



MINUTES Consensus Group Meeting APPROVED

Meeting Logistics:

Zoom Meeting: Invite at bottom of AGENDA

Date / Time: April 1, 2020 12:00p -1:30p MDT

Zoom invite at bottom of Agenda

Preparation / To Dos:

Meeting Agenda, Review March DRAFT Minutes
Review Tasks and projects

MEMBERS ROSTER (checked boxes represent members in attendance):

- | | |
|---|---|
| <input type="checkbox"/> Keith Jacobs, Vendor | <input type="checkbox"/> vacant, User |
| x <input checked="" type="checkbox"/> John Lazarus, Vendor (Chair) | <input type="checkbox"/> John Coombs, User |
| x <input checked="" type="checkbox"/> Etienne Leblanc, Vendor | x <input checked="" type="checkbox"/> Rhonda Mickelson, General |
| <input type="checkbox"/> Mike Barker, Vendor | x <input checked="" type="checkbox"/> Richard Bourlon, General |
| x <input checked="" type="checkbox"/> Pete Sawyer Vendor (Vice-Chair) | x <input checked="" type="checkbox"/> Curtis Britcher, General |
| <input type="checkbox"/> Paul Chapman, User | x <input checked="" type="checkbox"/> Leslie Sohl, General |
| <input type="checkbox"/> Shawn Moriarty, User | x <input checked="" type="checkbox"/> Dave Merrell, General |
| <input type="checkbox"/> Loui McCurley, User | |

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

- x Secretary to CG: Scott Andrews

Scheduled Observers:

Meeting Called to Order: 12:09p 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.

JOE PETERS was in attendance

ADMINISTRATIVE UPDATES

1. Approval of Minutes (03-04-2020)

Motion: To accept the minutes as presented. MADE by: Leslie S and 2 nd by: Dave M Discussion reflected in changes to minutes Opposed: 0 Abstain: 0

2. Update of Tasks:

- UPDATE and distribute COI Form (on hold until clarification from Secretariat) *determination of what COI or IF COI is required of CG is still in process.*
- UPDATE and distribute Confidentiality form (on hold until clarification from Secretariat)
- Format Secretary to Consensus Group Task Description (LS 2.22/2020)
- ASK DPI for UPDATE on Lanyard Project *Proposal has been submitted and may need to be addressed in other topics latter in the agenda.*
- ASK DPI for UPDATE on Critical guy anchor project *no update*
- ASK DPI for UPDATE on Braking System project *no update*
- ASK DPI for UPDATE on Terminations project *no update*
- ASK DPI for UPDATE on Documentation/Commissioning *no update*

3. INDUSTRY UPDATES and Trends, Report out from members on new issues *most folks are shutdown at this time. Colorado is still seeing some people continuing to prep for the season.*

4. SECRETARIAT UPDATE from John *SDC has been renamed TIRE*

OLD BUSINESS

1. New Member review. Review of Joe Peter's information Open question for Joe by members. *Questions from members to Joe Peters.*

Motion: To create and forward a Jotform Ballot for Joe Peters admission to the Consensus Group. MADE by: Dave M and 2nd by: Rhonda

Discussion: NONE

Opposed: 0 Abstain: 0

2. Vice Chair Position ballot results: *Approved. Thanks for voting*
3. Glossary (terminology publication guidelines) *Leslie provided update including: Sent email to members of the SDC and CG asking for input. Looking to get a task groups to include TIRE, Board, Staff, ACC, CG, International Group. This group would develop a list of terms to be used consistently with in the Association and the Industry. There are a number of concerns about how language is different across different dialects of each language. Terminology would already be in place when new sections of standards are written. This has broad impact across not only the CG but the larger industry. Leslie will take on organization of this group. Leslie ask if there is an existing structure that can be used. Leslie will being an update to May meeting*
4. Process Flow Chart (comments by March 23, Please) *remove SDC from reference in doc and make available to members. File is located in "March 2020 meeting" folder. Will be moved to "Docs to Review"*
5. Style Guide (comments by March 23, please) *the existing style guide shares a significant changes in what is part of the standard.*

NEW BUSINESS

- 6. Education and Training Materials – *John feels that this falls in the responsibility for Association. Request to have materials has been presented to the BOD for materials has been made. Leslie ask who is responsible for new member education. John, this falls to the CG to training their own people. John and Scott to assure new members have the tools and information they need to be effective CG members. Leslie, shared that ongoing education might be important and should be discussed in a latter time. John shared that we need to have a operations policies document.*
 - o For Standards Development
 - o For Members
 - o For Public
- 7. Format of Agenda *Leslie made formal proposal to change the agenda so that it would more effectively manage meetings. Question ask of BOD if the CG can make the change and they said yes as long as minutes are kept that reflect maintaining accreditation. John ask that this be held off until other changes in CG are addressed.*
- 8. *Leslie requested attendance in on the May agenda*
- 9. *Reference material update requested. SDC met and determined that it would be a board project. TIRE now working to create a list of what items would be in list. Scott will add to May agenda as an update from TIRE.*

NEXT MEETING

- 1. Next scheduled meeting: May 6, 2020 12:00p to 1:30p MDT. Zoom

ACTION ITEMS		
Who	What	When

Meeting Adjourned:1:30 pm MDT

Motion: To Adjourn. MADE by: Richard and 2nd by: Curtis

Association for Challenge Course Technology is inviting you to a scheduled Zoom meeting.

Topic: Consensus Group Phone Meeting

Time: Mar 4, 2020 12:00 PM Mountain Time (US and Canada)

Every month on the First Wed, until Dec 2, 2020, 10 occurrence(s)

Mar 4, 2020 12:00 PM

Apr 1, 2020 12:00 PM

May 6, 2020 12:00 PM

Jun 3, 2020 12:00 PM

Jul 1, 2020 12:00 PM

Aug 5, 2020 12:00 PM

Sep 2, 2020 12:00 PM

Oct 7, 2020 12:00 PM

Nov 4, 2020 12:00 PM

Dec 2, 2020 12:00 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly: https://zoom.us/meeting/vpUqf-yrpzsu5heQHNqhMLhDccLWVjX-fA/ics?icsToken=98tyKuqpqTMvGd2VtF_HZ7cvW5X_buHylyRGr5J1sg7tLgxbRgD1GtV0OIoyFvmB

Join Zoom Meeting

<https://zoom.us/j/317853904?pwd=WjBEZ0VBY0xXdVJ0U2MxNE8wd0dhUT09>

Meeting ID: 317 853 904

Password: 392568

One tap mobile

+16699006833,,317853904# US (San Jose)

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Dial by your location

+1 669 900 6833 US (San Jose)

+1 929 436 2866 US (New York)

+1 647 558 0588 Canada

+503 2113 9088 El Salvador

+503 2136 6444 El Salvador

Meeting ID: 317 853 904

Find your local number: <https://zoom.us/u/ab5TZiRqOL>