



MINUTES Consensus Group Meeting

Meeting Logistics:

Zoom Meeting: Link provided in invitation

Date / Time: December 06, 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):

John Lazarus, Vendor (Chair)

Pete Sawyer Vendor (Vice-Chair)

Keith Jacobs, Vendor

Etienne Leblanc, Vendor

Rob Manson - Vendor

Paul Chapman, User

Lynda Kelly, User

Loui McCurley, User

joined ~12:29

Mitchell McWilliams, User

Shawn Moriarty, User

Mike Lane, General

Christopher Oliver - General

joined ~12:15

Randy Wall, General

VACANT, 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 - 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: 12:06pm

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: Pete Sawyer Opposed: Abstain:

2) Approval of Minutes

Motion: To accept the 11-01-2023 minutes as presented.
MADE by: Keith Jacobs 2nd: Mitch McWilliams

Discussion:
Opposed: Abstain:

3) Administrative Update:

- a) Rosters to be confirmed / updated

4) Secretariat update: Update from Connor James

- a)

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) Results of the results of the motion Ballot following the Nov. 1st meeting regarding Sean Fisher's removal from the Consensus Group.

Ballot closed on November 8 after receiving all outstanding votes.

Motion passes with the following votes: 8 affirmative, 1 negative, and 5 abstentions

Vendor category votes: 3 affirmative, 2 abstain

User category votes: 4 affirmative, 1 abstain

General Interest category votes: 1 affirmative, 1 negative, 2 abstain

11.6.23 Received an email response from Sean stating that he will be appealing the decision.

- c) Update from Lynda Kelly on her change of employment.
Lynda is now a Regional Manager at Tree Top Quest
No issues were voiced with her continuation in the User interest category
- d) Review and Accept or Reject new applications for possible membership in the User

Category when a position becomes available.

- i) Audrey Hicks- User
Multiple members noted that they may be a fit for the General Interest Category because of their listed roles
Will reach out for additional information and clarification for User vs General
- ii) Paul Menchini - User

Motion: To accept Paul Menchini's application in the User interest category for future consideration
MADE by: Keith Jacobs 2nd: Lynda Kelly

Discussion:
Opposed: Abstain:

OLD BUSINESS

- 7) Member Education:
 - a) Lynda K to present education materials to the members for discussion. 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.
Will present any work product that the group is ready to present as soon as it's ready, hopefully before our next meeting

NEW BUSINESS

- 9) Confirm the 2024 Meeting Schedule continuing the current schedule of the 1st Wed of the Month as needed.

NEXT MEETING

- 1. Next scheduled meeting: February 7, 2024, 12:00pm to 1:30 Mountain

ACTION ITEMS		
Who	What	When

<i>John, Pete, John V</i>	<i>Reach out to Audrey Hicks for Clarification on roles and proper representation in this group</i>	<i>ASAP</i>
<i>John V</i>	<i>inform Paul of his acceptance and waitlist status</i>	<i>ASAP</i>

Motion: To Adjourn.
MADE by: Lynda Kelly

Meeting Adjourned: 12:24pm

Approved 202