



AGENDA Consensus Group Meeting

Meeting Logistics:

Zoom Meeting: Link provided in calendar invitation

Date / Time: SEPTEMBER 01, 2021, 12:00p -1:30p MDT

Preparation / To Dos:

Review Meeting Agenda and DRAFT minutes

Review ACCT_03-202X DRAFT STANDARDS

MEMBERS ROSTER (checked boxes represent members in attendance):

<input checked="" type="checkbox"/> John Lazarus, Vendor (Chair)	<input 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 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 type="checkbox"/> Mike Lane, General
<input checked="" type="checkbox"/> Shawn Moriarty, User	<input type="checkbox"/> Vacant, General
<input type="checkbox"/> Loui McCurley, User	

Support Staff and Scheduled Guest:

John Voegtlin 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 John@ACCTinfo.org or 303.827.2432.*

Thank you in advance for your cooperation.

Meeting Called to Order: 12:25p 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: Mitch McWilliams

Discussion: none

Meeting Management Tasks: Chat Time Management Screen Share: John V

Opposed: Abstain:

2. Approval of Minutes 7-7-2021 & 8-4-2021

Motion: To accept the 7-7-2021 minutes as presented.
MADE by: Keith Jacobs 2nd by: Shawn Moriarty
Discussion:
Opposed: Abstain: Rhonda Mickelson, Curtis Britcher, Pete Sawyer

Motion: To accept the 8-4-2021 minutes as presented.
MADE by: Shawn Moriarty 2nd by: Paul Chapman
Discussion:
Opposed: Abstain: Curtis Britcher

Curtis Britcher was mistaken and no longer abstains from approval of 2021-07-07 meeting minutes

3. Secretariat update:

- a. Update on the change in Secretary position. Introduction of John Voegtlin.
- b. Confirmation of the fall BOD Mtng 10/26-27/2021 and submission of any requests by the CG to the Secretariat.
- c. Managing Accreditation and the 2022 audit .
 - set up time to with BOD to discuss this audit

4. NO New communication about standards has been received through Standards Management email.

5. Member participation:

- a. Mitch emailed and indicated he is busy at camp and fully intends to be part of future meetings.
- b. Loui also emailed and said that she was away on personal time and is planning on increasing her attendance this fall.
- c. Discuss filling the recent vacancy in the CG.
 - Will need to post an opening of a position in the general category of the consensus group publicly

6. Member Education:

- a. Discuss the transition from education of the Accredited Procedures to review and education of the current ANSI/ACCT 0-2019 Edition Standards.
 - industry incidents
 - consideration of new standards development
 - assigned sections for reading - Start with Section E (chapter needs clarification)

OLD BUSINESS

7. Notice of PINs publication in ANSI Standards Action on 8-20-2021.
8. Review of Priorities from planning document. (Curtis Britcher and company)
 - a. Review of Items in Section 1 completed in 2020 added to ASANA checklist in spring 2021.
 - Find document that Scott A created ~ Priorities from planning document (John L)
 - b. Catalogue of CG documents
 - John V, John L, and Pete to review current structure for efficiency and complexity and present findings at next meeting
 - c. Standards Determination Checklist completed and needs to be integrated into long term Administrative Record Keeping.
 - Keith will create a process flow chart to present at the next meeting
 - d. Looking at sections 2 (medium priorities)
 - Move “Determine for WHOM the standards are written” and “Determine 1 or more books, how standards are organized” to the Agenda for the next meeting
9. Education on use of “Standards Content Determination Checklist”
 - a. Review and discuss how we move this forward. Consistency in use of the form is important and will lead to improvements in use.
 - specific to tracking document, will have for next meeting
10. Review Draft of proposed new standards language document. Discuss timeline for review and discussion moving towards a ballot to submit the document for Public Comment.
 - Will be discussed further in next meeting

NEW BUSINESS (All topics moved to next meeting)

11. Discuss the creation of the following task forces:
 - a. Review and revision of the Accredited Procedures.
 - Increasing the membership
 - Adding another or modifying the existing interest categories to include specific language including organizational membership.
 - Assuring compliance with the 2022 ANSI Essential Requirements released in Feb 2022.

NEXT MEETING

1. Next scheduled meeting: October 6, 2021, 12:00pm to 1:30 MDT
2. Items for the Agenda?

ACTION ITEMS		
Who	What	When
<i>John V</i>	<i>Will need to post an opening of a position in the general category of the consensus group publicly</i>	<i>by next meeting</i>

<i>John L</i>	<i>Find document that Scott A created ~ Priorities from planning document (completed priorities)</i>	<i>by next meeting</i>
<i>John L, Pete, John V</i>	<i>review current structure for efficiency and complexity and present findings at next meeting (Catalogue)</i>	<i>by next meeting</i>
<i>Keith</i>	<i>create a process flow chart for the Standards Determination Checklist</i>	<i>by next meeting</i>
<i>John L</i>	<i>find Standards Content Determination Checklist tracking sheet</i>	<i>by next meeting</i>

Meeting Adjourned: 1:45 pm MDT

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