

2020 ANNUAL COUNCIL MEETING  
September 25, 2020; 9:00 am  
Minutes

**Call to order**

Meeting was slightly delayed due to technical difficulty. Sherard Jones called the meeting to order at 9:15am

**Welcome and Introductions**

Carol welcomed the new and returning committee members. She opened the meeting with a suggestion of fun facts about one another. The CEO Casandra Blessingame stepped into the meeting to greet the council. The spring meeting was discussed and the council was notified that they would potentially be invited.

**Roll Call**

**Present**

Carol Martsof(Committee Chair), Jasmi Bin Sulaiman, David Ehrlich, Mohamed Ibrahim, Hilda Melendez, Barbara Van Der Schalie, Yeisan Matthew, Sandra Jean Schwarz, Vincent Mokaya, Karen Darby, Sherard Jones (Council liaison); Jessica Byrd (Staff liaison)

**Not Present**

Tiffany Hammer, Pamela Wiggins, Linda Yesh-McMaster,

**Overview Current Roster**

First Name	Last Name	Interest Category
Carol	Martsof	For Profit
Jasmi	BIN SULAIMAN	General Interest
David	Ehrlich	Non Profit
Tiffany	Hammer	For Profit
Mohamed	Ibrahim	For Profit
Hilda	Melendez	Non Profit
Barbara	Van Der Schalie	Government
Linda	Yesh-McMaster	General Interest
Sherard	Jones	Council Liaison
Pamela	Wiggins	
Yeisan	Matthew	For Profit
Sandra Jean	Schwarz	For Profit
Vincent	Mokaya	General Interest
Karen	Darby	Non Profit

Roster was reviewed by Sherard Jones and interest categories were verified.

**Overview Governance, Roles, and Responsibilities**

Sherard notified the Council of the Vice Chair vacancy and let members know to let him or Carol know if they had interest in the position. ANSI importance was explained. IACET structure was explained so that



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members know who they report to, they were notified that they were charged with completely overseeing the standards development process. Access to procedural documents was explained.

**Next Steps**

Review standards development. Policy and procedure manual is not complete but will be reviewed at a later meeting. ANSI essential requirements and guidance timeline for Activities will be discussed. Sherard gauged if there was any interest in working directly on standards development vs overseeing the development processes. The difference between the two were explained and Carol verified if a member was interested in actually developing standard that they would move over to the SDO instead of the Council. Barbara and Mohammed stated that they wanted to be moved over to the SDO and vacate the Council seat.

Mohamed asked if there was a way to have documents easily available to everyone in on place. The next meetings will be scheduled via Doodle Poll.

**Adjourn**

Carol thanked everyone for volunteering for the Council as well as thanking Barbara and Mohamed to making the switch to do the hard, intricate work on The Standard. The meeting was adjourned at 9:50am.