



AGENDA Consensus Group Meeting

Meeting Logistics:

Zoom Meeting: Link provided in invitation

Date / Time: February 22, 2023, 12:00p -2:00p MST

Preparation / To Dos:

Review Meeting Agenda and DRAFT minutes

Review Comments ACCT_03-202X DRAFT STANDARDS and Procedures Revisions

Quorum Present: N

MEMBERS ROSTER (checked boxes represent members in attendance):

<input type="checkbox"/> John Lazarus, Vendor (Chair)	<input type="checkbox"/> Mitchell McWilliams, User
<input type="checkbox"/> Pete Sawyer Vendor (Vice-Chair)	<input type="checkbox"/> Shawn Moriarty, User
<input type="checkbox"/> Keith Jacobs, Vendor	<input type="checkbox"/> Curtis Britcher, General
<input type="checkbox"/> Etienne Leblanc, Vendor	<input type="checkbox"/> Sean Fisher, General
<input type="checkbox"/> Rob Manson - Vendor	<input type="checkbox"/> Mike Lane, General
<input type="checkbox"/> Paul Chapman, User	<input type="checkbox"/> Jennifer Murphy, General
<input type="checkbox"/> Lynda Kelly, User	<input type="checkbox"/> Vacant - General
<input type="checkbox"/> Loui McCurley, User	

Support Staff and Scheduled Guest:

John Voegtlin Secretary to the Consensus Group
 Connor James Board of Directors Liaison
 Leslie Sohl - Acting Secretary

Quorum Not Present

Entire Agenda postponed

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:

1. Review and Approve Agenda of today's meeting

Motion: To accept the Agenda as presented.

MADE by: 2nd:

Discussion:

Meeting Management Tasks: Chat Time Management Screen Share:

Opposed: Abstain:

2. Approval of Minutes

Motion: To accept the 02-12-2023 minutes as presented.

MADE by: 2nd:

Discussion:

Opposed: Abstain:

3. Administrative Update:

- a. Communications from ANSI:

Quorum Not Present

4. Secretariat update:

- a. Notification of Bill Zimmerman's resignation as Executive Director.

Entire Agenda postponed

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

- a.

6. Membership:

- a. Progress update on Ballot for Christopher Oliver. Ballot closes at the end of the day on March 17th.

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. Discuss additional changes recommended to the Accredited Procedures Draft by staff for audit for compliance with the Essential Requirements and timeline for completion (April 19th.).

- b. Discuss the timeline for submission of a revised Accredited Procedures Draft based on work completed by the Review and Revision of the Accredited Procedures Task Force.

9. 2022-09-16 ACCT_03-202X_Standards Draft public comments.

- a. Discuss and review the format for organizing comments spreadsheets back from the TIRE writing groups. Discuss columns needed for Tire responses. (Persuasive/Non persuasive, Response).
- b. Clarify the responsibilities of the Tire Committee liaison role.
- c. Clarify TIRE contacts for Liaisons.

10. **NEW BUSINESS**

10. Agenda Items for next meeting:

- 1.

11. Acceptable talking points.

NEXT MEETING

- 1. Next scheduled meeting: March 1, 2023, 12:00pm to 1:30 Mountain

Quorum Not Present

Entire Agenda postponed

ACTION ITEMS		
Who	What	When
John V	Review current file structure for efficiency and complexity and present findings at next meeting (Catalog)	Ongoing
Leslie S	Revised Draft of the ACP from Bill Z	2/22/23
CG	Reallocation of the members in our interest Categories	TBD
John V	Prepare Spreadsheets with comments from proposed working groups	ASAP
John V	Prepare Ballot for Christopher Oliver	ASAP

Motion: To Adjourn.
MADE by:

Meeting Adjourned: