



## MINUTES Consensus Group Meeting

### Meeting Logistics:

Zoom Meeting: Link provided in invitation

Date / Time: September 06, 2023, 12:00p -1:30p MST

### Preparation / To Dos:

Review Meeting Agenda and DRAFT minutes

Review 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

arrived 12:25pm

Rob Manson - Vendor

Paul Chapman, User

Lynda Kelly, User

Loui McCurley, User

Mitchell McWilliams, User

Shawn Moriarty, User

Sean Fisher, General

Mike Lane, General

Christopher Oliver - General

arrived 12:31pm

Randy Wall, General

VACANT, General

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

John Voegtlin Secretary

Connor James BOD Liaison

Korey Hampton - Secretariat / BOD

Leslie Sohl - Secretariat / BOD

Melissa Webb - Director of Operations

Julie Krisch

### **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: 12:20pm

Quorum Present: Y

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

Motion: To accept the Agenda as presented.

MADE by: Loui McCurley 2nd: Lynda Kelly

Discussion: Flip 9 & 8 for Lynda's shorter educational piece

Meeting Management Tasks: Chat Time Management Screen Share: Pete

Opposed: Abstain:

2) Approval of Minutes

Motion: To accept the 08-03-2023 minutes as presented.  
MADE by: Mike Lane 2nd: Shawn Moriarty

Discussion:  
Opposed: Abstain:

3) Administrative Update:

- a) Melissa Webb announced as the new Executive Director of ACCT.

4) Secretariat update:

- a) Update from Connor James
- b) Announcement of formal PINS withdrawal Email and in SA.

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

- a)

6) Membership:

- a) Review current status of open positions in the General Interest Category.
  - i) Request for update from the Secretariat regarding targeted outreach efforts discussed in the last meeting.

Lynda asked if it would be appropriate to reach out for other help in this targeted outreach (outside of relying on Secretariat alone)

Pete suggested a potential member, Brian Lenihan (Regulator) who will be near meetings that many of this group and board members will be at (in attendance).

**OLD BUSINESS**

7) Review of Section 4.6 and 4.7 of the current Procedures in regards to member conduct during meetings.

- a) Review last month's meeting discussion around the withdrawal of the current PINS and processing membership applications.
  - i) **4.6 Membership Obligations.** Members are expected to participate actively by fulfilling attendance, voting, correspondence, and other obligations. Members are expected to participate in good faith and in accordance with professional standards, respectful of the rules of the committee and the authority given to the Officers of the Consensus Group and the Secretariat. Active participation includes voting on all ballots issued and missing no more than three consecutive meetings.

- ii) **4.7 Review of Membership.** The Secretariat shall review the membership list annually with respect to the criteria of this Section 4.7, *Membership Obligations*. Where a member is found in repeated default of these obligations, the Secretariat shall direct the matter to the Consensus Group for appropriate action, which may include termination of membership.

Mike Lane issues an apology for his actions/reactions to the meeting and mentions that ANSI has a process for disagreements formally and wants to see forward movement towards standards development with less sidetracks.

Shawn Moriarty adds that we are adjacent to an industry full of facilitators, and suggests borrowing from that world with possibly an addition to our “Robert’s Rules” conduct default for managing uncomfortable conversations and validating people’s emotions.

Lynda Kelly asks if this is in-meeting, or out-of-meeting resolution

Loui McCurley states that this group is a group where members can be heard, and applauds that distinction between this group and others that she serves / has served on.

Randy Wall states that a combination of Robert’s Rules and Respectful Participation should be enough, along with the moderation of the Chair.

John Lazarus reiterates that he felt unable to Chair the meeting effectively when the topic at hand was his conduct as leadership of the group.

Mike Lane expresses that amending the agenda is possible and built into the discussion of the approval of that meeting’s agenda.

~~Randy expresses agreement and sees some of Sean’s actions as adding items to the agenda.~~

Randy Wall expresses agreement and requests that changes to the agenda not be allowed after the review and adoption of the agenda at the start of the meeting. New agenda items should be added to the agenda for the next meeting.

Loui made a motion

Motion: Someone from the ACCT Board reaches out to Sean Fisher and Mike Lane to discuss with them appropriate processes for resolving concerns and interacting during the committee meeting

MADE by: Loui McCurley 2nd: Randy Wall

Discussion:

Mike Lane adds that it should be by someone present at the meeting.

Randy Wall reviews what Robert’s Rules says about these interactions and the procedure that should happen in-meeting.

Conversation should include review of proper ways to add agenda items.

John Lazarus asked for Secretariat input and expressed the desire for neutrality, if possible.

Mike suggests Randy as the possible person to reach out. Lynda agrees that

Loui's bullet points of "appropriate processes" to include:

- Submit requests for the agenda in advance
- Stick to the agenda during the meeting
- Speak in turn when recognized by the chair
- If you don't follow process your participation can and will be restricted up to and including being removed from the committee

8) Lynda K to present a slide developed by the ACCT Academy Development Working Group for review by members and or feedback.

Slide presented for Consensus Group review

No objections to content or accuracy

9) Member Education: Discussion involving devoting several meetings to ANSI essentials requirements education.

a) Lynda K to present education materials to the members for discussion.

Moved to October

10) 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.

Moved to October

## **NEW BUSINESS**

11) Discuss the Secretariat's suggestion that the Group consider moving to meeting every other month or quarterly.

Moved to October

## **NEXT MEETING**

1. Next scheduled meeting: October 4, 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>

Motion: To Adjourn.  
MADE by: Mike Lane

Meeting Adjourned: 1:30pm