



AGENDA Consensus Group Meeting

Meeting Logistics:

Zoom Meeting: Link provided in calendar invitation

Date / Time: MARCH 02, 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 type="checkbox"/> Vacant, User |
| <input checked="" type="checkbox"/> Pete Sawyer Vendor (Vice-Chair) | <input checked="" type="checkbox"/> Mitchell McWilliams, User |
| <input checked="" type="checkbox"/> Keith Jacobs, Vendor joined 12:29pm | <input type="checkbox"/> Rhonda Mickelson, General |
| <input type="checkbox"/> Etienne Leblanc, Vendor | <input checked="" 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 checked="" type="checkbox"/> Mike Lane, General |
| <input checked="" type="checkbox"/> Shawn Moriarty, User | <input checked="" type="checkbox"/> Sean Fisher, General joined 12:30 |
| <input checked="" 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 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: 12:22 Mountain

Quorum Present: Y

1. .Approval of Minutes

Motion: To accept the 01-05-2022 minutes as presented.
MADE by: Richard Bourlon 2nd: Loui McCurley

Discussion:
Opposed: Abstain:

2. Review and Approve Agenda of today's meeting

Motion: To accept the Agenda as presented.
MADE by: Loui McCurley

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

3. Administrative Update:

- a. Accredited Procedures compliance with Essential Requirements Due March 1
- b. Communications from ANSI:
 - ASD Compliance form was received, filled out, and sent back. Thank you for the input and help on making sure it was done correctly.
 - Staff List update request was received, Shawn responded notifying them of current staff changes, including his status as ED, and I asked him to notify them of my name/email so that we wouldn't get any bounceback on submitting forms (like the above) and he said he did.
 - Discuss the need for a meeting at the 2023 Conference.

4. Secretariat update:

- a. Submit Budget Requests to ACCT BOD.

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

- a. None

6. Membership:

- a. Review of Membership Attendance.
 - Current application in the User Category on file: Need to review and accept or reject the applications for consideration in a ballot.

- Sent Lynda Kelly a letter verifying her interest along with the current application form.
 - Responded saying that the only change would be her current involvement as a member of the Member Education Panel - “would be honored for the group to reconsider my application and help in any way”
 - Accepted Application
- Review Joseph Francis application in the User category.
 - Accepted Application
- Review William Weaver application in the User category.
 - Accepted Application - Rejected by Sean Fisher (Category)

7. Member Education:

- a. Discussion of continued education material for the group.
 - Public Period Commenting - presentation
 - Potential real world effect of Industry-changing standards
- b. From the ASD Compliance Form email’s list of Highlights to the Revisions of Essential Requirements (2022 edition)

2.3 Balance: The interest category of a voting member of a consensus body is to reflect the business or other interests of their primary source of support for participation on the consensus body. New definition of “consultant”. Reinforcing statement that sub-categories of interest categories should not be used to circumvent balance requirements and a clarification of the use of a General Interest category.

OLD BUSINESS

8. Review and Revision of the Accredited Procedures Task Force

- a. Update from the TF members on the task and progress.
 - i. topics considered have included member categories, quorum, organizational seconds
 - ii. June or July Agenda item for the above topics is possible

NEW BUSINESS

9. Discussion of the process for reviewing the Proposed Drafts submitted by commenters.

In order to efficiently go through the process of members reviewing and process their comments we will be looking at the following steps:

- 1. The document of compiled standards is being edited by Kathy H to highlight the specific standards that they are proposing to change separate from the other edits they propose.

2. This document will be forwarded to the members during the March 2nd. meeting and they will have until the April 6th meeting to review and record their changes they want to discuss with the Submitters.
3. The April 6th. meeting will be organized for reviewing the compiled standards document with the Submitters.
4. The Submitters will be present in the April 6th meeting to dialogue with the members and resolve their comments directly.
5. Any member that cannot resolve their issue with the Submitters efficiently in the meeting will be required to continue that conversation outside the meeting and have a resolution to present at the May 4th Meeting.
6. Each discussion with the Submitters during the meeting will be processed using the following format:
 - a. Motion presented with the specific language Issue/change by the Member
 - b. Discussion with the Member and Commentor for resolution
 - c. Vote by the Members on the CG for the proposed language
 - i. Restatement of the final language in Motion for to be included in the standards
 - ii. 2nd the Motion
 - iii. Final Discussion
 - iv. Vote by the Members
 - d. Affirmation by the Commentor that their comment was resolved
 - e. This information will be recorded in the Meeting Minutes as the final record of resolving any changes with the Commentor for the ANSI record.

NEXT MEETING

1. Next scheduled meeting: April 6th, 2022, 12:00pm to 1:30 MST
 - a. extending from 12pm - 2pm Mountain
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>3/1/22</i>

Meeting Adjourned: 1:27 pm Mountain

Motion: To Adjourn.
MADE by: Richard

Approved 04-06-2022