



MINUTES Consensus Group Meeting

Meeting Logistics:

Zoom Meeting: Invite at bottom of AGENDA

Date / Time: September 11, 2019 12:00p -1:30p MDT

Preparation / To Dos:

Meeting Agenda, Review June and 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 type="checkbox"/> John Coombs, User |
| <input checked="" type="checkbox"/> Etienne Leblanc, Vendor | <input checked="" type="checkbox"/> Rhonda Mickelson, General |
| <input type="checkbox"/> Mike Barker, Vendor | <input checked="" type="checkbox"/> Richard Bourlon, General |
| <input checked="" type="checkbox"/> Pete Sawyer Vendor | <input type="checkbox"/> Curtis Britcher, General |
| <input type="checkbox"/> , User | <input checked="" type="checkbox"/> Leslie Sohl, General |
| <input checked="" type="checkbox"/> Shawn Moriarty, User | <input checked="" type="checkbox"/> Dave Merrell, General |
| <input type="checkbox"/> Loui McCurley, User | |

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

- Secretary to CG: Scott Andrews

Scheduled Observers: Lynda Kelly, Nashville TN In attendance

Meeting Called to Order: 12:11p MST

Quorum Present: YES

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 (5-8-19 and 8-14-2019)
2. Leslie Sohl motion to accept minutes of May 8, 2019 2nd by Rhonda Mickelson Passes

unanimously

3. Leslie Sohl motion to accept minutes of August 14, 2019 Keith Jacobs 2nd Unanimously
4. Dave Sherry acknowledgement of resignation letter sent. Acknowledgement sent by secretary.

OLD BUSINESS

1. Standards Publication update (Scott, it is out there for people to use. Digital edition links will go out to CG by Friday. ACCT PVMs received them in last week of August. Print edition will be available for order by September 13, 2019)
2. Accredited Procedures Revision (Scott, John, Loui, and Leslie had a meeting in last week of August about removing confusion about SDC and its role in the Standards Process. Had discussion about interest categories. No significant changes in categories. We can work with Associations in membership through individual members. Leslie agreed to work with category definitions and to clean up application. See new business members.

NEW BUSINESS

3. Revision to Member Application (Leslie Sohl) Goggle Shared Drive ACCT Consensus Group/01 Administration and Procedures/04 Forms/Draft Documents. (Leslie shared changes she made in the process. Leslie placed the procedures doc next to the application and assured that all areas were addressed. Old application did not address some of those areas in the procedures. Leslie shared the changes and we collected comments. Document will be in Google drive for comment and review for the next 14 days (September 25, 2019). John Lazarus stated that there might need to be a welcome packet for members. Rich Bourlon asked if this is too long. He is not sure it is. Dave Merrell stated that it is important the application is not screening out diversity of opinions.)
4. Filling vacant positions in the User Category John L shared the history of applications in the last 3 months. Ask if the group wants to take action now or would like to look at them a little more.
5. Leslie Sohl makes motion to Accept Paul Chapman's application for consideration in the user category. Second by Keith Jacobs. No discussion. Motion passes. Ballot to be created by Scott to be sent by Monday September 16, 2019. Will be forwarded as a JotForm
6. Mike Barker Membership disposition. Mr. Barker has participated in 1 of 12 events in the calendar of the Consensus Group since December 2018. Scott Andrews has reached out to Mr. Barker on three occasions. Two phone and one email. He stated in both phone calls he has stated he would attempt to make meetings. He acknowledged the receipt of the email. Richard Bourlon makes motion to remove Mike Barker from Consensus Group. Second from Pete Sawyer. Discussion: Keith fully support motion and also need to address need to have PRCA member on the Consensus Group. Letter to ANSI stating history and asking for guidance. John L. Would we then open to a new PRCA member. Scott, A letter can be sent to PRCA stating that we are looking for a new member to fill the Vendor Category and look for applications. Should this be a written ballot? Scott will create a ballot and forward to members. Vote: Unanimous to create and vote on Membership of Mike Barker.

NEXT MEETING

1. Next scheduled meeting: October 9, 2019 12:00p to 1:30p. Zoom

ACTION ITEMS		
Who	What	When
Scott	Ballot for voting on Paul Chapman	9/16/19
Scott	Membership ballot on Mike Barker	9/16/19
Scott	Communication with ANSI about PRCA Membership	9/12/19
Members	Review application	9/25/19

Meeting Adjourned: 1:12 pm MST Shawn motion to adjourn meeting

Approved October 9, 2019