



MINUTES Consensus Group Meeting

Meeting Logistics:

Zoom Meeting: Invite in calendar invitation.

Date / Time: March 03, 2021 12:00p -1:30p MST

Preparation / To Dos:

Meeting Agenda, Review February DRAFT Minutes, Review Proposed Standards language, review DRAFT Secretary job description.

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 checked="" type="checkbox"/> Shawn Moriarty, User	<input checked="" type="checkbox"/> Mike Lane, General
<input checked="" type="checkbox"/> Loui McCurley, User	

Support Staff and Scheduled Guest:

Scott Andrews Secretary to the Consensus Group
 Connor James Board of Directors
 Kathy Haras TIRE
 Rich Klajnscek TIRE

Scheduled Observers: (Chair read statement)

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 or 303.827.2432.*

Thank you in advance for your cooperation.

Meeting Called to Order: 12:06p MST

Quorum Present: yes

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

Motion: To accept the Agenda as presented.
MADE by: Mike Lane 2nd by: Keith Jacobs
Discussion: discussion to remove discussion of recording minutes
Meeting Management Tasks: Chat Shawn M Time Management: Keith
Screen Share: Pete
Opposed: 0 Abstain: 0 Passes

2. Approval of Minutes (2-17-2021)

Motion: To accept the minutes as presented. MADE by: Keith Jacobs 2nd by: Richard Bourlon
Discussion:
Opposed: 0 Abstain: 0 PASSES

3. Discussion of Recording of Minutes? Report on ANSI and Procedures *findings some information from ANSI received but not reviewed.*
4. NO New communication about standards has been received through Standards Management email.
5. Attendance Review *At this time no members are approaching three missed meetings.*
6. Member Education on continued review of Procedures and Member Education Plan Section 4 (10 Minutes) *Reviewed Leslie and Dave's plan to review Procedures and Standards and the plan for that. Dave Shared the plan. Leslie will be ready to take on the April Training and in April, we will determine who will do training in May.*
7. Secretariat update: Review and comment on Secretary Job Description to provide feedback to Secretariate. (5 to 10 minutes) *review and discussion of the draft document. Including discussion of how to continue drafting comments. Group agreed that the document is close enough to move the doc to the Shared Drive so that members can comment before April meeting.*

OLD BUSINESS

8. Report out on Calendar from "Direction and Methods of Standards Development." (Curtis and Scott) *post postponed to April Meeting*
9. Report out on Drive Content "table of contents" (Dave Merrell, Paul, and Curtis) *Dave and Paul reported that they need a bit more direction as there is a lot of content and what is the intention of the task. Discussion of what is required and how this may align with Calendar development. Dave and Paul will take on cataloging 01 Administration.*
10. Report out on "Proposed Standard Check Sheet and Process" (Leslie and Rhonda) *review of two documents created by Leslie and Rhonda. Leslie and Rhonda reviewed the content. Members will submit feedback on this document.*

NEW BUSINESS

11. Discussion on scope of revised standards. Kathy Haras and Rich K invited to attend and join discussion. *What is the scope of the submission? Members asked questions about this*

proposed language and what TIRE believes is the most time sensitive? Zipline Braking How can the standard reflect what is happening in the industry vs the standards telling the industry what is happening? Broad discussion was held about if "Definitions" should be part of the standards. Rich also gave update on two additional pieces of work TIRE is working on that may move forward in the next few months future. These are guy anchors and exotic ropes.

NEXT MEETING

1. Next scheduled meeting: April 7, 2021 12:00pm to 1:30 MDT

ACTION ITEMS		
Who	What	When
Leslie	Assign Member to next months "member education" segment	3/3/2021
Scott	Post draft Secretary Job Description in editable format for member comment in April	3/4/2021
Dave and Paul	Will take effort to catalog 01 Administration	4/1/2021
Scott	"proposed standards check sheet to "Documents to Review" for member comment	3/4/2021
Scott	Draft timeline on basic -minimal—publication timeline	3/4/2021

Meeting Adjourned: 1:43 pm MDT

Approved in April 7, 2021 meeting

Motion: To Adjourn. MADE by: Richard Bourlon