



MINUTES Consensus Group Meeting

Meeting Logistics:

Zoom Meeting: Invite at bottom of AGENDA

Date / Time: November 13, 2019 12:00p -1:30p MDT

Preparation / To Dos:

Meeting Agenda, Review October 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 checked="" type="checkbox"/> Rhonda Mickelson, General |
| <input checked="" type="checkbox"/> Mike Barker, Vendor | <input checked="" type="checkbox"/> Richard Bourlon, General |
| <input type="checkbox"/> Pete Sawyer Vendor | <input type="checkbox"/> Curtis Britcher, General |
| <input checked="" type="checkbox"/> Paul Chapman, 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: Kathy Haras (DPI Chair)

Meeting Called to Order: 12:06p MDT
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 (10-09-19) Richard moved, Keith Seconded, Abstain Rhonda Michelson. Objections NONE.

OLD BUSINESS

2. SDC task follow up. (Kathy Haras from DPI) Kathy presented the history of the document and a brief description of what would be next steps. John L. also stated that this would be balloted and moved forward for publication if approved by this group. Leslie shared concern of publishing if this goes against existing rules in AHJs. Kathy shared how this clarifies the regulatory missing pieces of practice. Examples given of arborist and climbing guides who have clarified the undescribed safety practices of the industry. Richard Bourlon asked if there is a clear listing of the areas where this paper addresses areas where this is “grey” in terms of OSHA and other AHJs. Kathy stated that much of the push for this came from Asia and then OSHA was not relevant so that was not the focus of the effort. Kathy stated that nothing written has been intended to contradict OSHA rules. Richard will forward comments in the next 10 days.
3. Discussion of changes in Accredited Procedures. John L. gave a brief history of the actions leading to a change of this document. Standards writing task groups are the area of greatest concern to other areas in the Association. Review of changes proposed from top of document. John L. gave the history of the changes to Section 4.10 and discussed proposed changes. Mike Barker stated that one easy way to address this is for the Procedures to allow the CG to request a writing group from the board who will forward information back to the CG. John will take the revised text in section 4.10 to the SDC and Secretariat for review and return to CG in December.

NEW BUSINESS

4. Face to Face Logistics February 9, 2020 Raleigh NC 8:30a to 4:30pm members are encouraged to attend the conference. Budget is set aside for Feb 8th hotel and meals on Feb 8 as well as hotel on Feb 9 if required. Some budget for travel is available if members are not attending the conference.
5. Informal update on Costa Rica, INTECO and Guide 21 (Scott Andrews) Scott had a face to face meeting with INTECO which is the Costa Rica equivalent of ANSI in US. They are working to adopt the ACCT standard and working under Guide 21 to complete that. Guide 21 is in the meeting folder and is an ISO document outlining the practice of International to country or country to country adoption of standards. ACCT is still considering what form to formal relationship will be created with INTECO
6. Membership review.
 - Welcome New Member – Paul Chapman
 - Resignation of Rich Hattier, ISC He resignation letter received November 12, 2019
 - Discussion of filling Open Position. Advertisements for open seats will go out in the next 10 days.
7. Consensus Group Leadership update: John stopping service as NE Adventures and will be going to work for Keith as part of his relocation. John ask for questions and concerns about how that affects the leadership? Members discussed Conflict of Interest, terms of service for Keith and John, discussion of balance and dominance. Leslie stated that it does not appear that the new condition does not create issue with balance and dominance. Discussion Tabled to December meeting at which time Keith and John will recuse themselves from the discussion.

NEXT MEETING

- 1. Next scheduled meeting: December 11, 2019 12:00p to 1:30p MDT. Zoom

ACTION ITEMS		
Who	What	When
Scott	Invite Kathy to December meeting	Nov 13, 2019
Richard	"not working at height" feedback to Scott	Nov 20, 2019
Scott	Update Roster to reflect Paul Chapman and Rich Hattier new status	Nov 13, 2019

Meeting Adjourned: 1:44 pm MDT Motion to adjourn Richard Bourlon