



## MINTUES Consensus Group Meeting

### Meeting Logistics:

Zoom Meeting: Invite in calendar invite

Date / Time: April 07, 2021 12:00p -1:30p MST

### Preparation / To Dos:

Review Meeting Agenda and DRAFT minutes

Review and comment: "Standard Content Determination Checklist"

Review and comment "DRAFT Secretary job description".

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

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

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

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

### **Scheduled Observers:**

*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: 12:14 pm MDT

Quorum Present: yes

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

Motion: To accept the Agenda as presented.  
MADE by: Keith Jacobs 2<sup>nd</sup> by: Etienne Leblanc  
Discussion: None  
Meeting Management Tasks: Chat Time Management Screen Share: Pete  
Opposed: 0 Abstain: 0

## 2. Approval of Minutes (3-3-2021)

Motion: To accept the minutes as presented.  
MADE by: Curtis Britcher 2<sup>nd</sup> by: Mike Lane  
Discussion: none  
Opposed: 0 Abstain: 0

3. John report out on COI discussion with Secretariate. This includes a reminder that members of the CG who also serve in a volunteer capacity with ACCT must fill out the COI form for those other obligation. *John reported out about the conversations with the Secretariate (BOD). Members only working for the Consensus Group do not need to fill in the COI. Members who served in other volunteer committees need to complete the COI.*
4. YES New communication about standards has been received through Standards Management email. See addition to Comment Tracker. *Comment is in the "unprocessed comments" Comment is about zip line braking and EADs.*
5. Member Education on continued review of Procedures and Member Education Plan Section 4 (10 Minutes) Leslie Sohl *Screenshare Procedures and Leslie reviewed section 4.*
6. Secretariat update: Review and comment on Secretary Job Description to provide feedback to Secretariat. *Group reviewed and there were no objections noted so that it can be moved up to the Secretariat. Form will be submitted as a Google Doc. Connor James will pull it from files.*

## **OLD BUSINESS**

7. Report out on Calendar from "Direction and Methods of Standards Development." (Curtis and Scott) *Curtis and Scott shared the documents they have created and that Scott uses to track these at this time. This was in Asana, which can be shared with the members. Item continues to May Meeting to include existing items that need to be addressed.*
8. Report out on Drive Content "table of contents" (Dave Merrell, Paul, and Curtis) *Paul reported out on progress. Stated that redefining task to show mission critical documents and their locations. Approved for approval and will be put in use. This item is closed.*
9. Review of comments on "Proposed Standard Check Sheet and Process" (Leslie and Rhonda) *no comments received in last two weeks. Group wants to move the document forward in to use. Leslie will create the excel sheet to be used track comments. Mike Lane suggested numbering system with year of standards and some number tracking.*

## **NEW BUSINESS**

10. Standards Development Minimum Timeline Presentation (Scott) *Shared Asana timeline that*

shows a minimum of 1 year to the publication of the standards.

11. Discussion: Do Standards need to be updated with proposed material? *Group had a general discussion about how to use the submission checklist and how to move these comments forward.*

**NEXT MEETING**

1. Next scheduled meeting: May 5, 2021 12:00pm to 1:30 MDT

<b>ACTION ITEMS</b>		
<b>Who</b>	<b>What</b>	<b>When</b>
John	Nick Redinger Comment #03-2019 -001	May 5, 2021
Mike	Mandy Steward ERI Comment #03-2019-002	May 5, 2021
Curtis	Mandy Steward ERI Comment #03-2021-003	May 5, 2021
John	Troy Richardson Momentum engineering #03-2019-004	May 5, 2021
Leslie et all	Kathy Haras "lanyard standard" #03-2019-005	May 5, 2021
Leslie et all	Tony Draus "Zip Line landing Area" #03-2019-006	May 5, 2021
Leslie	Communicate with Next person responsible for training	April 14, 2021
Leslie	Create Excel version of "Proposed Standard Check Sheet and Process" and distribute to members to use in reviewing those we have comments on	April 14, 2021

Meeting Adjourned: 1:41 pm MDT

<p>Motion: To Adjourn. MADE by: Keith Jacobs</p>
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