



AGENDA Consensus Group Meeting

Meeting Logistics:

Zoom Meeting: Link provided in calendar invitation

Date / Time: December 7, 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 type="checkbox"/> Etienne Leblanc, Vendor	<input type="checkbox"/> Richard Bournon, General
<input checked="" type="checkbox"/> Rob Manson - Vendor	<input type="checkbox"/> Curtis Britcher, General
<input checked="" type="checkbox"/> Paul Chapman, User	<input type="checkbox"/> Mike Lane, General
<input type="checkbox"/> Shawn Moriarty, User	<input checked="" type="checkbox"/> Sean Fisher, General
<input checked="" type="checkbox"/> Loui McCurley, User @12:20pm MST	

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 or computers. We request they turn their telephones/computers 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: 12:07 pm Mountain

Quorum Present: Y

1. Review and Approve Agenda of today's meeting

Motion: To accept the Agenda as presented.

MADE by: Lynda Kelly 2nd: Keith Jacobs

Discussion:

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

Opposed: Abstain:

2. Approval of Minutes

Motion: To accept the 11-02-2022 minutes as presented.

MADE by: Paul Chapman 2nd: Mitch McWilliams

Discussion:

Opposed: Abstain:

3. Administrative Update:

- a. Communications from ANSI:
- b. Update on structure of MEP CG Conference presentation 2/11/23 at 10:30 am.
 - Organized, scripted, and will be recorded
 - John, Pete, and John V will help define questions and provide materials

4. Secretariat update:

- a. Audit update - Connor and John V update.
 - No communication from auditor since last meeting
- b. Budget for face to face meeting update
 - The Board approved the budget request for the Feb 2023 Face-to Face Meeting.

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

- a. None

6. Membership:

- Welcome Robert Manson to the CG.
- Review and accept/reject all submitted applications for open positions on the CG to formulate responses.
 - Jennifer Murphy - General Interest
 - Michael Smith - User

- Discuss next steps/applicants for filling the open position in the General Category.

Motion: To create a ballot for filling the General Category opening with Jennifer Murphy
MADE by: Lynda Kelly 2nd: Loui McCurley

Discussion:
Opposed: Abstain:

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. Update on the steps and timeline for the released document 2022-09-16 ACCT_03-202X_Standards Draft for public comment.
 - a. BSR-8 was published in ANSI Standards Action on November 25th, initiating the start of the 45 day public comment period which ends January 9, 2023.
 - b. Examples of public announcement of comment period are in the December meeting folder, including ANSI's Standards Action, our own announcements, and a few mentions in the relevant press.

NEW BUSINESS

10. Discuss member availability for the January 4th, 2023 meeting.
 1. Items for the Agenda?
 - a. Update on Accredited Task Force progress.
 - i. if task force meets & how much discussion content could it generate?
 - b. Review of applicants for the General Category ~~if no motion for a ballot made in this meeting to fill the open position.~~

members are available but don't see the need for a January meeting

11. Discuss and choose a meeting schedule for 2023.
 1. Discuss meeting schedule for 2023 and alternatives to the 1st Wednesday of each month's current schedule. Potential Options:
 - a. Continue with the existing monthly 1-½ hour schedule.

