



## Consensus Group Meeting MINUTES

### Meeting Logistics:

Zoom Meeting: Invite in calendar invite

Date / Time: February 17, 2021 12:00p -1:30p MST

### Preparation / To Dos:

Meeting Agenda, Review January DRAFT Minutes

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

<input checked="" type="checkbox"/> John Lazarus, Vendor (Chair)	<input checked="" type="checkbox"/> Joe Peters, User
<input checked="" type="checkbox"/> Pete Sawyer Vendor (Vice-Chair)	<input checked="" type="checkbox"/> Mitchell McWilliams, User
<input checked="" type="checkbox"/> Keith Jacobs, Vendor	<input checked="" type="checkbox"/> Rhonda Mickelson, General
<input checked="" type="checkbox"/> Etienne Leblanc, Vendor	<input checked="" type="checkbox"/> Richard Bourlon, General
<input checked="" type="checkbox"/> Dave Merrell, Vendor	<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"/> Vacant, General
<input type="checkbox"/> Loui McCurley, User (note illness prevents joining)	

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

Scott Andrews Secretary to the Consensus Group  
 Connor James Board of Directors

### **Scheduled Observers:** Read by John Lazarus

*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: 12:10p mst

Quorum Present: yes

1. Review and Approve Agenda of today's meeting.

Motion: To accept the Agenda as presented. MADE by: Keith Jacobs and 2<sup>nd</sup> by: Dave Merrell  
Discussion: Meeting Management Tasks: Chat: Curtis Time Management: Leslie  
Screen Share: Scott Andrews  
Opposed: 0 Abstain: 0  
Motion Pass

2. Approval of Minutes (1-06-2021)

Motion: To accept the minutes as presented. MADE by: Keith Jacobs 2<sup>nd</sup> by: Dave Merrell  
Discussion:  
Opposed: 0 Abstain: 0 Motion Passes with changes.

3. Recording of Minutes? *Because of the technology available, can or should the group record the meetings? Noted by a few members that some sections of a meeting might not promote open dialog if recorded, some sections would be helpful to record. Will recording increase accountability? No further actions required after the discussion at this time.*
4. NO New communication about standards has been received through Standards Management email.
5. MEMBERSHIP: Ballot Results from General Member Vote: *Mike Lane affirmed by vote. A welcome letter will go out to him on Feb 18, 2021. Review of attendance completed.*
6. Member Education on continued review of Procedures and Member Education Plan (10 Minutes) *Leslie and Dave continued sharing information to group. Discussion of the Secretariate and the Secretary in the procedures.*
7. Secretariat update: *a request from Shawn Tierney to have a couple of members to respond to survey. Leslie will work with BOD and Shawn about completing the survey. Connor James is the new Board Liaison. Connor gave an overview of his history in the industry.*

**OLD BUSINESS**

8. Identify volunteers for specific tasks outlined in “Direction and Methods of Standards Development.” *Continue looking at how to detail tasks out to the group membership. Leslie led discussion of what needs to be done and when it will get done. Scott and Curtis will help review and update existing Administrative Calendar and Process Timelines. (from original document:)*
  - *Administrative Calendar & Process Timeline(s) created*
  - *Will include input from ACCT staff & groups for tasks/deadlines that impact CG*
  - *Calendar Ex: budget or reports due, meeting dates/times, timeline items, TG deadlines*
  - *Timeline Ex: deadlines to respond to correspondence, standard process deadlines (eg. ‘every 5 years, , standards will be reaffirmed – unless there is significant need for revisions, etc. prior)*

Leslie will work on Standards Content Determination Checklist. (From Original Document)  
 Standard Content Determination Checklist created and implemented

- Criteria will include: Impacting public health/death/dismemberment? Does it address a specific risk to participants? Does it address confusion or provide clarity in the standards as used in the industry? Legislative or Regulatory need or suggestion? Does it allow harmonization or alignment with other existing standards?

- Next step is to create a formal document and implement it with content submitted through the portal & in CG discussions of the Standard's future direction.

Curtis, Catalogue of CG documents and files. Curtis, Paul, and Dave will work on this. (From original document)

Catalogue of CG documents & files created

- Will include mini description, date developed, location stored, hyperlinks to location of documents (if possible)

- Will include historic, non-archived, and draft documents,

- Example: Excel spreadsheet detailing aforementioned info

This list will help assure members know where the tools are that support members knowing where things are.

## **NEW BUSINESS**

9. Discussion of process for evaluating StandardsManagement draft standards content to future projects of standards development. Discussion of what or how much of the new language to include. Leslie suggested adding a discussion to the next meeting about including definitions in next standards. John asked about getting to a PINS and what kind of PINS would be created. Members to review the presented material to determine if the Group should respond to material authors about the intentions of the group relating to the content. Noted a desire to be more responsive to submissions to improve communication.

## **NEXT MEETING**

1. Next scheduled meeting: March 3, 2021

<b>ACTION ITEMS</b>		
<b>Who</b>	<b>What</b>	<b>When</b>
Scott	Recording allowed by ANSI?	March Meeting
Scott	Confidentiality reminders	3/18/2021
Leslie and Rhonda	Checklist for determining if submission should be used in new standard	3/3/2021
Curtis and Scott	CG annual and 5-year calendar and process deadlines	3/3/2021
Curtin, Paul and Dave	Content of Drives	3/3/2021


Meeting Adjourned: 1:37 pm MDT

Motion: To Adjourn. MADE by: Richard Bourlon

Approved during March 3. 2021 meeting

Approved 3/3/2021