



AGENDA Consensus Group Meeting

Meeting Logistics:

Zoom Meeting: Link provided in calendar invitation

Date / Time: November 2, 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 checked="" 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 type="checkbox"/> Vacant - General
<input checked="" type="checkbox"/> Etienne Leblanc, Vendor	<input checked="" type="checkbox"/> Richard Bourlon, General
<input type="checkbox"/> Vacant - 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
<input checked="" type="checkbox"/> Loui McCurley, User	

Support Staff and Scheduled Guest:

John Voegtlin Secretary to the Consensus Group
 Connor James Board of Directors Liaison
 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: 12:08 pm
Quorum Present: YES

1. Review and Approve Agenda of today's meeting

Motion: To accept the Agenda as presented.

MADE by: Loui McCurley 2nd: Lynda Kelly

Discussion:

Meeting Management Tasks: Chat Time Management Screen Share: Pete Sawyer

Opposed: Abstain:

2. Approval of Minutes

Motion: To accept the 10-05-2022 minutes as presented.

MADE by: Loui McCurley 2nd: Lynda Kelly

Discussion:

Opposed: Abstain: Curtis Britcher

3. Administrative Update:

- a. Communications from ANSI:

4. Secretariat update:

- a. Audit update - Connor and John V update

- Our auditor Leslie Block contacted us and apologized that her last audit was going long and that she hadn't started reviewing our documents on October 20

- 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:

- Current results of the ballot for the open position in the Vendor Category.
 - Applicants on the ballot:
 - Robert Manson - Teufelberger Fiber Rope Corp.
 - Morgan Wiseman - Adventure Experiences, Inc.
 - Steve Gustafson - EBL Zip Lines
 - Ballots not received from Sean Fisher and Mike Lane.

- Review of Paul Chapman's position change at Camp Joy.
- Acceptance of Bill Weaver's resignation from the CG.
 - Discuss next steps for getting applicants to fill the position.

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, Sean F.).
 - a. Update on progress and schedule for the first draft to present to the Members.
 - b. Prepping for compliance with the Essential Requirements for 2023 due in March 2023.
9. Review Ballot progress and next steps and timeline for releasing the document 2022-09-16 ACCT_03-202X_Standards Draft for public comment.
 - a. Ballot not received from Sean Fisher.
 - b. Upon closing of the ballot John V. to fill out the BSR-8 form for submission to ANSI.
 - c. Publication of the BSR-8 in ANSI Standards Action will initiate the start of the Public Comment Period. Working for a publication date of 11/18. Comment period is 45 days which brings the closing into the first week of January 2023.

NEW BUSINESS

10. Received an email from Rich K. that a new EN standard was released in May 2020 (EN 17109) that specifically addresses lanyards for challenge courses.

NEXT MEETING

1. Next scheduled meeting: December 7th, 2022, 12:00pm to 1:30 Mountain
2. Items for the Agenda?
 - a. Discuss the need and member availability for the January 4th, 2023 meeting.

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

Motion: To Adjourn.
MADE by: Michael Lane

Meeting Adjourned: 12:42pm Mountain

Approved 2022-12-21