MINUTES Consensus Group Meeting

Meeting Logistics:
Zoom Meeting: Link provided in invitation
Date / Time: October 04, 2023, **12:00p -1:30p MST**

Preparation / To Dos:

Review Meeting Agenda and DRAFT minutes

Review Procedures Revisions and Communicate with Secretariat

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

_x__ **John Lazarus, Vendor (Chair)**
_x__ **Pete Sawyer Vendor (Vice-Chair)**
_x__ **Keith Jacobs, Vendor**
_x__ **Etienne Leblanc, Vendor**
joined after 1pm
___ **Rob Manson - Vendor**
___ **Paul Chapman, User**
___ **Lynda Kelly, User**
_x__ **Loui McCurley, User**

_x__ **Mitchell McWilliams, User**
_x__ **Shawn Moriarty, User**
_x__ **Sean Fisher, General**
___ **Mike Lane, General**
_x__ **Christopher Oliver - General**
_x__ **Randy Wall, General**
___ **VACANT, General**

Support Staff and Scheduled Guest:

_x__ **John Voegtlin** Secretary
_x__ **Connor James** BOD Liaison
___ **Korey Hampton** - Secretariat / BOD
_x__ **Leslie Sohl** - Secretariat / BOD

_x__ **Melissa Webb** - 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 or 303.827.2432.*

Thank you in advance for your cooperation.

Meeting Called to Order: 12:11pm
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: Meeting Management Tasks: Chat   Time Management   Screen
Share: John V Opposed: Abstain:

2) Approval of Minutes

Motion: To accept the 09-06-2023 minutes as presented.
MADE by:Keith Jacobs 2nd: Loui McCurley

Discussion: Randy makes one edit to his statement in that meeting
Opposed: Abstain: Keith Jacobs

3) Administrative Update:

   a) Because our procedures state that the results of ballots "shall be reported, by interest categories, to the Consensus Group:"

   Results of the Ballot presented in meeting and distributed to all members on 2023-06-08 and closed on 2023-07-08 and reaffirmed all votes on 2023-08-02

   Should the Project BSR/ACCT 03-202x, Challenge Course and Zip Line Standards (revision of ANSI/ACCT 03-2019) submitted on 08-20-2021 be discontinued?

   Vendor Category: 5 affirmative

   User Category: 3 affirmative, and 2 didn't vote

   General Interest Category: 1 affirmative, 1 Negative with reasons, and 1 didn't vote

   9 affirmative out of 13 total members satisfies the two-thirds of members required for this topic and the motion passes.

4) Secretariat update: Update from Connor James

   a) Targeted outreach is being worked on by the ASD (Secretariat) to help fill the open position in the General Interest Category.

   b) Conversation was had between Mike Lane, Melissa and Connor regarding meeting conduct were complete. The meeting with Sean Fisher is yet to be scheduled.

   c) Procedures for dealing with unruly member conduct during meeting:

      i) If a member of the ACCT Consensus Group is being unruly or detracting from the agenda of the meeting, the Chair/Active Facilitator of the meeting shall:

         (1) Ask the individual to only speak in their turn

         (2) Reference Robert's Rules of Order for "Point of Order"

         (3) Mute the individual

         (4) Eject the individual from the meeting and have a separate conversation afterward citing behavior and need to conform to established rules. If this behavior does not change, you will be removed from the group. Additionally, document the event.

         (5) Use ANSI ACCT CG procedures to remove the member(s) from the group.

d) Roberts rules PDF reference. MSG-ROBERTS_RULES_CHEAT_SHEET.pdf

Keith asks if this is a set of new or additional procedures that need to be voted on or suggestions that don't need to be voted on

John L expresses support and thanks for this support and guidance from the Board/Secretariat and is open to formal or informal weigh-in on this.

Motion: To adopt the presented guidelines for meeting conduct.
MADE by:Keith Jacobs 2nd: Mitch McWilliams

Discussion: Randy expresses thanks for the clear guidelines
Opposed: Abstain:

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e) The Secretariat wanted to give a general status/obligation update to the Members about the withdrawal of the Project in regards to the comment period that was a part of that project

The Board is confirming that they want to review the feedback received during the open comment period, after a redacting of personally identifiable information contained within them.

Comments are no longer under any ANSI-related obligations.

Technical Content would be directed to relevant groups, and procedural comments to other groups, perhaps even the current Accredited Procedures Revision Task Force.

Keith feels that the procedural comments, especially those dealing with dominance may require more communication in accordance with ANSI Essential Requirements and wants to know if the official stance is that ACCT will not be responding to those comments.

Leslie reiterates that the comments will not be formally resolved, as they have been removed from that process per the ANSI-recommendation to withdraw the project.

John L states that the topic is straying outside of Consensus Group business and into Commenter/ASD communication.

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.

        i) See notes above in the Secretariat Update.

OLD BUSINESS

7) Member Education:

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

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.

Meets about twice a month and has focused thus far on each piece of the Essential Requirements and how ACCT can align with that. Initial observations included misalignment of both formatting and terminology, so alignment has been a major goal.

Group is hoping to get something to the Board by the end of the Calendar Year.

And that document should then be passed along to this group.

    b) Open Discussion with Members regarding pros and cons of having a permanently seated Consensus Body vs one seated based on specific projects initiated by a formal PINS.

John L asks for the group's thoughts on project-based group formation versus a standing consensus body.

Mitch expressed that the Pro of a standing group is held knowledge and history of processes and content. Educating a new group could be a Con.

Mitch also expressed a possible Con of being "Tied" to processes that *should* change.

Shawn expresses a Con of a project-based group formation of added bureaucracy and time. Expresses that we are not often fast-moving in these processes.

Loui expresses experience with a standing group AND formation of "Task Teams" specifically for a Project for the writing and for expert advice. Not members, not a group with balance enforced. Subject Matter Experts, pulled in for the duration of a project.

Keith agrees with the value of Time and Expertise of a standing group. Has more concerns about the group being used as a "wet stamp" and the writing groups not meeting the ANSI balance practices.

Randy expresses value in permanent seats for knowledge of history and process, and agrees with the Time concern of seating a new group for each project.

John L states that it's a Question at this time, and will help them APTF in the structure of their Procedures Revision.

NEW BUSINESS

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

Pete states that the content we have is the best determining factor in his mind, including what we know is coming (APTF work product, for example). Also agrees with John's initial statement that the Education content is valuable.

Randy agrees that content-dependent is the way to go and Quarterly may be appropriate.

Mitch agrees with content-dependent, but worries about attaining a Quorum if we change the schedule and the additional delay built in to the schedule until a Quorum can be reached

Keith agrees with this assertion and remembers a "7 Days Out" decision on whether a meeting needs to happen or not.

Mitch suggests adding a content-dependent meeting item to our procedures as a potential prudent idea.

John L brings up our usual seasonal / holiday "Ask" about availability and how that might inform our choice or future schedule.

Loui suggests if we did something like Quarterly, we could have a time period that's allowed for notice of an additional meeting.

John L notes that 30 days is required for that kind of meeting announcement for ANSI. And then asks specifically if we have the content for a November meeting.

Keith suggests that it often takes two meetings to get through member onboarding processes, reading applications and then balloting.

Pete suggests holding a meeting in November IF we receive applications between now and that meeting.

John states that he wouldn't want to cancel less than a week before that meeting.

We will form an agenda and post it to the members during that week with a suggestion on meeting or postponing it.

NEXT MEETING

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

ACTION ITEMS		
Who	What	When

Motion: To Adjourn.
MADE by: Randy Wall

Meeting Adjourned: 1:12pm