



## AGENDA Consensus Group Meeting

### Meeting Logistics:

Zoom Meeting: Link provided in invitation

Date / Time: July 17, 2024, 12:00p -1:30p MST

### Preparation / To Dos:

Review Meeting Agenda and DRAFT minutes

Membership Ballot status/review; Officer Ballot status/review

Review Procedures Revisions and Communicate with Secretariat

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

**Pete Sawyer Vendor (Vice-Chair)**  
 **Etienne Leblanc, Vendor**  
 **Rob Manson - Vendor**  
 **VACANT, Vendor (Chair)**  
 **VACANT, Vendor**  
 **Paul Chapman, User**  
 **Lynda Kelly, User**  
 **Loui McCurley, User**

**Mitchell McWilliams, User**  
 **Shawn Moriarty, User**  
 **Mike Lane, General**  
 **Christopher Oliver - General**  
 **Randy Wall, General**  
 **Audrey Hicks, General**  
 **VACANT, General**

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

**John Voegtlin Secretary**  
 **Michael Smith 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](mailto:John@ACCTinfo.org) or 303.827.2432.*

*Thank you in advance for your cooperation.*

Meeting Called to Order: 12:10pm

Quorum Present: Y

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

Motion: To accept the Agenda as presented.  
MADE by: Mike Lane 2nd: Loui McCurley

Discussion: Meeting Management Tasks: Chat Time Management:

Screen Share: John V Opposed: Abstain:

2) Approval of Minutes

Motion: To accept the 05-01-2024 minutes as presented.  
MADE by: Lynda Kelly 2nd: Paul Chapman

Discussion:  
Opposed: Abstain:

3) Secretariat update: Update from the ASD Representative.

- a) Extension filed with ANSI for Overage of standard development timeline  
Deadline for standards action in 5 years is this July and we filed the appropriate extension for two years.

Pete asks for timeline clarification - Two Years from now was what we filed for. They recommended filing for as much as three and the ASD chose two years as a comfortable amount of time to take new action.

We can act sooner

Lynda asks how we keep track and not miss deadlines in the future

Korey clarifies that the Secretary should maintain that administrative detail

- b) Update on PRCA repopulating its Standards management Group.  
Mandate / Understanding from ANSI was to have representation on each others' consensus body. Currently neither roles are filled. We've had some trouble communicating with PRCA effectively to get those roles filled.

We've offered names and asked how to apply to their group, but haven't heard back yet.

Pete asks who has been suggested. Korey clarifies that Mike Smith has been offered up, but that we are open to other volunteers.

- c) Update on John Lazarus and Keith Jacobs

Keith decided to step out of his role on this group

John Lazarus has been removed from participation in ACCT volunteer groups and activities including this group. Pete as Vice Chair assumes the chair's duties according to our procedures.

4) Administrative Update:

- a) Vice Chair position Obligation in current status

Took this as it was his obligation, but doesn't really *want* this responsibility, and is doing this so that the group is not left hanging without leadership. Pete intends to stay until the group has voted someone else into the chair role.

Randy Wall asks procedural details of John Lazarus' removal

Korey explains that ACCT Volunteers serve the association under the direction of the Board of Directors and that there is a code of ethics and other policies that volunteers are expected to follow

Loui asks for clarification on those policies and codes

Korey expresses the efforts being made to get all policies and rules into a more publicly accessible and transparent location.

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

a)

6) Membership:

a) Affirmation of Officers Ballot results:

10 Affirmative, 1 Abstention (2 didn't vote)

Vendor category: three affirmative, one abstain (one didn't vote)

User category: five affirmative

General category: two affirmative (one didn't vote)

Loui asks if there's a plan to rebalot or do a new ballot for leadership

Pete responds that we were going to wait until our roster is a little more filled out.

b) Review current status of open position in the General Interest Category. And Vendor interest category

c) Welcome Audrey Hicks as a member in the General Interest Category.

