



MINUTES Consensus Group Meeting DRAFT

Meeting Logistics:

Zoom Meeting: Invite at bottom of AGENDA

Date / Time: March 4, 2020 12:00p -1:30p MST

Preparation / To Dos:

Meeting Agenda, Review February Face to Face Minutes
Review Tasks and projects

MEMBERS ROSTER (checked boxes represent members in attendance):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Keith Jacobs, Vendor | <input type="checkbox"/> vacant, User |
| <input checked="" type="checkbox"/> John Lazarus, Vendor (Chair) | <input checked="" type="checkbox"/> John Coombs, User |
| <input type="checkbox"/> Etienne Leblanc, Vendor | <input checked="" type="checkbox"/> Rhonda Mickelson, General |
| <input type="checkbox"/> Mike Barker, Vendor | <input checked="" type="checkbox"/> Richard Burlon, 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 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: 12:08p 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 (02-09-2020) Motion by: Keith Jacobs and 2nd by: Paul Chapman
no discussion, No Opposed, Abstentions: None

2. Update of Tasks:

- Request additional Information from Joe Peters: SA (2/22/20) *no response from two invites and one request for additional information*
 - Forward Style Guide to CG Members for comment: SA (2/23/2020)
 - UPDATE and distribute COI Form (on hold until clarification from Secretariat) *to be moved to next month agenda. They Secretariat is discussing this and will address in their Mid-March Meeting. John suggested that there are questions about the use of this document. Leslie discussed concern about working with out these documents in place. Leslie asked to address this in the ANSI and ACCT Procedures. Determined that this would be addressed moving forward.*
 - UPDATE and distribute Confidentiality form (on hold until clarification from Secretariat) *to be moved to next month agenda. They Secretariat is discussing this and will address in their Mid-March Meeting. John suggested that there are questions about the use of this document. Leslie discussed concern about working with out these documents in place. Leslie asked to address this in the ANSI and ACCT Procedures. Determined that this would be addressed moving forward.*
 - Format Secretary to Consensus Group Task Description (LS 2.22/2020) *This will be addressed in the March meeting.*
 - ASK DPI for UPDATE on Lanyard Project *See Kathy Haras email forwarded to members and attached in minutes Statements from Rhonda, Pete and Leslie that Kathy's concerns can be and should be addressed in educational materials.*
 - ASK DPI for UPDATE on Critical guy anchor project
 - ASK DPI for UPDATE on Braking System project
 - ASK DPI for UPDATE on Terminations project
 - ASK DPI for UPDATE on Documentation/Commissioning
3. INDUSTRY UPDATES and Trends, Report out from members on new issues *Leslie received the INSURANCE TRENDS presentation from Camron of Granite Insurance. That presentation will be added to the Educational Resources folder in the CG drive.*
4. Secretariat UPDATE This will be a new standing part of the work reflecting and showing communication and updates from them to the CG

OLD BUSINESS

1. New Member review. Review of Joe Peter's information *Secretary has reached out on two occasions. There are two other applications which are for General Category. The CG is continuing to advertise open position. Leslie raised the question as to weather we can set his application aside because we have not had contact with him. John stated that he is concerned that we can not put the application aside. [Sec noted that this could be postponed procedurally] Shawn Moriarty stated that before the meeting he reached out and is looking for his attendance and response. Richard ask if we needed to take action. Leslie Request Postponement until April 1, 2020 meeting [sec to reach out via phone and email to request contact]*
2. Review and approval of updated application: *Application on screen. Motion to accept as presented: Rhonda M Second by Keith Jacobs*
Leslie request striking questions which could be seen as duplicate. Shawn stated that the question could be held because it asks for specific standards setting skills.

