



## AGENDA Consensus Group Meeting

### Meeting Logistics:

Zoom Meeting: Link provided in calendar invitation

Date / Time: October 5, 2022, 12:00p -1:30p MST

### 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"/> Lynda Kelly, 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 checked="" type="checkbox"/> Bill Weaver, General
<input checked="" type="checkbox"/> Etienne Leblanc, Vendor	<input checked="" type="checkbox"/> Richard Bourlon, General
<i>in at 12:10 pm</i>	<input type="checkbox"/> Curtis Britcher, General
<input type="checkbox"/> Vacant - Vendor	<input type="checkbox"/> Mike Lane, General
<input checked="" type="checkbox"/> Paul Chapman, User	<input checked="" type="checkbox"/> Sean Fisher, General
<input checked="" type="checkbox"/> Shawn Moriarty, User	<i>dropped 12:32 pm</i>
<input checked="" type="checkbox"/> Loui McCurley, User	<i>back at 12:37</i>

### **Support Staff and Scheduled Guest:**

John Voegtlin Secretary to the Consensus Group  
 Connor James Board of Directors 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](mailto:John@ACCTinfo.org) or 303.827.2432.*

*Thank you in advance for your cooperation.*

Meeting Called to Order: 12:08 PM  
Quorum Present: Y

1. Review and Approve Agenda of today's meeting

Motion: To accept the Agenda as presented.  
MADE by: Keith Jacobs 2nd: Mitchell McWilliams

Discussion:  
Meeting Management Tasks: Chat Time Management Screen Share: Pete  
Opposed: Abstain:

2. Approval of Minutes

Motion: To accept the 09-07-2022 minutes as presented.  
MADE by: Keith Jacobs 2nd: Shawn Moriarty

Discussion:  
Opposed: Abstain:

3. Administrative Update:

- a. Communications from ANSI:

4. Secretariat update:

- a. Audit update - Connor and John V update
  - documentation that was requested has been submitted (2022/10/04)
  - expect response in about a month
- b. Budget for face to face meeting update
  - BOD asked for more clarity on outcomes
  - *Projected* timeline may provide better information on content of February meeting

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

- a. None

6. Membership:

- Discuss next steps in the filling of the open position in the Vendor Category.
  - The following past applicants have verified that they are still interested in serving on the Group:
    - Robert Manson - Teufelberger Fiber Rope Corp.
    - Morgan Wiseman - Adventure Experiences, Inc.
    - Steve Gustafson - EBL Zip Lines

- Letters send with no response yet asking past applicants if they would like to continue to be considered:
  - Thaddeus Shrader - Bonsai Designs - John V to call to verify interest.
  - Patrick Avery - American Adventure Park Systems - Note that he has left AAPS and we're looking for new contact information. Pete reached out. He no longer works in the industry.
- Entertain Ballot for filling the open position in the Vendor Category.

Motion: To ballot the three applicants for the vacant vendor category seat.  
 MADE by: Keith Jacobs 2nd: Paul Chapman

Discussion:  
 Opposed: Abstain:

- Review Loui McCurley's Membership participation.
  - Loui in attendance and reports not 100% but improving
  - no objections to Loui's continued participation as a member

**OLD BUSINESS**

7. Member Education: Postponed until review of the proposed standards from the public are completed.
8. Review and Revision of the Accredited Procedures Task Force: (Members: Keith J, Mike L, Loui M, Curtis B., Mitch M).
  - a. Update on progress and schedule for the first draft to present to the Members.
    - Update from the meeting on Sep 27.22
      - Proposed Interest Category draft presented including edited descriptions of Vendor and General Interest, and added groups: Equipment & Component Manufacturers, Operators (redesigned/redefined User), and Standards/Regulatory Organizations and Agencies
      - Next steps are Quorum, And Category/Balance numbers, re-evaluation of current members in regards to new categories
    - Sean Fisher was added to this group as a member.
    - Clarify the process for working with the Board/Secretariat regarding their input to proposed changes and recommendations from the ANSI Audit.
      - Audit may provide feedback/recommendations for this revision

9. Present 2022-09-16 ACCT\_03-202X\_Standards Draft.PDF for consideration for a ballot to submit for formal public comment.

- Waiting for final revision from Kathy H for the Table at line 2428 Operations Standards # A.3.1.
  - included in 2022-10-03 file

Motion: To move forward to public comment with 2022-10-03 revision  
 MADE by: Richard Bourlon 2nd: Loui McCurley

Discussion:  
 Opposed: Abstain:

**NEW BUSINESS**

10. Update on working with the Member Education Panel (MAP MEP) on presenting at the ACCT conference.

- Discussing on the content and format of the MAP MEP Conference Presentation including standards development process and an update on the current status of and tasks of the CG.

**NEXT MEETING**

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

<b>ACTION ITEMS</b>		
<b>Who</b>	<b>What</b>	<b>When</b>
John V	<i>Review current file structure for efficiency and complexity and present findings at next meeting (Catalog)</i>	Ongoing

Motion: To Adjourn.  
MADE by: Keith Jacobs

Meeting Adjourned: 12:55 pm

Approved 2022-11-02