

# IACET Council Teleconference

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August 10, 2017 3:00 pm ET

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## AGENDA

Roll Call

Call to Order

Acceptance of June 8 and June 9 Minutes

Commission EC Approval

Review Public Comments 2

-Individual ICSD Responses

-Recommend ICSD Action to be Taken Based on Consensus of Attendees

Electronic Ballot Voting Process

Update Draft 1-2018 Standard with Recommended Actions

ATF Chair Report

RTF Chair Report

Timeline for the Re(application)

Next Meeting

Adjourn

## ROLL CALL

**Attendees:** Sumi Sankaran-Deal, RTF Chair (presiding for ICSD Chair); Carol Martsof, ATF Chair; Nancy Riebling; Denise Haas; Linda Yesh-McMaster; Natalie Schwab; Charlotte Hicks, Commission at Large Liaison (non-voting); Dan Hiltz, Commission EC Liaison (non-voting); Ted Kenney, Commission Advisor (non-voting); Mary Ellen Hable, Commission Advisor (non-voting); Barb Riley, BOD Advisor (non-voting)

**Absent:** Stuart Karasik, ICSD Chair; Lonny Wright; Tara Orlowski; Vicki Moeller; Commissioner (non-voting); Lori Schnaider, BOD Chairman (non-voting); Randy Bowman, IACET Staff – Technology Director

**Staff:** Tracey Naughton, IACET Operations

**The meeting was called to order at 3:06 pm ET by the RTF Chair, who was presiding for the ICSD Chair. Announcement:** The *Consensus voting* will take place by all voting members via electronic ballot after absentee members have reviewed the ICSD Action to Be Taken and Minutes that will follow this meeting. All negative votes should be accompanied by comments. If a negative vote is cast without comments, it will be recorded as “negative without comment”.

## ACTION ITEMS

1. After the ICSD vote, ATF to finalize application with final consensus.
2. After the ICSD vote, RTF to finalize resources and Key Terms with final consensus.
3. Staff to submit the BSR-9 and Draft 2018 Standard to ANSI.

## ACCEPTANCE OF MINUTES

The minutes of the June 8 and June 9 ICSD meeting were distributed for ICSD review prior to this August 10 meeting and were accepted with no changes.

**Motion to accept:** Ted Kenney

**Minutes accepted without change:** 5-0-0

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## COMMISSION EXECUTIVE COMMITTEE APPROVAL

Staff reviewed the email from the Commission Chair confirming the Commission EC's approval of the Draft Standard and draft application/guidance as of the post-Public Comment Period 1 version (attached).

## REVIEW PUBLIC COMMENTS 2

The Task Force reviewed the individual ICSD responses to the comments submitted during Public Comment 2. Robust discussions were held for each comment and each ICSD individual response. Consensus was reached on the recommended action to be taken on each comment/response, and the recommendations will be put forth to the entire ICSD for vote during the week of 8/14. The attached Excel "Action Taken" document records this in its entirety.

## ELECTRONIC BALLOT VOTING PROCESS

As announced by the RTF Chair at the Call to Order, all Consensus Body Voting on the final draft of the 1-2018 IACET Standard will be done via electronic ballot, which will be sent out to all ICSD members the week of 8/14/17. The Consensus Body will have 10 days to vote.

## UPDATE DRAFT 1-2018 STANDARD WITH RECOMMENDED ACTIONS

Staff will update the Draft 1-2018 Standard with the recommendations made at this meeting and include the recommended version of the draft Standard with the electronic ballot.

## ATF CHAIR REPORT

The task force will go through the draft application one more time to incorporate these changes. There will be a meeting after the Consensus Body vote to finalize the draft application. This will be the final draft based on the Draft Standard that is submitted to ANSI with the BSR-9. The Commission at Large Liaison noted that in the Draft application, all the elements should be reviewed again to ensure that if a process and/or policy is asked for in the Standard, that the guidance in the draft application also addresses this. As an example, in the draft application, 6.3 does not ask for any evidence of a process.

## RTF CHAIR REPORT

All resource documents have been updated; waiting on finalization of the draft Standard and application to make the final draft changes.

## RE(APPLICATION) TIMELINE

This discussion was tabled until the next ATF meeting.

## NEXT MEETING - TBD

**The RTF Chair adjourned the meeting at 4:44 pm**