



Consensus Group Meeting MINUTES

Meeting Logistics:

Zoom Meeting: Invite in calendar invite

Date / Time: November 4, 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

Dave Merrell, 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

vacant, General

Support Staff and Scheduled Guest:

Scott Andrews Secretary to the Consensus Group

Meeting Called to Order: 12:06p MST

Quorum Present: yes

1. Approval of Minutes (10-07-2020)

Motion: **To accept the minutes as presented.** MADE by: Richard Bourlon and 2nd by: Pete Sawyer

Discussion reflected in changes to minutes: Rhonda – minutes are expected to be brief. Nothing about new group talking about what happened in the meeting. She requests more substantial record of what is being discussed. These minutes are lacking in what was discussed and I am not comfortable with content. Noted that who motioned for closing, add link in the bottom of email. Use the Action Items.

Opposed: 0 Abstain: 1 Loui McCurley

2. No new communication about standards has been received through Standards Management email. *No new comments or communication.*

3. MEMBERSHIP

- Results of NEW MEMBER BALLOT USER CATEGORY: *with one ballot outstanding on ballot closing on Friday.*
- Paul Chapman status *Paul has reached out to state that he is employed temporarily outside the industry and hopes to return to the industry early in the new year. He intends to share and email with the members to inform them of his status and his plans.*
- New Member VENDOR Category 1 member application available in this category. *General discussion of what is the description of a Vendor Category. Discussion of potential need for someone from the insurance industry. Also discussion of Dave*

Merrell potential needing to be moved into the Vendor category.

Motion: **to move Dave Merrell from General Category to Vendor Category.** MADE
 by: Curtis Britcher: 2nd by: Loui McCurley
 Discussion:
 Opposed: 0 Abstain: Richard Bourlon
 Motion Passes

- *Discussion of reviewing existing applications. Secretary will send letter to both applicants to assure they are still interested in the position.*

OLD BUSINESS

4. Results of Next steps for “Direction and Method of Standards Development” *Group meet twice and has stated that they may need TOR to have the group work toward new the new goals. TOR adopted and group will move forward*

NEW BUSINESS

5. What Project could be started and what PINS could be drafted. *How to move forward. Discussion of producing a PINS about what will be or could be proposed. Discussion of how ANSI allows PINS to existing and new standards. Discussion of what potential changes are broad general changes and which ones are more specific. Discussion of a broad PINS to assure that the proposals which could come into the Consensus Group can be addressed. Discussion of tasking Scott to write a PINS based on the broad scope of previous PINS.*

NEXT MEETING

1. Next scheduled meeting: December 2, 2020 12:00p to 1:30p MST. Zoom

ACTION ITEMS		
Who	What	When
Scott	<i>Adjust Roster and letterhead and membership tracking to show Dave Merrell in Vendor Category</i>	<i>11/6/2020</i>
Scott	<i>Letters to both applicants in General Category to assure they are still interested in that position</i>	<i>11/6/2020</i>
Scott	<i>Draft PINS for review at next meeting</i>	<i>11/6/2020</i>

Meeting Adjourned: 1:39 pm MST

Motion: To Adjourn. MADE by: Richard Bourlon:

APPROVED 12-2-2020