



AGENDA Consensus Group Meeting

Meeting Logistics:

Zoom Meeting: Link provided in calendar invitation

Date / Time: NOVEMBER 03, 2021, 12:00p -1:30p MDT

Preparation / To Dos:

minutes

Review Meeting Agenda and DRAFT

STANDARDS

Review ACCT_03-202X DRAFT

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 checked="" type="checkbox"/> Mitchell McWilliams, User |
| <input 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 type="checkbox"/> Dave Merrell, Vendor | <input type="checkbox"/> Curtis Britcher, General |
| <input checked="" type="checkbox"/> Paul Chapman, User | <input checked="" type="checkbox"/> Mike Lane, General |
| <input 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
 Michelle Hepler TIRE Committee Member, Member Education Panel Liaison

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: 12:08PM

Quorum Present: YES

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

Motion: To accept the Agenda as presented.
MADE by: Rhonda Mickelson 2nd by: Paul Chapman

Discussion: none
Meeting Management Tasks: Chat Time Management Screen Share:
Opposed: Abstain:

2. Approval of Minutes 10-6-2021

Motion: To accept the 10-6-2021 minutes as presented.
MADE by: Mike Lane 2nd by: Paul Chapman
Discussion:
Opposed: Abstain:

3. Administrative Update:

- a. Members need to forward to John V their preferred Email to be used for GC business.

4. Secretariat update:

- a. Fall BOD Mtng 10/26-27/2021
 - Submitted BOD Report 2021-10-22.
 - Discuss a possible face to face meeting at the Conference 2/13/2022
 - clarification on dates
 - preference seems to be to attempt a F2F meeting

5. New communication about standards has been received through Standards Management email.

- a. Critical Rope Systems - ACCT TIRE Committee
- b. Guy System and Ground Anchor

6. Membership:

- a. Ballot issued for Sean Fisher to fill the General Category position sent on October 13th. Ballot closes on November 11th. 5 Members still have not submitted their ballot.
- b. Review of Membership Attendance.
 - John L called and left a message with Loui regarding her continued absence from the CG. No response as of this date to the letter however Loui did respond to the Ballot for Sean Fisher.
 - will make some more attempts in formal and non-formal channels and check back in next meeting
- c. Joe Peters membership status discussion.
 - role switch discussed - where does "general public" fit?

- joe's intention/desire seems to be the factor

7. Member Education:

- 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.
 - Created a link to the 2021 ANSI Essential requirements for members review.
 - Created a link to the 2021 ANSI/ACCT Conference Presentation for members review.
 - Mitchell is going present a short review of past ANSI audit results at a future meeting

OLD BUSINESS

8. Review of Priorities from planning document. (Curtis Britcher and company)

- Review of Items in Section 1 completed in 2020 added to ASANA checklist in spring. 2021.
- Catalogue of CG documents.
 - Review current structure for efficiency and complexity and present findings at next meeting. Continuing process to find the best vehicle to do this. John V is continuing to work on this and will provide an update.
- Discussion of section 2 (medium priorities)
 - Determine for WHOM the standards are written.
 - member brought up the participant perspective
 - member brought up categories of standards consensus group categories as a basis for this discussion
 - How standards are organized.
 - memory of multiple members serves that this was a PINS-driven priority
 - can we make it easier to update by compartmentalizing?
 - would that potential ease be worth reorganizing?
 - Determine 1 or more books.

9. Created TOR for the Draft Standards Formatting TF

- Approval of the TOR by attending members of the Meeting.
 - No Objections

10. Standards Determination Checklist completed and needs to be integrated into long term Administrative Record Keeping.

- Review of Process Flow Chart Created by Keith and Rhonda.
 - affirmation of checklist step from entire group; needs additional step inserted
- Education on use of "Standards Content Determination Checklist" - Assign persons to this task for presentation at the Dec meeting.
- Assign 2 members to review and the 2 new Proposed Draft submissions by Rich K/ACCT TIRE Committee and submit SCDC to the members for consideration of inclusion in the next standards publication.

- clarification on 2 people (or three?) per submission, decided it can't hurt
- Pete & Mike took ground anchor
- Mitch & Paul took critical rope

NEW BUSINESS

11. Discuss the creation of the following task forces: Carried forward from the October Meeting.

- 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: December 1st, 2021, 12:00pm to 1:30 MST
2. Items for the Agenda?

ACTION ITEMS		
Who	What	When
John V	Review current file structure for efficiency and complexity and present findings at next meeting (Catalogue)	Ongoing
John L	Get information on available space and budget for possible face to face Cg meeting on 2/13/22	12/1/21
John L, John V, Pete S	Review Joe P classification in regards to his user status and continuing in the group as a user representing the general public.	12/1/22
John V	Make audit results available to the CG members in Dec meeting folder and forward a copy to Mitch M. for use in designing presentation for Dec mtng.	11/6/22
All Members	Forward preferred email to John V	11/3/21
John V	Create SD Checklist form and put in each draft folder members selected to review the 2 proposed draft standards received. Provide link to those Proposed draft folder to the reviewers.	11/3/21
John L	Create Task Group TOR For Revisions to the Accredited Procedures. Set up meeting of members to discuss scope of the TF and get task started.	12/1/22
John L/John V, Paul C	Reach out to Loui about attendance - members to make more informal reach out to Loui and give results in the 12-1-22 mtng	12/1/22
Pete/ Mike	Fill out SD Checklist for Ground Anchors for presentation to the members for the 12/1/21 meeting	12/1/21
Mitch/Paul	Fill out SD Checklist for Critical Rope Systems for presentation to the members for the 12/1/21 meeting	12/1/21
John V	Send membership ballot confirmation to Sean Fisher regarding position on the CG	11/11/21
John V	Response Letter to Proposed Standard submitter(s) Rich Klajnscek	11/9/21

Meeting Adjourned: 1:24 MDT

Motion: To Adjourn.
MADE by: Mike Lane

Approved 2021-12-01