



MINTUES Consensus Group Meeting APPROVED

Meeting Logistics:

Zoom Meeting: Invite at bottom of AGENDA

Date / Time: May 6, 2020 12:00p -1:30p MDT

Zoom invite at bottom of Agenda

Preparation / To Dos:

Meeting Agenda, Review APRIL DRAFT Minutes

Review Tasks and projects

State Guide

MEMBERS ROSTER (checked boxes represent members in attendance):

Keith Jacobs, Vendor

John Lazarus, Vendor (Chair)

Etienne Leblanc, Vendor

Mike Barker, Vendor

Pete Sawyer Vendor (Vice-Chair)

Paul Chapman, User

Shawn Moriarty, User

Loui McCurley, User

Joe Peters, User

John Coombs, User

Rhonda Mickelson, General

Richard Bourlon, General

Curtis Britcher, General

Leslie Sohl, General

Dave Merrell, General

Support Staff and Scheduled Guest:

Secretary to CG: Scott Andrews
Certification Committee

Joe Peters new member candidate

Micah Henderson Chair of Accreditation and

Billy Simpson ACCT Board of Directors

Scheduled Observers:

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 (03-01-2020)

Motion: To accept the minutes as presented. MADE by: Loui and 2nd by: Keith Jacobs
Discussion reflected in changes to minutes
Opposed: none Abstain: none

2. Update of Tasks: This section will be removed unless new updates are passed to this group.

- ~~○ UPDATE and distribute COI Form (on hold until clarification from Secretariat)~~
- ~~○ UPDATE and distribute Confidentiality form (on hold until clarification from Secretariat)–removal of these items until returned by Secretariat~~
- Format Secretary to Consensus Group Task Description (LS 2/22/2020)
- Critical guy anchor project (project has not team at the moment. Waiting for update from TIRE)
- Braking System project (project has not team at the moment. Waiting for update from TIRE)

3. INDUSTRY UPDATES and Trends, Report out from members on new issues COVID-19 Response

4. SECRETARIAT UPDATE from John (including Reference Material UPDATE) Unlikely there is room in the budget for FY 21 remove from tasks

5. UPDATED on SUBMITTED COMMENTS: Wrap up of submitted comments

6. ATTENDANCE UPDATE: [Membership and Voting File](#) (L. Sohl requested consideration of 1) removing M. Barker, and 2) checking in with other members on commitment.

Motion: Remove Mike Barker from CG for non-attendance and ask PRCA to submit an alternate application for consideration for the ACCT Consensus Group. By Keith Jacobs 2nd by Leslie Sohl

Discussion: L. Sohl suggest waiting to accept open applications until PRCA has had time to submit additional ballot. Regardless of process, clear documentation of communication.

Object: 0 Abstain: 0 Approve: 11 Motion Passed. Ballots to be forwarded to absent Members

Update from Etienne: He is on the CG as a Vendor and he is not doing that very much. Waiting for ANSI/ACCT- INTECO standard to be in place. He is not doing teaching primarily.

OLD BUSINESS

1. New Member Ballot Results Successful Ballot for Joe Peters
2. Process Flow Chart (Acceptance) Operating Policies/Practices
3. Format of Agenda (hold)
4. INTECO update (Currently MOU from ACCT to INTECO for a Form 21 adoption of ANSI/ACCT standard is with INTECO and signatures expected to be returned in next 30 days)

5. Definitions and Terminology update (Leslie) April meeting created a request for a TOR Definitions work group. Made connections with ACC which showed there could be benefit of working with Universal Portfolio group. Leslie ask to put a hold on Terminology may not be most useful at this time. Some members stated that this can be put on hold for a while as it is not a critical task at this time. Need for this to be a very intentional process to have a voice on the groups working on items which affect the definitions of terms used in the standards.
6. Style Guide (Acceptance) addressed as part of Process Flow Chart

NEW BUSINESS

7. Education on Role of ACC in Association and Industry (Micah) Shared roll of ACC in ACCT. Three programs currently and others coming online.
8. Draft New PINS Statement (PINS and Scope of creating new announcement of project. Do we want to resubmit the 2017 PINS or a new PINS language? Leslie may work on language to be addressed in next meeting. Tabled)

NEXT MEETING

1. Next scheduled meeting: June 3, 2020 12:00p to 1:30p MDT. Zoom

ACTION ITEMS		
Who	What	When

Meeting Adjourned: 2:03 pm MDT

APPROVED June 3, 2020

Motion: To Adjourn. MADE by: Paul Chapman
