



Consensus Group Meeting MINUTES

Meeting Logistics:

Zoom Meeting: Invite in calendar invite

Date / Time: December 2, 2020, 12:00p -1:30p MDT

Preparation / To Dos:

Minutes

Meeting Agenda, Review NOVEMBER DRAFT

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

Mitch McWilliams, User

Rhonda Mickelson, General

Richard Burlon, 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: 12:04p MST.

Quorum Present: YES

1. Review and Approve Agenda of today's meeting.
2. Approval of Minutes (11-04-2020)

Motion: **To accept the minutes as presented.** MADE by Keith Jacobs and 2nd by Curtis Britcher.

Discussion reflected in changes to minutes. Leslie would like more clarity on PINS discussion. John stated that the discussion was to look at what has been submitted for potential PINS Submission to ANSI

Opposed: 0 Abstain: 1 (Leslie Sohl) Motion Passes

3. No new communication about standards has been received through Standards Management email. (no new communication in email)
4. MEMBERSHIP
 - o Results of NEW MEMBER BALLOT USER CATEGORY: *Welcome to Mitch McWilliams to the Consensus Group.*
 - o Paul Chapman status *Paul forwarded an email to the members because he has reached 3 missed meetings and that is a concern. He has stated that his employment has changed, and he hopes that the change is temporary. Curtis Britcher suggested a grace period for participation because of the Covid-19 Crisis. Group has a precedent of not acting when a person is limited in ability to attend. Keith stated that he is more interested in extending grace to any member who stays engaged in other ways. Leslie*

stated she is not comfortable with extending the Grace Generally. John L asked if there is any disagreement on extending attendance grace to Paul for next month. No disagreement was stated. Dave Merrell suggested that his preference is that Paul stay representing in the USER category.

- New Member GENERAL Category (*Letters sent to applicants on 11/24/2020 requesting confirmation of continued interest. Both applicants are still interested and do not feel that their applications need to be updated.*)

5. Administrative Updates:

- Letterhead updated with Mitchell McWilliams added to membership.
- Roster (both private and public) updated and posted
- Membership Tracking Documents updated with Michell McWilliams added and Dave Merrell moved to Vendor category.
- Membership will be asked in December to update roster and assure required forms are completed. Please look for a confirmation email from Scott.
- Request for meeting for the BOD
- Request for CG Leadership to make presentation at AGM.

6. Conference Presentation. The Consensus Group Conference Presentation will become a recorded and will be available for people to learn about the Standards Development process. (*John stated that historically the CG leadership has made a presentation at the conference. Because the conference is virtual in 2021, the CG leadership has been asked to convert the presentation to a webinar that can be place on ACCT Academy as a "how are standards developed" presentation. Pete and John are working on this.*)

7. 2020 positives and changes discussion for information to take to the Secretariat. (*hope to have a way to move information from the CG membership to the Secretariat. Pete will be taking more role as leadership and will be helping craft question of what should go to Secretariat. Pete presented that he has created a concrete list of tasks completed from the minutes of the last year. What are the Positives:*)

- Internal communication that supports CG becoming and semi-autonomous organization. (Curtis)
- Going in Circles and starting to head in a direction. Process of understanding what is to be accomplished (Rhonda)
- Better attendance and buy in. Engagement is a plus (Leslie)
- Consistency is a big plus. It keeps things fresh and productive (Keith)
- Loui comments (not audible on Zoom.) Chat stated, and clarity of mission and Well-run meetings were a plus.
- Group being leadership of CG. Appreciate the step of people in efforts (John)
- Diversity of Opinions is important and key to group. (Leslie)
- Appreciate all the people who have helped bring clarity and understanding in working together. (Joe Peters)
- The work being done now is hard and it is important to making the work in the future when we are processing comments easier. (Curtis)
- Strict adherence to ANSI Process (Dave)
- Disagreements are more positive that in the past. (Loui)

DELTA (what could we change)

- Frustration in the speed of the process. Can we have input into the development of Draft standards and Draft PINS. This could include outreach to others as connections to those groups developing standards language. (Dave)
- More development needed in relationship between the board and CG. (Leslie)
- Frustration on how information between the Secretariat and CG is poor.

Communication with the industry is also not as good as it could be. (Keith) How could this process be more transparent.

