



COUNCIL MEETING
November 20, 2020; 10:00 AM EDT
Meeting Minutes

Call to order

Meeting was called to order at 10:05AM EDT by Sherard.

Welcome and Introductions

- Primary business of IACET lives within the Standard. Appreciation shared for each Counsel member for commitment to this important task
- Agenda unanimously accepted
- Staff and member introductions

Roll Call

First Name	Last Name	Interest Category	Present
Carol	Martsof	For Profit	Present
Jasmi	BIN SULAIMAN	General Interest	No
David	Ehrlich	Non Profit	Present
Tiffany	Hammer	For Profit	No
Mohamed	Ibrahim	For Profit	No
Hilda	Melendez	Non Profit	No
Barbara	Van Der Schalie	Government	No
Linda	Yesh-McMaster	General Interest	No
Sherard	Jones	Council Liaison	Present
Pamela	Wiggins	????	No
Yeisan	Matthew	For Profit	Present
Sandy	Schwarz	For Profit	Present
Vincent	Mokaya	General Interest	No
Karen	Darby	Non Profit	No

Additional attendees: Karen LaMarsh (IACET Staff), Alexa Kniley (IACET Staff, Secretariat)

Quorum: No

Review of Roles and Responsibilities

- IACET Structure of Responsibilities reviewed (who reports to who)
- Responsibilities of the ICSD reviewed (overall)
- Role of the Council and Consensus Body Liaison reviewed (Sherard)
- Role of the Secretariat reviewed (notes & scheduling)



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- Role of the Standards Development Committee reviewed (technical Standards work)

Overview of SDO P&P

- Scope – P&P required to develop consensus-based Standards.
- Current task: building the operational elements
- Goal: ultimately preparing for 2023 ANSI audit by providing oversight to ensure the process of P&P working drafts move through each stage of approval process.
- Lifecycle of P&P reviewed and role of ICSD
- Standard updated every 5 years; P&P reviewed annually, based on ANSI's essential requirements

Tentative Timeline (project steps/milestones)

Currently: IACET Staff reviewing final draft of SDO P&P

Next Steps:

- Board approval of P&P (Dec 2020),
- ANSI reaccredits SDO P&P to be used in the Special Audit (Jan 2021)

Tools/Protocols

- Meetings will be conducted via Zoom
- Communication via email
- Collaboration and Documentation Revision over MS Teams

Next Steps

- Next Meeting: Group Meeting with Commission
Focus: ANSI Essential Requirements and Guidance
- Secretariat (Alexa) to send out Doodle for regular meeting time/day

Adjourn

Meeting was adjourned at 10:44AM EDT