



## MINUTES Consensus Group Meeting

### Meeting Logistics:

Zoom Meeting: Invite in calendar invite

Date / Time: AUGUST 5, 2020 12:00p -1:30p MDT

### Preparation / To Dos:

Meeting Agenda, Review JULY DRAFT Minutes  
REVIEW: CONSENT AGENDA MATERIAL

### **MEMBERS ROSTER (checked boxes represent members in attendance):**

- |  |   |
|--|---|
| <input type="checkbox"/> Keith Jacobs, Vendor                                    | <input checked="" type="checkbox"/> Joe Peters, User          |
| <input checked="" type="checkbox"/> John Lazarus, Vendor (Chair)                 | <input type="checkbox"/> Vacant, User                         |
| <input checked="" type="checkbox"/> Etienne Leblanc, Vendor (arrived at 12:50pm) | <input checked="" type="checkbox"/> Rhonda Mickelson, General |
| <input type="checkbox"/> Vacant, Vendor  | <input checked="" type="checkbox"/> Richard Bourlon, General  |
| <input checked="" type="checkbox"/> Pete Sawyer Vendor (Vice-Chair)              | <input checked="" 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 type="checkbox"/> Dave Merrell, General                |
| <input checked="" type="checkbox"/> Loui McCurley, User                          |   |

### **Support Staff and Scheduled Guest:**

- Scott Andrews, Secretary to the Consensus Group**

### **Scheduled Observers: NONE**

Meeting Called to Order: 12:06 p MDT  
Quorum Present: yes

### **CONSENT AGENDA (ADMINISTRATIVE UPDATES) [unless you have questions about items or changes to the draft minutes, we will consider this all adopted]**

1. Approval of Minutes (07-01-2020)

Motion: To accept the minutes as presented. MADE by: Richard Bourlon and 2<sup>nd</sup> by: Paul Chapman  
Discussion reflected in changes to minutes  
Opposed: 0 Abstain: Leslie Sohl

2. Announcements for new members were sent out week of June 15<sup>th</sup>. Several applications have been received. Please review applications in the membership folder before the next meeting.
3. No new communication about standards has been received through Standards Management email.
4. Annual Face to Face meeting update. We will schedule a Zoom call for those who can not attend in Spokane. Discussion of situation on meeting at conference and how likely people are to attend. Zoom Call plus in person for those who are in attendance discussed. Revisit in September

**OLD BUSINESS**

(all old business from June 2020 meeting is forwarded to the September Agenda.)  
Complete Direction and Method of Standards Development as outlined in NEW BUSINESS

**NEW BUSINESS**

Direction and Method of Standards Development by the Consensus Group.  
(The questions created by the subcommittee will be on a screen share and available to members in the meeting folder. Secretary will have an open Google Doc on Screen Share to take notes. The Google Doc will be editable by members to assure content is correct. Each group of questions will be addressed before moving to the next section of questions. Significant outcomes or benchmarks will be moved to the minutes.) Addressed item 3 and will address item 4 and 5 in September.  
Leslie asked for an update on response from PRCA. Email from PRCA received in June and have requested clarification of answer.

**NEXT MEETING**

1. Next scheduled meeting: September 2, 2020, 12:00p to 1:30p MDT. Zoom

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<b>ACTION ITEMS</b>		
<b><i>Who</i></b>	<b><i>What</i></b>	<b><i>When</i></b>

Meeting Adjourned: 1:28 pm MDT

Motion: To Adjourn. MADE by: Richard Bourlon
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