



## MINUTES Consensus Group Meeting

### Meeting Logistics:

Zoom Meeting: Invite in calendar invite.

Date / Time: January 6, 2021 12:00p -2:00p MDT

### Preparation / To Dos:

Meeting Agenda, Review DECEMBER DRAFT Minutes  
Review and comment on Procedures.

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

<input checked="" type="checkbox"/> <b>John Lazarus, Vendor (Chair)</b>	<input checked="" type="checkbox"/> <b>Joe Peters, User</b>
<input checked="" type="checkbox"/> <b>Pete Sawyer Vendor (Vice-Chair)</b>	<input checked="" type="checkbox"/> <b>Mitchell McWilliams, User</b>
<input checked="" type="checkbox"/> <b>Keith Jacobs, Vendor</b>	<input checked="" type="checkbox"/> <b>Rhonda Mickelson, General</b>
<input checked="" type="checkbox"/> <b>Etienne Leblanc, Vendor</b>	<input checked="" type="checkbox"/> <b>Richard Bourlon, General</b>
<input checked="" type="checkbox"/> <b>Dave Merrell, Vendor</b>	<input checked="" type="checkbox"/> <b>Curtis Britcher, General</b>
<input type="checkbox"/> <b>Paul Chapman, User</b>	<input checked="" type="checkbox"/> <b>Leslie Sohl, General</b>
<input checked="" type="checkbox"/> <b>Shawn Moriarty, User</b>	<input type="checkbox"/> <b>Vacant, General</b>
<input type="checkbox"/> <b>Loui McCurley, User</b>	

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

x  **Scott Andrews** Secretary to the Consensus Group

**Scheduled Observers:** None (Observers statement not read)

Meeting Called to Order: 12:11p MST

Quorum Present: YES

1. Review and Approve Agenda. Keith Motion to Approve agenda as presented, Shawn Moriarty 2<sup>nd</sup> No discussion. Objections: 0 Abstentions: 0 Approved
2. Approval of Minutes (12-02-2020)

Motion: To accept the minutes as presented. MADE by: Keith Jacobs and 2<sup>nd</sup> by: Shawn Moriarty

Discussion: additional detail and opportunity to comment early on in process appreciated

Opposed: 0 Abstain: 0

3. New communication about standards has been received through Standards Management email. (TIRE committee forwarded draft standards language for *zip line landing areas and braking systems* on December 7, 2020. File is in the unprocessed comments folder in the shared drive. A comment about breaking systems was received on January 4, 2021.)
4. MEMBERSHIP (one seat remains unfilled)
  - o Two Applications are present for General Category. Leslie Sohl:  
**MOTION:** Create a ballot for this open position showing the two existing applications.  
**Motion by:** Leslie Sohl 2<sup>nd</sup> by: Curtis Britcher  
**Discussion:** Several members have a history of working with both applicants either professionally or through ASTM None believe there is a conflict of Interest.  
Opposed: 0 Abstentions: 0 Motion passes

5. Schedule 2021 meetings Discussion of dates. First Wednesday of Month at 12:00pm Mountain. Discussion of schedule of February meeting for which there are conflicts. Suggestions to move February Meeting to February 17. All remaining meetings will be on first Wednesday of month until December 2021.
6. Secretariat update: Pete and John made presentation to BOD (Secretariat) in December. Secretariate continues to work on Secretary Job Description. CG conference presentation usually done will be converted to a Power Point presentation on ACCT Academy.

**OLD BUSINESS**

7. **Results of Next Steps for “Direction and Method of Standards Development.”** Questions remain about how the work of the DMSD Task Group get distilled into work items. The Members were reminded that the CG already has a File Naming Policy. How to keep track of important topics the CG will need to address. Leslie and John asked if any members of the CG believe the group has completed their task. No one voiced a concern that they still have work to complete. This group will be completed. Leslie stated that people should plan on volunteering at the next meeting for specific tasks. No person objected to this proposal.
8. **Review of Accredited Procedures** Leslie reason for discussion of Procedures is to because it is the foundation document which should be reviewed on a regular basis. This could be done in this meeting. Leslie is concerned about submissions through the portal. Stated that the procedures and the Essential Requirements and ANSI Accreditation documents. The Secretariate is required to affirm that the Procedures are reviewed against the Essential Requirements. (Secretary stated that 2021 Update has not been released at this time.) Scott’s roll in ANSI education and communication has been phenomenal and essential. Leslie wanted notes to reflect that CG must work more closely with the BOD to address the needs of the CG in record keeping. Group reached point 3 in the Accredited Procedures. Group agreed to spend 10 minutes at each meeting reviewing an additional part of the procedures and adding a “MEMBER EDUCATION” section to each meeting. Members also requested that the chat communication of web based meetings to the record of meetings. Leslie and Dave will prepare for continued work on education.

**NEW BUSINESS**

9. **Discussion of process for evaluating *StandardsManagement* draft standards content** to be added to future projects of standards development. John we now have reached the time for draft language discussions. We have some material that has been proposed. It is accurate that the CG will determine what the Standard will be. As some material submitted to the CG may not rise to the level of standards, the group will determine what happens with that material. Added to next agenda to review material and look at how those new materials would impact a draft standard or revision of the existing standard.

**NEXT MEETING**

1. Next scheduled meeting: February 17, 2021 at 12:00 pm to 1:30 pm MST

---

<b>ACTION ITEMS</b>		
<b>Who</b>	<b>What</b>	<b>When</b>
Scott	Essential Function review	1/15/2021

<i>Leslie and Dave</i>	<i>Member education schedule</i>	<i>2/7/21</i>
<i>Scott</i>	<i>Member ballot for General Category</i>	<i>1/7/2021</i>
<i>Scott</i>	<i>Schedule 2021 meetings, publish to ACCT website and send calendar invite to members</i>	<i>1/15/2021</i>

Meeting Adjourned: 2:05 pm MDT

Motion: To Adjourn. MADE by: Curtis Britcher

Approved 2/11/2021