



## MINUTES Consensus Group Meeting

### Meeting Logistics:

Zoom Meeting: Invite at bottom of AGENDA

Date / Time: October 09, 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 checked="" type="checkbox"/> John Coombs, User        |
| <input checked="" type="checkbox"/> Etienne Leblanc, Vendor           | <input type="checkbox"/> Rhonda Mickelson, General           |
| <input checked="" type="checkbox"/> Mike Barker, Vendor               | <input checked="" type="checkbox"/> Richard Bourlon, General |
| <input checked="" type="checkbox"/> Pete Sawyer Vendor                | <input checked="" type="checkbox"/> Curtis Britcher, General |
| <input type="checkbox"/> vacant , User                                | <input checked="" type="checkbox"/> Leslie Sohl, General     |
| <input 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: NONE**

Meeting Called to Order: 12:06p MDT  
Quorum Present:

*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](mailto:Scott.Andrews@ACCTinfo.org) or 303.827.2432.*

*Thank you in advance for your cooperation.*

### **ADMINISTRATIVE UPDATES**

1. Approval of Minutes (9-11-19) Motion by Dave Merrill and 2<sup>nd</sup> by Keith Jacobs Approved

### **OLD BUSINESS**

1. Standards Development Committee Terms of Reference and the Accredited Procedures Revision. John Lazarus gave an update of the 10/8/19 meeting with Ben Kopp, Rohan S\_\_ from the board, Shawn Tierny and Scott Andrews from ACCT and John Lazarus from the CG. Meeting addressed the need for and desires to change the Terms of Reference for the Standards Development Committee.
2. Ballot updates: John presented updates. Ask Mike if he received the ballot. Mike stated he had received the notice but not the ballot. John asked Mike for his response to the ballot and asked for him to state his intention to the participation in the CG. Mike stated it has been a difficult year and that he has every intention of participating. This update will be sent to members as a separate item via Slack and Email.
  - Mike Barker Ballot update (6 members have voted)
  - New Member Ballot - Paul Chapman (6 members have voted reminder to be sent)
3. SDC task follow up. Committee is meeting on Tuesday OCT 15<sup>th</sup>. John is expecting a white paper draft to come to the CG from Kathy and her team. CG will need to place this in the procedures.

## **NEW BUSINESS**

4. Reviewing Member Attendance Attendance reviewed
5. Discussion of changes in Accredited Procedures. John gave background of the meeting and the changes which would focus on assuring Consensus Group has control of Standards Development Process.
  - Removal of 2.3 Standards Development Committee.
  - Replacement of the text in 2.4 Consensus Group with the original description from the 2006 procedures:
    - “2.3 Consensus Group. The Consensus Group shall be established by ACCT and will be responsible for:
      - a) reviewing standards proposed by the general public, the Consensus Group, other materially affected parties or the Association.
      - b) Making any changes to the proposed standards.
      - b) voting on approval of American National Standards within its scope.
      - c) maintaining the standards developed by the Consensus Group.
      - d) complying with policy and procedures for interpretations of the standards developed by the Consensus Group.
      - e) responding to requests for interpretations of the standard(s) developed by the Consensus Group.
      - f) other matters requiring committee action as provided in these procedures.”
  - Replacement of the text in 4.10 Standards Writing Committees:
    - “Standards Writing Committees shall be established by the Secretariat, at the request of the Consensus Group, for the purpose of writing draft standards, identifying modifications, clarifications, additions, and deletions in the standards as proposed by the Consensus Group or solicited and received from the industry at large.”
  - Replacement of text in 4.10.3 so that Standards Writing Committee Chairs are established by the Consensus Group Chair and can be members of the Consensus Group.

Current 4.10.3 “Standards Writing Committee chairpersons may be members of the main Consensus Group and shall be recommended by the Consensus Group Members or the members of the Standards Writing Committee established. Standards Writing Committee Chairs shall be appointed by the Consensus Group.”

6) Curtis asked about the plans for a face to face for this group. Meeting invite was resent to members

7) John discussed having this group or members of this group be the speakers and presenters at the conference for programs about the standards.

**NEXT MEETING**

1. Next scheduled meeting: November 13, 2019 12:00p to 1:30p MST. Zoom

Face to Face Meeting: February 9, 2020 in Raleigh NC 8:30am to 4:30pm

<b>ACTION ITEMS</b>		
<b>Who</b>	<b>What</b>	<b>When</b>
Scott	Contact Rich Hattier about attendance	Oct. 9.2019
Scott	Created redline document reflecting possible standards changes	Oct 11, 2019

Meeting Adjourned:1:01 pm MDT Keith Motion to adjourn