



AGENDA Consensus Group Meeting

Meeting Logistics:

Zoom Meeting: Link provided in calendar invitation

Date / Time: JANUARY 05, 2022, 12:00p -1:30p MST

Preparation / To Dos:

Meeting Agenda and DRAFT minutes

Review

ACCT_03-202X DRAFT STANDARDS

Review

MEMBERS ROSTER (checked boxes represent members in attendance):

- | | |
|---|---|
| <input checked="" type="checkbox"/> John Lazarus, Vendor (Chair) | <input checked="" type="checkbox"/> Loui McCurley, User |
| <input checked="" type="checkbox"/> Pete Sawyer Vendor (Vice-Chair) | <input type="checkbox"/> Vacant, User |
| <input checked="" type="checkbox"/> Keith Jacobs, Vendor | <input checked="" type="checkbox"/> Mitchell McWilliams, User |
| <input checked="" type="checkbox"/> Etienne Leblanc, Vendor | <input checked="" type="checkbox"/> Rhonda Mickelson, General |
| <input checked="" type="checkbox"/> Dave Merrell, Vendor | <input checked="" type="checkbox"/> Richard Bourlon, General |
| <input checked="" type="checkbox"/> Paul Chapman, User | <input checked="" type="checkbox"/> Curtis Britcher, General |
| <input checked="" type="checkbox"/> Shawn Moriarty, User
joined at 12:55 | <input checked="" type="checkbox"/> Mike Lane, General |
| | <input checked="" type="checkbox"/> Sean Fisher, General |

Support Staff and Scheduled Guest:

- John Voegtlin Secretary to the Consensus Group
- Connor James Board of Directors
- Michelle Hepler Member Education Panel representative
- Rich Klajnscek TIRE Committee 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: Yes

Motion: To accept the Agenda as presented.

MADE by: Keith Jacobs

Discussion: none

Meeting Management Tasks: Chat Time Management Screen Share:

Opposed: Abstain:

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

2. Approval of Minutes

Motion: To accept the 12-1-2021 minutes as presented.

MADE by: Keith Jacobs, Paul

Discussion:

Opposed: Abstain: Richard Bourlon, Loui McCurley, Mike Lane, David Merrel

3. Administrative Update:

- a. Members need to forward to John V their preferred Email to be used for GC business.
- b. Meet with Michelle H to discuss educational information on Accredited Standards Development process for the ACCT Academy.
- c. Need to create the presentation for the ACCT AGM at the conference. Due Jan 15th.

4. Secretariat update:

a.

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

a. None.

6. Membership:

a. Review of Membership Attendance.

- Loui M (User) Email regarding her continuing membership
 - No followup communication from Loui regarding her commitment to participate in 2022.
 - Loui is in attendance 01-05, has affirmed intent to continue. No opposition or discussion from members beyond a welcome back
- One current application in the User Category is on file - Lynda Kelly

- will send letter verifying continued interest and then consider whether new categories will impact new members.

7. Member Education:

- a. Mitch M. is presenting a review of past ANSI audit results.
 - Negative comment not required to give reason according to auditor. Group disagrees. Language change suggested.
 -
 - Individual and Organizational membership in the group and privileges and rights of those members. Language updates and clarifications on organizational membership representative requirements.
 - Roster (public copy) maintenance and inclusion of more contact information than is currently posted
 - Association Member type
 - Prompt responses
 - Proper ANSI document preparation

OLD BUSINESS

8. Draft Standards Formatting TF

- a. Documents are completed by the TF.
- b. The Group needs to review the Draft text to determine how they want to proceed towards the next public comment period.
 - Procedure discussion: public comment vs ballot/review and the order of operations and possible loops between commenters and submitters and responses
 - Formatting of submissions and review process for submissions as a whole or as individual lines/standards
 - Group is leaning towards refining the documents and submissions as much as possible before submitting for public comment

Motion: Accept changes presented in the documents submitted by the Standards Draft Formatting Task Force members.
 Discussion:clarification. Motion specifically refers to ACCT_03-202X_Standards DRAFT.pdf
 MADE by: Curtis Britcher
 Seconded by: Loui McCurley

9. Review and revision of the Accredited Procedures Task Force

- a. Review and Revision of the Accredited Procedures.
 - Update from the TF members on the task and progress.
 - Progress is being made
 - Loui is volunteering to join this TF

- Primary influence is the Audit
- Next meeting is tomorrow
- Categories of membership is one of the major points of change
- Goal to have something for consideration by mid-year

NEW BUSINESS

NEXT MEETING

1. Next scheduled meeting: February 2nd, 2022, 12:00pm to 1:30 MST
2. Items for the Agenda?

ACTION ITEMS		
Who	What	When
<i>John V</i>	<i>Review current file structure for efficiency and complexity and present findings at next meeting (Catalogue)</i>	<i>Ongoing</i>
<i>John/John/Pete</i>	<i>Review existing applications in the User Category</i>	<i>1/5/22</i>
<i>John L</i>	<i>Send Email to Loui regarding her ability to make a commitment to her attendance schedule in 2022.</i>	<i>12/1/21</i>
<i>All Members</i>	<i>Forward preferred email to John V</i>	<i>11/3/21 In process</i>
<i>JohnV</i>	<i>Send confirmation of the CG acceptance of the Proposed Standard relating to Ground Anchors for inclusion in the next standards publication.</i>	<i>12/15/21</i>
<i>JohnV</i>	<i>Send confirmation of the CG acceptance of the Proposed Standard relating to Critical Rope Systems for inclusion in the next standards publication.</i>	<i>12/15/21</i>
<i>Pete/John</i>	<i>Create the presentation for the ACCT AGM</i>	<i>1/15/22</i>
<i>Pete/John</i>	<i>Set up meeting with Michelle to discuss the CG additions to the Acct Academy</i>	

Meeting Adjourned: 1:40pm Mountain

<p>Motion: To Adjourn. MADE by: Curtis Britcher</p>
