



## MINUTES Consensus Group Meeting

### Meeting Logistics:

Zoom Meeting: Link provided in invitation

Date / Time: April 03, 2024, 12:00p -1:30p MST

### Preparation / To Dos:

Review Meeting Agenda and DRAFT minutes

Membership Application review

Review Procedures Revisions and Communicate with Secretariat

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

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

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

<input checked="" type="checkbox"/> <b>John Voegtlin Secretary</b>	<input checked="" type="checkbox"/> <b>Korey Hampton - Secretariat / BOD</b>
<input checked="" type="checkbox"/> <b>Michael Smith BOD Liaison</b>	<input type="checkbox"/> <b>Leslie Sohl - Secretariat / BOD</b>
	<input checked="" type="checkbox"/> <b>Melissa Webb - Executive Director</b>

### **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: 12:11pm

Quorum Present: Y

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

Motion: To accept the Agenda as presented.  
MADE by: Keith Jacobs 2nd: Christopher Oliver

Discussion: Meeting Management Tasks: Chat      Time Management      Screen  
Share: Pete Sawyer Opposed: Abstain:

2) Approval of Minutes

Motion: To accept the 12-06-2023 minutes as presented.

MADE by: Shawn Moriarty 2nd: Loui McCurley

Discussion:

Opposed: Abstain:

3) Administrative Update:

- a) Assign a person from the CG to be a part of the 2025 ACCT Conference Workshop Review Task Force.

John V and Melissa gave a brief synopsis of what the task force does in the realm of evaluating submitted workshops.

Mitch and Paul have already volunteered for this role.

Melissa states that more volunteers are welcome.

4) Secretariat update: Update from the ASD Representative

- a) Mike Smith has been assigned as our Board liaison.

- i) The BOD Expectations for Liaisons job description has been uploaded to the meeting folder for members to review.

- b) The decision of the Consensus Group to release Sean Fisher from the Consensus Group has been appealed by Sean.

Appeal was filed, though late. Board met with Sean and discussed the reasons for removal, and there was acknowledgement of the break in rules and the further commitment to follow those rules and be reconsidered for Consensus Group membership.

John Lazarus asked for the members' feelings on reviewing these possibilities in a future meeting.

Chris Oliver motioned to make that an official topic of a future meeting and Loui Seconded, but John Lazarus stated that we didn't need this to be a formal motion, but asked for any opposition and received none.

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 and Accept or Reject new applications for possible membership in the User Category when a position becomes available.

- i) Audrey Hicks- User - Audrey has accepted the suggestion to change her application to apply to the General Interest Category.

John Lazarus relayed the details of the phone conversation he had with Audrey and their involvement in standards development in a Canadian Province.

Motion: To make a ballot to consider Audrey Hicks for membership in the General Interest category

MADE by: Mitchell McWilliams 2nd: Christopher Oliver

Discussion:

Opposed: Abstain:

### **OLD BUSINESS**

7) Member Education:

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

Lynda proposes removing this item from future agendas.

### **NEW BUSINESS**

8) Updates on the Boards Accredited Procedures Task Force progress.

Slideshow (adaptation of conference presentation) was shown and talked through

The current state of proposed Interest Category changes prompted the most discussion. Some suggestions on definition changes, swaps, name changes, etc, which led to a discussion about Balance and the reasons for these categories and how we can best represent our industry.

Korey states that feedback is welcome, and then continues on to the final slide, "Next steps" - which includes a vote by this group.

### **NEXT MEETING**

1. Next scheduled meeting: May 1, 2024, 12:00pm to 1:30 Mountain

<b>ACTION ITEMS</b>		
<b>Who</b>	<b>What</b>	<b>When</b>
John V	create a ballot for Audrey Hicks membership in the General Interest category	ASAP

Motion: To Adjourn.

MADE by: Keith Jacobs

Meeting Adjourned: 1:25pm