



## MINUTES Consensus Group Meeting

### Meeting Logistics:

Zoom Meeting: Link provided in invitation

Date / Time: June 07, 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):

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

### **Support Staff and Scheduled Guest:**

<input checked="" type="checkbox"/> John Voegtlin Secretary	<input checked="" type="checkbox"/> Korey Hampton - Secretariat / BOD
<input checked="" type="checkbox"/> Connor James BOD Liaison	<input checked="" type="checkbox"/> Leslie Sohl - Secretariat / BOD
<input checked="" type="checkbox"/> Michael Smith Secretariat / BOD	<input checked="" type="checkbox"/> Melissa Webb - Interim Director of Operations

### **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: 12:09pm

Quorum Present: Y

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

Motion: To accept the Agenda as presented.  
MADE by: Keith Jacobs 2nd: Paul Chapman

Discussion:

Meeting Management Tasks: Chat Time Management Screen Share: John

2) Approval of Minutes

Motion: To accept the 05-03-2023 minutes as presented.  
MADE by: Keith Jacobs 2nd: Lynda Kelly

Discussion:  
Opposed: Abstain:

3) Administrative Update:

- a) Communications from ANSI: Update on John L's conversation with Jay Moskowitz below.

4) Secretariat update:

- a) Update from Connor James
- b) Audit Response update

Connor defers to other Secretariat representatives for detailed update. Generally, we've passed our audit.

Leslie notes that our response to the audit was accepted and the audit is closed.

After closing the audit, the compliance-based revision to the accredited procedures has been accepted and they need a clean copy sent to them and posted to finish the process.

There are still recommendations in the audit to be addressed, but the required updates have been made.

Accredited Procedures Task Force is forming, looking for 5 more volunteers

Two applications have been received

Reminder to post an application if you have interest in this group

Keith inquired about the standing procedures task force formed internally.

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

- a) None

6) Membership:

- a) Review current status of open positions in the General Interest Category.
- b) Review Application from Randy Wall

Application Accepted by the group

Motion: To create a membership ballot to vote on Randy Wall's acceptance onto the Consensus Group in the General Interest Category

MADE by: Lynda Kelly 2nd: Rob Manson

Discussion:  
Opposed: Abstain:

Continued discussion about Targeted outreach efforts and what more we can do, who the right person is to lead that effort, and whether any other assets are needed to share or groups could be identified

## 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 [provided materials](#)
    - 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 [provided materials](#)
    - 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) Update from the Secretariat on the process involved in working on the next revision of the Accredited Procedures.

Secretariat update received earlier in the meeting

John asks for clarification on status of the existing procedure revision task force

Korey would encourage those members to apply to join the board-formed task force

Keith expresses that the goal of the existing group was about addressing the Prior audit (2017-2018), which included expanding the interest categories to include the recommendations, and therefore their work is not completed.

Keith requests a purpose for the formation of this group.

Leslie explains that the ASD, at the Secretariat level, is the party actually responsible for those updates.

John Lazarus states that the task force formed internally can be disbanded.

More requests about both the hand-off of the work product of the former group and the inclusion of the input of that group's members.

John Lazarus requests an application link: [acctinfo.org/volunteer](https://www.acctinfo.org/volunteer)

also, here is the announcement of the task group being formed:

<https://www.acctinfo.org/news/whats-up-with-the-acct-draft-standards>

9) Update on John L's conversation with Jay Moskowitz.

John Lazarus brought the CG's perspective and fears to Jay in regards to ending the current project (PINS) and starting a new one.

Jay's response clarified that the direction the Secretariat is requesting is "the current norm" and the fears are unfounded and/or outdated.

They also talked about the responsibilities of the Secretariat in regard to the Procedures, Balance, Dominance, and the current transition of those responsibilities to the Secretariat in a more active way.

Jay offered his guidance, as well as other ANSI staff, throughout this transition.

John Lazarus also expressed his concern with our current Balance position in regard to making major decisions and Jay again offered help and guidance in navigating it.

Pete expresses concerns about our missing members not in attendance at today's meeting (Loui and Mike, specifically)

Leslie thanks John L for the validation of the Secretariat's points, requests, and recommendations, and asks again that we make a decision, and do it as a **written** ballot if we want to assure absolutely everyone is included in the vote.

Keith wants clarification that Jay confirmed that the only way forward is discontinuing the Project.

John Lazarus confirms and states Jay suggested that immediately drafting a new PINS is also ok.

10) Discuss regarding a ballot to withdraw the PINS considering new information from ANSI.

Keith and John Lazarus want information on how the workflow and responsibilities of the drafting of a new PINS would look.

John Lazarus asks about the fact that discontinuing the Project affects the current draft, and starting a new project would usually involve asking the Standards Writing groups what their timeline is, but a recent Board discussion made it clear that the CG is not in a position to direct those groups.

Korey states that the Accredited Procedures revision will help determine the answers and again encourages joining the process.

Leslie clarifies that communication with TIRE is not forbidden, but should be done through the existing Liaisons. A written guide was requested.

- a) A ballot could be complicated by the current imbalance in the CG membership. Jay said that they would be willing to provide guidance on this if the CG chose to move forward with a ballot at this time.

**Motion:** To create a ballot to discontinue the Project BSR/ACCT 03-202x, Challenge Course and Zip Line Standards (revision of ANSI/ACCT 03-2019) submitted on 08-20-2021

**MADE by:** Lynda Kelly 2nd: Shawn Moriarty

**Discussion:** Lynda asks if it's worth considering what will happen to the comments received in the public review period of this project

Etienne asks if we should consider the timing of the next PINS

**Opposed:** Abstain:

**NEW BUSINESS**

11)

**NEXT MEETING**

- 1. Next scheduled meeting: ~~July 5, 2023~~ August 2, 2023, 12:00pm to 1:30 Mountain  
Discussion on whether 7/5 is a realistic meeting date.  
Rob states that he will be out 7/5  
Shawn stated that it's a work day on a short camp week  
Lynda states it's heavy work day

<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>John V</i>	<i>Create Membership Ballot</i>	<i>ASAP</i>
<i>John V</i>	<i>Create Discontinuation of Project Ballot</i>	<i>ASAP</i>

Motion: To Adjourn.  
MADE by: Keith Jacobs

Meeting Adjourned: 1:41pm