



AGENDA Consensus Group Meeting

Meeting Logistics:

Zoom Meeting: Link provided in calendar invitation

Date / Time: OCTOBER 06, 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 type="checkbox"/> Rhonda Mickelson, General
<input checked="" type="checkbox"/> Etienne Leblanc, Vendor	<input type="checkbox"/> Richard Bourlon, General
12:22pmMDT	<input checked="" type="checkbox"/> Curtis Britcher, General
<input checked="" type="checkbox"/> Dave Merrell, Vendor	<input checked="" type="checkbox"/> Mike Lane, General
<input checked="" type="checkbox"/> Paul Chapman, User	<input type="checkbox"/> Vacant, General
<input type="checkbox"/> Shawn Moriarty, User	
<input type="checkbox"/> Loui McCurley, User	

Support Staff and Scheduled Guest:

John Voegtlin Secretary to the Consensus Group
 Connor James Board of Directors
 Rich Klajnscek TIRE Committee Chair

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: 12:13 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: Curtis Britcher
Discussion: none
Meeting Management Tasks: Chat Time Management Screen Share:
Opposed: Abstain:

2. Approval of Minutes 9-1-2021

Motion: To accept the 9-1-2021 minutes as presented.
MADE by: Keith Jacobs 2nd by: Mitch McWilliams
Discussion:
Opposed: Abstain: Mike Lane

3. Secretariat update:

- a. Confirmation of the fall BOD Mtng 10/26-27/2021 and submission of any requests by the CG to the Secretariat.
 - 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. Membership:

- a. Presentation of Sean Fisher Application to Members for acceptance of the Application.
 - Application accepted (Dave Merrell Motioned, Mike Lane 2nds
 - Clarification requested on requirement of PRCA-affiliated member
- b. Discuss filling the recent vacancy in the CG.
 - Dave Merrell Motions to Ballot Sean Fisher as a member of the Group in the General category, Mike Lane 2nds
- c. Review of Membership Attendance.
 - Contact/Inquiry Letter to member(s) with absences suggested

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.
 - Discussion of Member's needs in education of the current standards.
 - ANSI requirements and Procedures identified as a need
 - Presentation (both PowerPoint and whatever was presented in 2021 at

the Virtual Conference) from Conference and ANSI Essential Requirements doc to be provided

OLD BUSINESS

7. 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 - Continue to Nove. meeting.
 - John V, John L, and Pete to review current structure for efficiency and complexity and present findings at next meeting. Continuing process to find the best vehicle to do this.
 - c. Looking at sections 2 (medium priorities)
 - Discuss “Determine for WHOM the standards are written” and “Determine 1 or more books, how standards are organized”
 - Clarification that Medium is “Section 3”
 - Small group recommended to continue work on structure of the work
8. Update from the TIRE Committee Chair on their Draft Standards Development progress.
 - Drafts are practically done (Critical Ropes & Ground Anchor)
 - Formatting of Documents and Editing Process discussed
 - Some drafts will be submitted directly to John L and John V for agenda inclusion before official portal submission
9. 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.
 - a. Discuss of the process Flow chart Keith created.
 - Identified that we’re currently at beginning of second row and discussed the difference between Disapprove and follow-up vs Approve and follow-up
10. Standards Determination Checklist completed and needs to be integrated into long term Administrative Record Keeping.
 - Need to develop a process flow chart specific to the Standards Determination Checklist. Keith, Rhonda & Pete Meeting in the next week to develop.
 - Education on use of “Standards Content Determination Checklist”
 - Review and discuss how we move this forward. Consistency in use of the form is important and will lead to improvements in use.
 - Review specific tracking document that contains the progress on each submitted draft.

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: November 3rd, 2021, 12:00pm to 1:30 MDT
2. Items for the Agenda?

ACTION ITEMS		
Who	What	When
John L, Pete, John V	Review current structure for efficiency and complexity and present findings at next meeting (Catalogue)	Ongoing
John L	Find document that Scott A created ~ Priorities from planning document (completed priorities)	Ongoing
John L	Create Task Group to compile Proposed Draft Standards	10/12/21
JohnL	Letter to sean Fisher regarding acceptance of application	10/12/21
John V	Create ballot for Sean F to fill General category on CG.	10/12/21
Keith, Rhonda, Pete	Develop flow chart for the Standards Determination Checklist	10/18/21
John L	Create Task Group For Revisions to the Accredited Procedures.	?
John L	Reach out to Loui about attendance	10/18/20

Meeting Adjourned: 1:43 MDT

<p>Motion: To Adjourn. MADE by: Mike Lane</p>