- Have the end in mind more when the group starts down a path. Setting up what we want to accomplish at the end of the day is important (Richard)
- Dave, second Richards comment and agree that timeline will be helpful (Dave)
- Curtis that the items shared today are very inline with the work of the Task Group and that is important. This will also be shown in the latter parts of agenda. (Curtis)
- John, What the group admin support systems are going to be much more important and how does this infrastructure support. What will Association role in infrastructure be and how will that be sorted out. Good tools will be needed to manage the complex tasks that will be happening in the future.
- The board needs to understand what the CG is doing. There needs to be a greater transparency in what is going on. Greater transparency will help people understand what is going on. (Leslie)
- This is a transparent process. And the BOD should be able to read those at any time. this group will be more pressured to have better record keeping. (John)
- Leslie wants to have an update on the items brought to previous meetings with the Secretariat. Leslie will go through her email to see what list is in place.

OLD BUSINESS

8. Results of Next Steps for "Direction and Method of Standards Development" *John gave an update on the meetings and the process. The task group has had three meetings and there is nothing to present to the CG at this time. Are their comments other members of the group would like to make? The task group is working thought the complexity of the document and putting it into practice. John is finding that understanding the terms used in discussion needs to be more consistent. The word "affirmation" is a good example because ANSI has a meaning for "affirmation" which is specific to the ANSI process. That meaning is not always the same as that term is used in other situations. Leslie asked if the Glossary project should be back to the agenda. John clarified that this is internal language and outside terminology. Curtis stated that the distinction between internal and external language is important. It is important to be connected to the 3rd party external language when we are working outside the group.*

NEW BUSINESS

9. Discussion of Accredited Procedures (L. Sohl) *Logistical note about the procedures. Draft version still on the website. (scott to check) Need to assure the Procedures Documents is Updated and correct version is in place. Like to have a discussion of the procedures. Leslie is in favor of having a discussion of how the PINS work. Keith supported the idea. John stated that the ANSI Essential Requirements are also part of how this all works. Loui stated that a flow chart of how ANSI standards are created would be helpful. This could be reviewed annually or bi-annually. Pete stated that these documents could be posted for people to comment on. John stated that this is important and have people do homework. This is a lot of education. What are the internal resources to provide clarity about ANSI information? Loui stated that development of a short training in our process could be important. Leslie wants to have review the Procedures.*

Leslie asked to bring up current procedures. Leslie and Rhonda pointed out that that files are not clean. John Pointed out that there are two sets of Record Keeping required. There is the stuff that is maintained for the CG and that which is maintained for ANSI and the future of ANSI

process. The preservation of the documents required to the ANSI process is part of the Administration. There is lack of clarity of what comes and when things come to the group. When and how is the new material reviewed. John, what are the “can we” and what are the “should we” Keith stated that a special meeting held to understand how the document works. Scott, as parliamentarian that this needs to be seen in relation to both the ANSI Standards Development Process and the ACCT procedures. Keith agrees that a walk through the procedures. Keith stated this could be a special meeting. Pete that this could be formal meeting or special. Curtis both are needed. Leslie asked who wants a regular meeting. Who in favor a special meeting? (Regular meeting about 5 Special meeting about 2) Loui stated that it would be great to review at a regular meeting each year and starting next meeting. This will be added to the agenda for the next meeting.

- 10. Review DRAFT of PINS language. *Not discussed in the meeting*
- 11. New Member Ballot for Mike Lane and Earl Saline (depending on response from letters) *Leslie feels that they are applications in General not User categories. Discussion of if they need to be in General. Rhonda stated that they may fit better in the General Category. Scott will draft a letter to the two potential members to ask for move to General.*

NEXT MEETING

- 1. Next scheduled meeting: January 6, 2020, 12:00p to 2:00p MST. Zoom (Discussion of Meeting 2021 meeting dates and times. We would normally do that at Fact to Face.) extended meetings for early year meetings to address other information.

ACTION ITEMS		
Who	What	When
Scott	Procedures doc update check on website and public presentations are correct	12/3/2020
Scott	Scott to send letter stating that they are in the General not User	12/4/2020
Scott	Post comment able version of Procedures for people to comment. Send notification to all members that the new document is in place.	12/2/2020
All Members	Read and Comment on UNDERSTANDING of procedures documents	1/5/2020

John, Thank you to members for good conversation and discussion. The discussion and conflict are important and put a smile on my face because it is the work that needs to be done.

Meeting Adjourned: 1:44 pm MST

Approved January 6, 2021

Motion: To Adjourn. MADE by Keith Jacobs and 2nd by: