



MINUTES Consensus Group Meeting APPROVED

Meeting Logistics:

Zoom Meeting: Invite at bottom of AGENDA

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

Preparation / To Dos:

Meeting Agenda, Review November Minutes
Review Procedures Document
Review Work at Height Document

MEMBERS ROSTER (checked boxes represent members in attendance):

- | | |
|---|---|
| <input checked="" type="checkbox"/> Keith Jacobs, Vendor (Vice Chair) | <input type="checkbox"/> vacant, 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 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 checked="" type="checkbox"/> Paul Chapman, 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: Kathy Haras (ACCT SDC/DPI work group chair)
Rich Klajnscek (ACCT SDC Chair)**

Meeting Called to Order: 12:08p MST
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 or 303.827.2432.*

Thank you in advance for your cooperation.

ADMINISTRATIVE UPDATES

1. Approval of Minutes (11-13-19) Motion by Keith Jacobs and 2nd by Shawn Moriarty abstentions 0

Objections -0
Unanimous approval

2. Membership Review: We have one open seat and will be taking up membership at February meeting.

OLD BUSINESS

1. Work at Height White paper. (Kathy Haras) discussion and possible approval for ballot. Kathy lead a discussion of what changes draft 2 to draft 3. She tried to highlight additions in draft 3 so members can easily identify them. Members stated they were satisfied with the changes and the way the changes address OSHA and other AHJs.

Rhonda Motion to create a Ballot for approval of White Paper and publication by Consensus Group. 2nd Pete Sawyer

No discussion

Abstention -0

Objection – 0

Unanimous

2. Accredited Procedures Discussion (Meeting report from SDC Meeting in November) Keith shared SDC comments. No discussion.

Motion for ballot to approve changes to Accredited Procedures as presented by Leslie Sohl, Rhonda Mickelson 2nd..

No discussion

Abstention – 0

Objections – 0

Motion Carried.

3. Leadership Review: Continuation of tabled discussion of leadership from November 2019 meeting (publication review of dates for announcements and annual update of Association forms.) Rhonda will act as a temporary chair while Keith and John step off the call. Rhonda ask about John's intentions for staying on as chair. John described his new business relationship with ESI. John is now the Colorado director of ESI. [Keith and John logged off call] The remaining members of the Consensus Group had the conversation about this situation and determined that this is ok at this time. That John and Keith have been open in disclosing new relationship helps remove concerns. If concerns are raised in the future the group will evaluate. [John and Keith rejoin the call]

NEW BUSINESS

4. Standing Meeting Dates. Leslie Sohl ask to reconsider week of month and day of week for meeting. Asked for a pole to start the conversation. Scott will circulate a pole this week.

NEXT MEETING

1. Next scheduled meeting: January 8, 2019 12:00p to 1:30p MST. Zoom **Cancelled**.

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

ACTION ITEMS		
Who	What	When
Scott	Clean up work at height	12/12/19
Scott	Create and circulate ballot	12/12/19
Scott	Clean Copy of Draft Procedures	12/12/19
Scott	Create Ballot on Procedures	12/12/19
Scott	Start Doodle Pole on Day of week and Month for next calendar year	12/13/19
Scott	Post notice on website of cancelled meeting in January	12/13/19

Meeting Adjourned: 1:20 pm MST
 Rhonda Mickelson made motion to adjourn