



MINUTES Consensus Group Meeting

Meeting Logistics:

Zoom Meeting: Link provided in calendar invitation

Date / Time: JULY 07, 2021 12:00p -1:30p MDT

Preparation / To Dos:

Review Meeting Agenda and DRAFT minutes

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 type="checkbox"/> Pete Sawyer Vendor (Vice-Chair) | <input type="checkbox"/> Mitchell McWilliams, User |
| <input checked="" type="checkbox"/> Keith Jacobs, Vendor | <input type="checkbox"/> Rhonda Mickelson, General |
| <input checked="" type="checkbox"/> Etienne Leblanc, Vendor | <input checked="" type="checkbox"/> Richard Bourlon, General |
| <input 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 checked="" 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
- Rich Klajnscek** TIRE Committee
- Michelle Hepler** TIRE Committee
- Victor Gallo** 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 or 303.827.2432.*

Thank you in advance for your cooperation.

Meeting Called to Order: 12:04p MDT

Quorum Present: yes

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

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

2. Approval of Minutes (6-2-2021)

Motion: To accept the minutes as presented.
MADE by: Keith Jacobs 2nd by: Mike Lane
Discussion: NONE
Opposed: 0 Abstain: 2 Richard and Paul Motion carries

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 11 and 19 (10 Minutes) John Lazarus
5. Secretariat update: *from Connor, no secretary applications exploring new ways to find a person. Finalized face to face 10/26 and 27 and will need a board report for that meeting. Thank you for having so many visitors so that people can know what they are doing.*
6. Review of Priorities from planning document. *Move to AUG meeting.*
7. Letters to commenters have been sent to commenters on June 30, 2021.

OLD BUSINESS

8. Discussion: Do Standards need to be updated with proposed material? Review Completed "Proposed Standard Check Sheet and Process." POSEPONED TO AUGUST

NEW BUSINESS

9. PINS Content? PINS Approval (*Note on PINS language from ANSI Essential Requirements Section 2.5. The PINS submission must include the following:*
 - (a) an explanation of the need for the project
 - (b) identification of the stakeholders (e.g. telecom, consumer, medical, environmental, etc.) likely to be directly impacted by the standard

The importance of meeting these requirements was noted in the last audit report. It was made clear in the specific comments about the PINS filing for the 03-2016 standard that it needed to be significantly more specific.)

John presented the DRAFT PINS language and ask for discussion of scope. Pending comments from Mike Lane and Victor Gallo, no members expressed concerns about forwarding announcement to ANSI. [after the meeting, Scott and John discussed sending a ballot to all members so that members not present could be included in the decision.]

10. Administrative update: Addressing Concerns raised in ANSI AUDIT which need to be addressed before the next Audit in 2022. This includes size and membership of CG as well as other technical and language matters. Mike, Keith, Etienne volunteered to be part of this group. John will reach out to people.

NEXT MEETING

1. Next scheduled meeting: August 4, 2021, 12:00pm to 1:30 MDT

| ACTION ITEMS | | |
|---------------------|------------------|--------------|
| Who | What | When |
| Scott | Send PINS Ballot | July 8, 2021 |
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Meeting Adjourned: 12:49 pm MDT

Motion: To Adjourn.
MADE by: Paul Chapman