



MINUTES Consensus Group Meeting

Meeting Logistics:

Zoom Meeting: Link provided in calendar invitation

Date / Time: DECEMBER 01, 2021, 12:00p -1:30p MST

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"/> Mitchell McWilliams, User |
| <input checked="" type="checkbox"/> Pete Sawyer Vendor (Vice-Chair) | <input checked="" type="checkbox"/> Rhonda Mickelson, General |
| <input checked="" type="checkbox"/> Keith Jacobs, Vendor
joined 12:14pm Mountain | dropped 12:33pm Mountain
back via phone 12:38pm Mountain
dropped again 12:46pm Mountain
back 1:08pm Mountain |
| <input checked="" 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 checked="" type="checkbox"/> Sean Fisher, General |
| <input type="checkbox"/> Loui McCurley, User | |
| <input type="checkbox"/> Vacant, User | |

Support Staff and Scheduled Guest:

- John Voegtlin** Secretary to the Consensus Group
- Connor James** Board of Directors
- Michelle Hepler** Member Education Panel representative

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: 12:09pm Mountain
Quorum Present: Y

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

Motion: To accept the Agenda as presented. MADE by: Paul Chapman 2 nd by: Shawn Moriarty Discussion: none Meeting Management Tasks: Chat Time Management Screen Share: Pete Opposed: Abstain:
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2. Approval of Minutes 11-3-2021

Motion: To accept the 11-3-2021 minutes as presented. MADE by: Rhonda Mickelson 2 nd 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.
- b. Create the 2022 meeting schedule for the year.
- c. Meet with Michelle H to discuss educational information on Accredited Standards Development process for the ACCT Academy.
- d. Need to create the presentation for the ACCT AGM at the conference. Due Jan 15th.
- e. Members will be receiving an invite to a CG Master Calendar.

4. Secretariat update:

- a. Fall BOD Mtng 10/26-27/2021
 - Discuss a possible face to face meeting at the Conference 2/13/2022
 - The Conference Committee said that they do not have suitable space for a Face to Face Meeting for CG Members.
 - Clarification requested about reasons for this and the reality is that it's more conference budget and costs than a matter of not having space in combination with some miscommunication and dropped communication during the transition to the new Secretary at the time of year that this decision is usually confirmed.

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

- a. None.

6. Membership:

- a. Successful ballot for Sean Fisher adding him to the CG in the General Category.

- b. Review of Membership Attendance.
 - Loui M Email regarding her continuing membership
 - support for her continuation of membership if some commitments can be made to a certain level of participation. John L to reach out to her to see what commitment she can make for 2022 participation to present to the members.
 - Joe Peters Resignation was accepted. Ballot for filling his position in the user category to be held once we have suitable applications in this interest category.

7. Member Education:

- a. Mitch M. is presenting a review of past ANSI audit results.
 - many points in the recommendations & response document mentioned the comment process and timely responses to those comments including all required appeals and notifications to commenters
 - PRCA/ACCT Tensions are a large part of these documents. Harmonization efforts will be reviewed based on ANSI's requirement for ALL ASD's to make all possible attempt at harmonization of standards between them.

OLD BUSINESS

- 8. Review of Priorities from planning document. **Should this be reviewed monthly or periodically?** **No Objection to moving this agenda item to a quarterly agenda item for 2022.**
 - a. Review/Discussion of Items in Section Medium Priority Projects. 2023.
 - ACCT Standards Development Process guide - Uploaded to the Meeting folder
 - Draft already developed
 - Outreach to involve AHJs and other stakeholders
 - Priority may change as it impacts other projects-
 - Examples: surveys, email blasts
 - Policies Written
 - Catalogue (see immediate priority) will impact this item
 - More work needs to be done to determine what is being used and what is desired
- 9. TOR for the Draft Standards Formatting TF
 - a. Folder and working draft documents created and sent to the TF members.
 - Rich sent an update stating that they are delayed in starting work due to work schedules.
- 10. Review of Standards Determination Checklists submitted by Members for decision to include content in the next standards publication:
 - a. Pete & Mike - Ground Anchors
 - No Objection by members present to include this item in the next standards revision
 - b. Mitch & Paul - Critical Rope

- No Objection by members present to include this item in the next standards revision

NEW BUSINESS

- Review and revision of the Accredited Procedures Task Force
 - Review and Revision of the Accredited Procedures.
 - Reached out to the TF members to set up an initial meeting to discuss scope and develop TOR. First Initial Meeting on Dec 9th at 9:00 am Mtn time.

NEXT MEETING

- Next scheduled meeting: January 5th, 2022, 12:00pm to 1:30 MST
- 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/John/Pete	Review existing applications in the User Category	1/5/22
John L	Send Email to Loui regarding her ability to make a commitment to her attendance schedule in 2022.	12/1/21
All Members	Forward preferred email to John V	11/3/21 In process
JohnV	Send confirmation of the CG acceptance of the Proposed Standard relating to Ground Anchors for inclusion in the next standards publication.	12/15/21
JohnV	Send confirmation of the CG acceptance of the Proposed Standard relating to Critical Rope Systems for inclusion in the next standards publication.	12/15/21

Meeting Adjourned: 1:19pm Mountain

Motion: To Adjourn.
MADE by: Keith Jacobs