



## Consensus Group Meeting MINUTES

### Meeting Logistics:

Zoom Meeting: Invite in calendar invite

Date / Time: October 7, 2020 12:00p -1:30p MDT

### Preparation / To Dos:

Meeting Agenda, Review September DRAFT Minutes  
Review existing submissions to CG for draft standards.

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

Keith Jacobs, Vendor

John Lazarus, Vendor (Chair)

Etienne Leblanc, Vendor

Vacant, Vendor

Pete Sawyer Vendor (Vice-Chair)

Paul Chapman, User

Shawn Moriarty, User

Loui McCurley, User

Joe Peters, User

Vacant, User

Rhonda Mickelson, General

Richard Bourlon, General

Curtis Britcher, General

Leslie Sohl, General

Dave Merrell, General

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

Scott Andrews Secretary to the Consensus Group

Rich Klajinscek TIRE Committee

Michelle Hepler TIRE Committee

### **Scheduled Observers:**

*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](mailto:Scott.Andrews@ACCTinfo.org) or 303.827.2432.*

*Thank you in advance for your cooperation.*

Meeting Called to Order: 12:09 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 (09-02-2020)

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

- 2. Result of communication with Lynda Kelly
- 3. No new communication about standards has been received through Standards Management email.
- 4. Date and time for January 2021 Meeting

**OLD BUSINESS**

- 5. ANSI Executive Standards Council feedback
- 6. Discussion of Next steps for “Direction and Method of Standards Development”

**NEW BUSINESS**

- 7. New Member discussion: User Category; Mitch McWilliams, Lynda Kelly
- 8. Discussion of existing TIRE work and material already submitted to CG for consideration in new standard. What Project could be started and what PINS could be drafted.

**NEXT MEETING**

- 1. Next scheduled meeting: November 4, 2020 12:00p to 1:30p MDT. Zoom

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<b>ACTION ITEMS</b>		
<b>Who</b>	<b>What</b>	<b>When</b>
	<i>Group to discuss how to move forward with how to use the material created in Direction and Methods. Group will meet to address this effort.</i>	<i>Nov 4, 2020</i>

Meeting Adjourned: 1:35 pm MDT

Motion: To Adjourn. MADE by: Richard Bourlon and 2<sup>nd</sup> by:

Approved 11-7-2020