



## AGENDA Consensus Group Meeting

### Meeting Logistics:

Zoom Meeting: Link provided in invitation

Date / Time: March 01, 2023, 12:00p -1:30p MST

### Preparation / To Dos:

Review Meeting Agenda and DRAFT minutes

Review Comments ACCT\_03-202X DRAFT STANDARDS and Procedures Revisions

### **MEMBERS ROSTER (checked boxes represent members in attendance):**

<input checked="" type="checkbox"/> John Lazarus, Vendor (Chair)	<input checked="" type="checkbox"/> Mitchell McWilliams, User
<input checked="" type="checkbox"/> Pete Sawyer Vendor (Vice-Chair)	<input checked="" type="checkbox"/> Shawn Moriarty, User
<input checked="" type="checkbox"/> Keith Jacobs, Vendor	<input type="checkbox"/> Curtis Britcher, General
<input checked="" type="checkbox"/> Etienne Leblanc, Vendor	<input type="checkbox"/> Sean Fisher, General
<input checked="" type="checkbox"/> Rob Manson - Vendor	<input type="checkbox"/> Mike Lane, General
<input checked="" type="checkbox"/> Paul Chapman, User	<input type="checkbox"/> Jennifer Murphy, General
<input checked="" type="checkbox"/> Lynda Kelly, User	<input type="checkbox"/> Vacant - 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  
 Leslie Sohl - Secretariat / 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 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](mailto:John@ACCTinfo.org) or 303.827.2432.*

*Thank you in advance for your cooperation.*

Meeting Called to Order: 12:08pm Mountain  
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 Sawyer  
Opposed: Abstain:

2. Approval of Minutes

Motion: To accept the 02-12-2023 minutes as presented.  
MADE by: Keith Jacobs 2nd: Loui McCurley

Discussion:  
Opposed: Abstain: Paul Chapman

3. Administrative Update:

- a. Communications from ANSI:

4. Secretariat update:

- a. Notification of Bill Zimmerman's resignation as Executive Director.
- b. Need to provide budget projections for FY 2023/2024 to the Board.
  - Postponed until April meeting due to lack of complete information on this year's costs.
- c. Confirm our use of the current Board Report in word format with Board Liaison.

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

- a.

6. Membership:

- a. Welcome Jennifer Murphy to the CG.
  - Will contact Jennifer AND send a reminder to all members about membership responsibilities
- b. Progress on the Ballot for Christopher Oliver. Ballot closes at the end of the day on March 17th.
  - Members who have not submitted a ballot: Etienne Leblanc, Rob Manson, Mitchell McWilliams, Shawn Moriarty, Curtis Britcher, Sean Fisher, Mike Lane,

Jennifer Murphy

- c. Review Membership Application for Cody Greene for acceptance for future openings in the Group.

Motion: To send letter to Cody stating that we feel he is better represented in the Vendor category and we could then accept and keep his application on file  
MADE by: Keith Jacobs 2nd: Lynda Kelly

Discussion:  
Opposed: Abstain:

- Will contact and request a change of category

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

Motion: To create a ballot to send to all members in order to accept the draft revision of the procedures presented  
MADE by: Paul Chapman 2nd: Shawn Moriarty

Discussion:  
Opposed: Abstain:

- 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.
      - Will revise the terms of the current task force to work towards inclusion of completed work with additional audit suggestions
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). Suggested Columns.
    - Non Persuasive - Does not relate to the draft standard or the Writing Group does

not agree with the comment (provide reason for disagreement with commenter)

- Persuasive - Writing Groups agree with or want to consider the commenters view and information for inclusion in the next draft to be sent out for public comment.
  - Requires clarity from the commentor or from the CG. CG Members to review and determine action needed.
- b. Clarify the responsibilities of the Tire Committee liaison role.
- The Liaison role is intended to be a conduit for communication between the writing Groups and the CG members for information, requests for clarity and updates on progress. CG Members should reserve their input on the Writing Groups written responses to the CG.
- c. Clarify TIRE contacts for Liaisons: We need an Administration representative to be a part of the review process for the procedural comments.

**10. NEW BUSINESS**

10. Agenda Items for next meeting:

- 1.

11. Acceptable talking points.

**NEXT MEETING**

1. Next scheduled meeting: April 5, 2023, 12:00pm to 1:30 Mountain

<b>ACTION ITEMS</b>		
<b>Who</b>	<b>What</b>	<b>When</b>
<i>John V</i>	<i>Review current file structure for efficiency and complexity and present findings at next meeting (Catalog)</i>	<i>Ongoing</i>
<i>Leslie S</i>	<i>Revised Draft of the ACP</i>	<i>4/5/23</i>
<i>John V</i>	<i>Prepare Spreadsheets with comments from proposed working groups</i>	<i>ASAP</i>

Motion: To Adjourn.  
MADE by: Keith Jacobs

Meeting Adjourned: 1:33pm Mountain

Approved 2023-04-05