Audrey introduces herself and her connection to the Manitoba Camping Association

i) New Rosters (1,2) created, please let John know if any other changes are needed

d) Current Status of Sean Fisher's ballot to be reaccepted as a member on the General Interest Category.

i) Ballot Results:

5 Affirmative, 5 Negative, 2 Abstentions, 1 didn't vote

Vendor category: one affirmative, one negative, two abstain (one didn't vote)

User category: two affirmative, three negative

General category: two affirmative, one negative

e) New [Application](#) in the General Interest category from Philip McAnelly - discuss

acceptance as submitted

John V will reach out to ask for corrections on some of the problematic "text-to-speech" errors

- f) New [Application](#) in the Vendor interest category from Blair Williams - discuss acceptance as submitted

John V will reach out and ask for more specific answers to the questions on the application - they were alarmed by the repetition of a large block of text, and hoped that it didn't indicate a level of effort that he'd be willing to apply to the work of this group

- g) Vendor Category vacancy(s) initiated inquiries to those with applications on file.

There is also an application on file in the Vendor category from Steve Gustafson, and although he recently requested that it be adjusted to be "flexible to include me in the General Interest or other category" we informed him that the request is not compatible with our current process and offered him the opportunity to change his category or resubmit a new application, but he did neither.

His application remains accepted in the Vendor interest category, but the open dialogue between the ASD and PRCA should determine if and what category he or another PRCA rep might be included in for a future membership ballot.

Respondents include:

- i) [Cody Greene](#) - no changes to existing application
  - ii) [Morgan Wiseman](#) - submitted updated application
- Paul Chapman Motions to accept these continued interest applications as revised, Lynda seconds

Awaiting Response from:

- iii) Thaddeus Shrader
- iv) Andrew Bogue

Korey asked what we were motioning, whether it was accepting applications or balloting a member.

Group clarifies that it's accepting and comes to the conclusion that we weren't ready to ballot because of PRCA obligations, and at most we could ballot one of our vacant Vendor seats.

Leslie Sohl brings up the Secretariat's responsibility to perform a call for volunteers before selecting from all applicants and states that the timing of the current seats'

openings has not allowed them all to be given proper outreach efforts.

## **OLD BUSINESS**

### 7) **NEW BUSINESS**

8) Discussion of the Proposed Revisions of the Accredited Procedures submitted to the Consensus Group Members on May 23rd.

a) Responses received to Accredited Procedures ballot  
7 Affirmative

1 Negative

(4 didn't respond)

Vendor 1 affirmative (2 didn't respond)

User 4 affirmative (1 didn't respond)

General 2 affirmative, 1 negative (1 didn't respond)

Pete asks about his options: if we should extend this ballot or leave it closed and deal with the negative now.

Korey brings up the Procedures section that addresses this

The group asks questions about if the negative came *With* a comment (reasons) and if those are to be shared with the group or if they are just for the Secretariat, because it was their ballot, on behalf of their task force.

Pete confirms that the negative came with reasons, and that they'll either be resolved or recirculated according to the Disposition of Views section that Korey mentioned.

Melissa states that extension may be unnecessary, since the ballot would be recirculated and everyone would get a chance to respond, change their vote, or reaffirm.

Group decides to leave the ballot closed and let Pete follow past precedent to have a conversation with the member with a "negative with reasons" to see if it can be resolved.

## **NEXT MEETING**

1. Review agenda items and timelines affecting next and future meetings.

Group expresses interest in keeping August meeting

Korey reminds the group that if the negative is resolved, that would allow the ballot to close and not need discussion, and that all other current work is on hold:

... allowing applications time to come in after outreach efforts,

... ANSI approval of those procedures, if approved, before any action can be taken based on them

... a response from PRCA and/or ANSI about their representative on our group

Pete reaffirms group's feeling that keeping a short meeting that may be canceled on the calendar is better than not being able to make progress if possible.

Leslie points out that announcements of meeting and purpose are supposed to be up 30 days before the meeting and that August's meeting is sooner than that.

Group states that the standing meetings' purpose is defined by the page that our schedule is also posted on

<b>ACTION ITEMS</b>		
<b>Who</b>	<b>What</b>	<b>When</b>
<i>John V</i>	<i>Reach out to New applicants about their applications</i>	<i>ASAP</i>
<i>John V</i>	<i>Work with secretariat to approve new outreach efforts</i>	<i>ASAP</i>

Motion: To Adjourn.  
MADE by: Paul Chapman

Meeting Adjourned: 1:27pm