Rhonda accepts as amended. Document Opposed none,

3. Vice Chair Position ballot: (6.4 in procedures) *One person has expressed interest. Who wants to nominate themselves or others. Pete stated that he has interested in being Vice-Chair. No Questions for Pete. No other nominees. Motion by Leslie "Pete to be the vice-chair of the Consensus Group. Keith Seconded. John stated that in the past this has gone as a paper ballot. John request a paper ballot for members not in attendance. Opposed to Pete as Vice Chair:0 Abstentions 0. Paper ballots will be emailed on Thursday March 5, 2020 for a 30-day ballot period.*
4. New procedures to ANSI- *Secretary forwarded annual assurance of compliance with 2020 Essential Requirements on Feb 27, 2020. With that submission, the new procedures was forwarded for ANSI review. ANSI has 30 days to determine if the Procedures need to go to public comment. Secretary will notify when this process is complete.*

NEW BUSINESS

1. Glossary (terminology publication guidelines) *this document has not been started. Rhonda, stated that some of these terms may already be in the Style Guide. Paul stated that Rich had stated that this would help assure that we are using specific language. Shawn, How much of this is already in the definitions. John, the two could overlap and this could be about what language is important. Pete, Keith stated that this may be about what the big picture term is used. Glossary could be helpful in creating key essential terms for the industry. May be a need for latter in the process. Leslie, this should be in the Style Guide so people understand the terms being used. This is not the highest priority. Group can work to address this project. This group will need to work on how to address this issue in the next 6 to 12 months. Rhonda suggested that this be completed by the next face to face with it being presented 30 days in advance. Do people think this is needed? John would like to see this be a task group that can in a year come back with some language that is common to people. Leslie, I will commit to pull together people interested in this and what is the task, what is the goal? She will give a monthly report to the group. John ask if part of this is understanding the size of the issue. Leslie, Exploratory task group looking at how big the task is and what needs to be done. Leslie will return with a report in April, 2020.*
2. Education and Training Materials – *John would like to put this in a request to the Secretariat because it has budget and staff time requirements. Leslie stated that education for members should be tied together. John agrees that internal education is important.*
 - For Standards Development
 - For Members
 - For Public
3. White Paper on Interpretation of Standards *There is some confusion about what this is about and request that it be removed from the agenda and new business. Removed.*
4. Process Flow Chart (comments by March 23, Please) *Secretary reviewed this briefly and ask for review by March 23. General feedback from Leslie, missing the play by play of how this starts at the beginning. What happens if a person comes to a member and is confused. How can they get educated about the process. SEC to add comments about how we can educate people in understanding this process. John sees this as an internal document and may need to look at how this would be used for education. John wants this posted up. Rhonda, at the very beginning "when you have the conversation in the hall about and idea, the idea needs to go to SM@ACCT*

5. Reference Library for Standards Development and Standards Writers *John has proposed this to the Secretariat and how this can move forward. This has budget implications.*
6. Style Guide (comments by March 23, please) *John did not reach out to SDC to find out where they are with this. Keith nor Scott can confirm that this is ready to be adopted. Leslie, remembers that the discussion for us to use this to be consistent language and content. It is posted for this group to comment. Style Guide, How do we legitimize this document and process. When do we say it is final and when do we approve it? John wants to know who and how this gets approved. Keith stated that it has come to us for approval and use. Rhonda, this is part of the operations procedures. Fold this into Glossary project to Leslie.*
7. Review Annual Business calendar review of Calendar Tasks by Secretary
8. Date for 2021 Face to Face in Spokane, WA Events Staff member has asked for a delay in determining this meeting until July. Postponed until July 2020.
9. Format of Agenda John stated that this is taking up a request from Leslie to change the format. Some questions remain about how much latitude we have to change the agenda from the Secretariat. Postponed until April meeting.

NEXT MEETING

1. Next scheduled meeting: April 1, 2020 12:00p to 1:30p MST. Zoom

ACTION ITEMS		
Who	What	When
<i>Leslie</i>	<i>Report on Glossary, see minutes above</i>	<i>April 1, 2020</i>
<i>Scott</i>	<i>Ballot for Vice Chair</i>	<i>March 5, 2020</i>

Keith Makes Motion to adjourn
 Meeting Adjourned: 1:47 pm MDT