vendor | <input type="checkbox"/> Curtis Britcher, General |
| <input type="checkbox"/> Dave Sherry, User | <input checked="" type="checkbox"/> Leslie Sohl, General |
| <input type="checkbox"/> Shawn Moriarty, User | <input checked="" type="checkbox"/> Dave Merrell, General |
| <input checked="" type="checkbox"/> Loui McCurley, User | |

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

- Secretary to CG: Scott Andrews

Scheduled Observers: none scheduled

Meeting Called to Order: 12:30p MST

Quorum Present: NO

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. Approval of Minutes (6-12-2019) (tabled No Quorum)
2. Mike Barker Consensus Group Participation letter (May 9, 2019) response (Mike has stated

in a call that he hoped to attend but was unsure if he would be able to. He understood the need for members to be present)

3. Dave Sherry has forwarded a resignation letter
4. ASTM Harmonization update

OLD BUSINESS

1. Standards Publication (Approved in late July, Currently being put into final form for publication and expecting publication by end of August. Being created in both digital and electronic formats)

NEW BUSINESS

1. Filling vacant positions in the User Category (John L reported two current applications. One is from a pair who are applying for NSAA. This creates a need for this group to consider how to respond to that application)
2. Revisions of the Accredited Procedures (John L reported The board has ask for updated Terms of Reference from all Committees including the SDC. This update creates a potential conflict with the procedures because we can not have a conflict between the Approve Procedures and the Terms of Reference for association committees. This raises the question of who and where leadership in Standards Development is provided. Other concern is the interest categories. This language needs to be cleaned up. With an association application, there is a need to look at updating the categories to reflect this need. John would like to have a couple of volunteers to work with John and Keith about addressing these concerns. This would be an effort to look at the rational for future changes. Leslie S stated that there appear to be two questions, 1) do we have association members and 2) if there is an association member is that seat open to multiple people from the association. Dave M state that he has concerns about Association members needing Association approval for actions. Discussion amongst members about various ways this is addressed in other panels and committees. Leslie S ask for a timeline of this work both when it would be completed and duration of work. John stated he hopes to have the rational for the Fall Board Meeting. He is looking for 1 to 2 conference call meetings to move this forward. Leslie will volunteer. Loui will also volunteer to help. Look for meeting invite on Zoom soon.)
3. Are there areas in the standards where members see needs for changes. (John, looking at creating a new Project Initiation Notification. What areas would members like to see addressed?)

NEXT MEETING

1. Next scheduled meeting: September 11, 2019 12:00p to 1:30p. Zoom

ACTION ITEMS		
Who	What	When
Scott	What would we need to do become in Continuous Maintenance	Sep 15
Loui and Leslie	Helping draft rational for Procedure Changes	Sep 20

Meeting Adjourned: 1:09 pm MST