



MINUTES Consensus Group Meeting

Meeting Logistics:

Zoom Meeting: Link provided in invitation

Date / Time: May 03, 2023, 12:00p -1:30p MST

Preparation / To Dos:

Review Meeting Agenda and DRAFT minutes

Review Public Review Comments on ACCT_03-202X DRAFT STANDARDS, state of the draft and project, and Procedures Revisions

MEMBERS ROSTER (checked boxes represent members in attendance):

John Lazarus, Vendor (Chair)

Pete Sawyer Vendor (Vice-Chair)

Keith Jacobs, Vendor

Etienne Leblanc, Vendor

Rob Manson - Vendor

in at 12:30p

Paul Chapman, User

Lynda Kelly, User

Loui McCurley, User

Support Staff and Scheduled Guest:

John Voegtlin Secretary to the Consensus Group

Connor James BOD Liaison

Michael Smith acting BOD Liaison

Mitchell McWilliams, User

Shawn Moriarty, User

Sean Fisher, General

Mike Lane, General

Christopher Oliver - General

VACANT, General

VACANT, General

Korey Hampton - Secretariat / BOD

Leslie Sohl - Secretariat / BOD

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: 12:10pm

Quorum Present: Y

- 1) Review and Approve Agenda of today's meeting

Motion: To accept the Agenda as presented.

MADE by: Keith Jacobs 2nd: Mitch McWilliams

Discussion: Keith asked if Michael was new or temporary Liaison. Michael is temporary.

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

Opposed: Abstain:

2) Approval of Minutes

Motion: To accept the 04-05-2023 minutes as presented.
MADE by: Shawn Moriarty 2nd: Lynda Kelly

Discussion: Keith asked about letter attached
Opposed: Abstain: Mitch McWilliams, Paul Chapman

3) Administrative Update:

- a) Communications from ANSI:
- b) Assign a person from the consensus group to be a part of the 2024 ACCT Conference Workshop Review Task Force.

Mitch McWilliams and Paul Chapman are willing

4) Secretariat update:

- a) Members of the Secretariat would like to share information from the Boards Face to Face meeting regarding decisions from the Secretariat. This is listed as an agenda item below.
- b) Request to the Secretariat to advise if the revised procedures recently submitted were accepted by ANSI.

Audit response will come first and then Procedures will be processed

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

- a) None

6) Membership:

- a) Jennifer Murphy has submitted her resignation. Steps are in place to gather applications in the General Category for this position.
- b) Curtis Britcher has submitted his resignation. Steps are in place to gather applications in the General Category for this position.
- c) Present application from Christopher Richardson to Members for consideration to be included in future ballots.

Motion: To accept Christopher Richardson's application and put it on file
MADE by: Keith Jacobs 2nd: Lynda Kelly

Discussion: Opposed: Abstain:

- d) Members are encouraged to reach out to possible candidates in addition to the outreach that the Secretariate is required to do.

Discussion about current outreach efforts which are mostly public website, email, and social media articles.

Willingness to help with outreach and help with identifying groups for that outreach expressed by Keith and Lynda, specifically, with agreement by others.

OLD BUSINESS

- 7) Member Education: Discussion involving devoting several meetings to ANSI essentials requirements education.
- a) ANSI just published their list of educational webinars for this period. John V can forward that list with registration links to all members if desired (all times below Mountain).
- i) ~~12 APR 2023, WED 12-1:30 pm~~ ~~ANSI Accredited Standards Developers: ANS Audit & Reaccreditation Process Requirements~~ [provided materials](#)
 - ii) ~~19 APR 2023, WED 12-1:30 pm~~ **Moved to Tuesday, June 6th at 12pm Mountain.** - ANS Process Key Forms
 - iii) ~~27 APR 2023, THU 12-1:30 pm~~ **Moved to Thursday, June 1, 2023 at 12pm Mountain** - Overview of the ANSI Essential Requirements: Sections 1.0 & 2.0
 - iv) 15 JUNE 2023 THU 12-1:30 pm - ANS Process: National Adoption of ISO and IEC standards as American National Standards (ANS)
 - v) 22 JUNE 2023, THU 12-1:30 pm - ANS Process: Focus on Votes & Public Comments
 - vi) 29 JUNE 2023, THU 12-1:30 pm - ANS Process - Procedural Appeals Requirements
- 8) Review and Revision of the Accredited Procedures:
- a) On hold waiting for input/leadership from the Secretariat.

NEW BUSINESS

- 9) Members of the Board want to discuss clarifications from ANSI with the CG regarding the motion members made at the last CG meeting, and next steps regarding the current PINS and draft standard submitted (BSR-8 form).
- a) Presentation by Leslie Sohl.

ANSI responded to Secretariat that discontinuing a Project doesn't affect the ability to submit a new one.

(Keith gave) Clarification on fears expressed in prior meeting being in regards to public comment and appeals on a new project submission, not the ability to submit a new project.

Secretariat would like to form a group for collaborative work on Accredited Procedures and is drafting a Terms of Reference for the group.

- b) Offer members and those present in the BOD meeting the opportunity to ask questions regarding possible inaccuracies presented to BOD members in the meeting.

John Lazarus asked about Secretariat structure in relation to Leslie mention of being the “Chair of the Secretariat”

Leslie’s role is the point of contact between ACCT as an ASD and ANSI.

Korey clarified that a “Secretariat Task Force” is what Leslie leads. Michael Smith and Korey Hampton are also on that task force.

John Lazarus asked about reporting structure and direction mentioned in Board meeting: “CG cannot direct TIRE”

A lot of discussion about the current structure of TIRE in relation to the Consensus Group and other options that have been attempted or considered and what our Accredited Procedures dictate, and how TIRE doesn’t fit into them.

ANSI has stated that creating another Draft in the current project requires you to respond to public commenters specifically.

Alternately, commenters should be told *generally* about a discontinued project, and an additional note can be added about using their comment to inform that new project and subsequent drafts.

Secretariat is repeating their request to vote on the discontinuation of the current project or follow accredited procedures and essential requirements in responding to all commenters b specifically.

NEXT MEETING

- 1. Next scheduled meeting: June 7, 2023, 12:00pm to 1:30 Mountain

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

Motion: To Adjourn.
MADE by: Lynda Kelly

Meeting Adjourned: 1:39pm

Approved 2023-06-07