



MINUTES Consensus Group Meeting

Meeting Logistics:

Zoom Meeting: Link provided in calendar invitation

Date / Time: AUGUST 04, 2021 12:00p -1:30p MDT

Preparation / To Dos:

Review Meeting Agenda and 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 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 type="checkbox"/> Richard Bourlon, General
<input checked="" type="checkbox"/> Dave Merrell, Vendor	<input 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 type="checkbox"/> Loui McCurley, User	

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 or 303.827.2432.*

Thank you in advance for your cooperation.

Meeting Called to Order: 12:05p 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: Member attendance not on agenda (added)

Meeting Management Tasks: Chat Time Management Screen Share:

Opposed: 0 Abstain: 0

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

Motion: To accept the minutes as presented.
MADE by: Keith Jacobs 2nd by: Pete
Discussion: Motion tabled by K. Jacobs
Opposed: Abstain:

3. NO New communication about standards has been received through Standards Management email. (PINS BALLOT REMINDER) Member Attendance update. *Mitch and Loui have three or more meetings. Letter to those members asking for update on status to be sent by the Secretary.*
4. Member Education on ANSI/ACCT 0-2019 Chapter 1 Sections A to D (10 Minutes) John ask for a member to continue education sections. Next month to be completed Dave Merrell.
5. Secretariat update *From Connor James 1) BOD will have a Fall Face to Face Meeting and CG should forward ideas to James. 2) ANSI Audit report review bringing up the number of people on the CG. Noted that this should be addressed in the near future. Leslie would like to have quarterly meetings of the BOD and CG leadership as a public meeting to discuss the issues of CG. These meetings need to be calendared in advance.*
6. Review of Priorities from planning document. (Curtis Britcher and company) discussion of where files are held. Leslie concerned that documents were not in the folders. Admin staff asked the member to place the files directly and not email them. Review of Items in Section 1 completed in 2020 added to ASANA checklist in spring 2021, Cataloge of CG documents and files were addressed by Dave Merrell in the spring and results are in minutes from the meetings. Standards Determination Checklist completed, tested and needs to be integrated into long term Administrative Record Keeping.
Looking at sections 2 (medium priorities) These need to be addressed. John requested that what and how this is being updated.
Status update to be completed in next meeting. Frustration expressed by member that the CG is working on how to do the work and not doing the work. CG writes standards.

OLD BUSINESS

7. Discussion: Do Standards need to be updated with proposed material? Review Completed "Proposed Standard Check Sheet and Process." (Leslie and Rhonda) John discussed how this had been used and where it might go. The document was used at the July meeting and members gave their impressions of the standards language presented. Suggestion of using the tool to review the next submission which comes to the group. Suggestion from Chair that education done next meeting. (added to the agenda). Consistency in use of the form is important and will lead to improvements in use.

NEW BUSINESS

- Review Draft of proposed new standards language. Look at the document to determine if the documents can be published for public comment. [The document will be available to members on August 9.] Members given information that this is a very big adjustment that includes significant material moved, significant additions and significant deletions. The documents is being renumbered and line numbers will be added as well. Members should review the documents with the intention of bringing the documents to review at the next meeting.

NEXT MEETING

- Next scheduled meeting: September 1, 2021, 12:00pm to 1:30 MDT

ACTION ITEMS		
Who	What	When
<i>Scott</i>	<i>Letters to Loui and Mitch about attendance</i>	<i>8/6/2021</i>
<i>Scott</i>	<i>Upload docs to group for standards review</i>	<i>8/9/2021</i>
<i>All Members</i>	<i>Review draft standards language</i>	<i>8/31/2021</i>

Meeting Adjourned: 1:33 pm MDT

Motion: To Adjourn.
MADE by: Paul Chapman