



MINUTES Consensus Group Meeting

Meeting Logistics:

Zoom Meeting: Link provided in invitation

Date / Time: November 01, 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):

<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 type="checkbox"/> Shawn Moriarty, User
<input checked="" type="checkbox"/> Keith Jacobs, Vendor	<input checked="" type="checkbox"/> Sean Fisher, General
<input type="checkbox"/> Etienne Leblanc, Vendor	<input type="checkbox"/> Mike Lane, General
<input checked="" type="checkbox"/> Rob Manson - Vendor	<input type="checkbox"/> Christopher Oliver - General
<input checked="" type="checkbox"/> Paul Chapman, User	<input checked="" type="checkbox"/> Randy Wall, General
<input type="checkbox"/> Lynda Kelly, User	<input type="checkbox"/> VACANT, General
<input checked="" type="checkbox"/> Loui McCurley, User	

Support Staff and Scheduled Guest:

<input checked="" type="checkbox"/> John Voegtlin Secretary	<input 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"/> Melissa Webb - Executive Director

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: 12:08pm

Quorum Present: Y

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

Motion: To accept the Agenda as presented.

MADE by: Rob Manson 2nd: Randy Wall

Discussion: Meeting Management Tasks: Chat Time Management Screen

Share: Pete Sawyer Opposed: Abstain:

2) Approval of Minutes

Motion: To accept the 10-04-2023 minutes as presented.
MADE by: Keith Jacobs 2nd: Randy Wall

Discussion:
Opposed: Abstain: Paul Chapman

3) Administrative Update:

a)

4) Secretariat update: Update from Connor James

a) See Item #6 Membership for information from the Secretariat.

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.

Board is working on potential candidate list for targeted outreach.

b) Review Rob Manson's meeting attendance.

Rob updates about his availability and tendency to get busy at certain times.

No members expressed concerns with Rob's continued participation

Randy Wall asked where the policy of "three absences" appears and received clarification of procedure for contact and confirmation of intention of continued participation

c) Process [request from the Secretariat](#) regarding Sean Fisher's membership.

Motion: A Motion is made by the Chair to remove Sean Fisher from membership on the Consensus Group based on his inappropriate email behavior with CG leadership and disruptive behavior during meetings. Additionally he did not comply with the Secretariats request to meet with representatives to discuss his meeting conduct. Please refer to the email request from the Secretariat for information on their outreach and request for termination of membership by CG Members.

MADE by: John Lazarus

Second by: Mitchell McWilliams

Discussion: Sean states that the last email he saw was a request for a meeting and he did respond to that. He apologized for missing the last email. He also reminded the group of our obligation from ANSI to have a PRCA representative on this group and that the last PRCA representative was removed for attendance issues.

Sean thought that this was a simple acknowledgement situation.

Connor reiterates the content of the last email asking for an acknowledgement and that this motion is a result of non-response over a period of time.

Sean states that he did not maliciously ignore this email and has been busy with work-related duties.

Leslie, as Secretariat/Board representation states that voting on this motion should not be impeded by the PRCA representation requirement.

Keith states that there is a requirement through a statement from ANSI of reciprocal representation for both ACCT and PRCA

Affirmative: John Lazarus, Pete Sawyer, Paul Chapman, Loui McCurley, Mitchell McWilliams, Randy Wall

Opposed: Sean Fisher

Abstain: Keith Jacobs, Rob Manson

OLD BUSINESS

7) Member Education:

- a) Lynda K to present education materials to the members for discussion. Postponed until Dec 6, Meeting.
postponed

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.

Group continues to meet twice a month and has a goal to complete a redline copy done before December 20th BOD meeting
 Next meeting of Consensus Group after that completion goal would be January 3rd

NEW BUSINESS

9) Discussion of the 2024 Meeting Schedule.

John Lazarus states:

Procedures getting approved would make some meetings essential,
 January meeting has been historically canceled
 Lynda's education is certainly worth meeting for

Proposition made to meet in December and cancel January
 and then a projection of our usual meeting schedule (First Wednesdays)

NEXT MEETING

- 1. Next scheduled meeting: December 6, 2023, 12:00pm to 1:30 Mountain

ACTION ITEMS		
Who	What	When
<i>John</i>	<i>Create ballot for members not in attendance to vote on membership motion</i>	<i>ASAP</i>

Motion: To Adjourn.
 MADE by: Mitchell McWilliams

Meeting Adjourned: 12:39pm