



MINUTES Consensus Group Meeting

Meeting Logistics:

Zoom Meeting: Invite in calendar invite

Date / Time: May 05, 2021 12:00p -1:30p MDT

Preparation / To Dos:

Review Meeting Agenda and DRAFT minutes

Review Draft Standards Comments and complete "Proposed Standards Check Sheet" form as assigned.

MEMBERS ROSTER (checked boxes represent members in attendance):

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| <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 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 type="checkbox"/> Mike Lane, General |
| <input type="checkbox"/> Loui McCurley, User | |

Support Staff and Scheduled Guest:

- Scott Andrews** Secretary to the Consensus Group
- Connor James** Board of Directors (left meeting at 12:50pm)

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 or 303.827.2432.*

Thank you in advance for your cooperation.

Meeting Called to Order: 12:05 p MDT

Quorum Present: YES

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

Motion: To accept the Agenda as presented.
MADE by: Leslie 2nd by: Keith
Discussion: none
Meeting Management Tasks: Chat Time Management Screen Share: Scott
Opposed: 0 Abstain: 0

2. Approval of Minutes (4-7-2021)

Motion: To accept the minutes as presented.
MADE by: Keith 2nd by: Leslie
Discussion:
Opposed: 0 Abstain: Dave Merrell

3. NO New communication about standards has been received through Standards Management email.
4. Member Education on continued review of Procedures and Member Education Plan Section 5 (10 Minutes) Mitch McWilliams *members noted issues about what is on the website. Some Ideas should be address right away. Record this section in June 2021 meeting for members who are not going to be present.*
5. Secretariat update: Secretary Job Description was approved by the Secretariate and report out on Secretariate meeting from Mid-April. *Connor gave updated. TIRE is looking to move standards forward faster. Job Description is completed and Secretariate is considering a Task Force to hire Secretariate and redefining Policy Director tasks.*

OLD BUSINESS

6. Report out on Calendar from "Direction and Methods of Standards Development." (Curtis and Scott). *Report out form Curtis and Scott and Demonstration of Asana- JOTFORM processing tools. In next meeting agenda, 1) updates to public access to submissions on website. 2) review public submissions on website 3) does this meet the needs of the CG.*
7. Review of comments on "Proposed Standard Check Sheet and Process" (Leslie and Rhonda) *discussion of how the from is used. Leslie added a folder in UNPROCESSED COMMENTS to capture the SDC forms.*

NEW BUSINESS

8. Discussion: Do Standards need to be updated with proposed material? Review Completed "Proposed Standard Check Sheet and Process." *Screen shred Leslie's submission. And looked at Google Sheets document. Several members stated that they had not completed their homework. Reviewed Kathy Haras (#03-2019-005) comment. Reassign Homework to next month for those who have not completed the work. Record this section in next meeting.*

NEXT MEETING

- Next scheduled meeting: June 2, 2021 12:00pm to 1:55 MDT (Please note this is a 2 hour meeting)

| ACTION ITEMS | | |
|---------------------|--|---------------------|
| Who | What | When |
| <i>Scott</i> | <i>Assure comment notice link is on CG page of website</i> | <i>ASAP</i> |
| <i>Scott</i> | <i>Update Jotform links on Website</i> | <i>ASAP</i> |
| <i>John L</i> | <i>June Education sections 7 and 10 of Procedures</i> | <i>June 2, 2021</i> |
| <i>John L</i> | <i>Nick Redinger Comment 03-2019-001</i> | <i>May 26, 2021</i> |
| <i>Mike Lane</i> | <i>Mandy Stewart ERI Comment #03-2019-002</i> | <i>May 26, 2021</i> |
| <i>Curtis B</i> | <i>Mandy Stewart ERI Comment #03-2019-003</i> | <i>May 26, 2021</i> |
| <i>John</i> | <i>Move Troy Richardson Comment evaluation to SDC form</i> | <i>May 26, 2021</i> |
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Meeting Adjourned: 1:40 pm MDT

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| <p>Motion: To Adjourn. MADE by: Richard Bourlon</p> |
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