

Meeting Minutes

Council Meeting SDO Launch

Attendees: Norina Columbaro, Sherard Jones, Sandy Schwartz, Karen Darby, Yeisan Matthew, Vincent Mokaya

Date: 1/21/2022

Time: 1hr 6minutes

Location: Zoom (Get approval from everyone before we record)

| Agenda Item | Notes/Updates | Action Items |
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| Welcome and Introductions | Introductions were given by each attendee and the “why” they have decided to join the council. | |
| Overview of Scheduled Activity for the IACE CE/T Standard Revision | <p>Sherard gave a walkthrough of policies and procedures</p> <ul style="list-style-type: none"> - The New Work Item <ul style="list-style-type: none"> o This is the 2023 revision of the IACET CE/T standard. There is a 5-year revision cycle that IACET has under the ANSI requirements. IACET is now due to revise their standard in 2023. o The New Work Items is the main vertical in Q1 for 2022 - Items highlighted in orange is what the council will do - Standards Development Committee <ul style="list-style-type: none"> o People who will be responsible for research and what goes into the standard. - Project Timeline <ul style="list-style-type: none"> o A high-level overview was given by Sherard explaining the 24-month development track. o Green on the timeline is an ANSI process <p>Update to Scope (ANSI profile)</p> <ul style="list-style-type: none"> - Sherard gave update to IACET’s scope <p>Detailed View of Q1 2022</p> <ul style="list-style-type: none"> - Sherard went into more detailed understanding of everything that needs to happen for the New Work Item to be accomplished in Q1 2022. <ul style="list-style-type: none"> o NWI Approval | <p>Council</p> <ul style="list-style-type: none"> - A major action item for the council is to approve the NWI (New Work Item) <p>IACET</p> <ul style="list-style-type: none"> - Purchase the potentially competing ANSI standard for the Council members |

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| | <ul style="list-style-type: none"> ▪ Review sub-committee should be at least 2 people. <ul style="list-style-type: none"> • This sub-committee is ensuring there is no conflict against any other existing standards. ○ PINS – Sherard gave a detailed overview of the process of the PINS process <p>An explanation for the need of the project was given. The new format will give stakeholders access to the standard regardless of their intent to become an IACET accredited provider.</p> | |
| Request for Review Sub-Committee Members | <p>Review Sub-Committee</p> <ul style="list-style-type: none"> - Norina asked the question regarding time commitment for someone volunteering on the Review Sub-Committee <ul style="list-style-type: none"> ○ 4 hours at the most would be required to volunteer on the Review Sub-Committee. ○ Review Sub-Committee would ○ Council members would like more time to go over the process before giving hard commitments to volunteering <ul style="list-style-type: none"> ▪ Yeisan and Karen showed interest, but would like more time with the P&P <p>Sherard gave walkthrough of what someone on the Review Sub-Committee could be doing to find conflicts with other organizations.</p> | <p>Sherard</p> <ul style="list-style-type: none"> - Will put develop a worksheet so the Review Sub-Committee will have a greater understanding of what is required of them. Have this done by Tuesday. - Clarify Scope and Requirement <p>Norina</p> <ul style="list-style-type: none"> - Follow up on those who are interested in the Review Sub-Committee by Friday |
| Other Items | <p>Next Meeting is scheduled for Feb 21st</p> | <p>Anticipated Agenda Items:</p> <ul style="list-style-type: none"> - Vote on NWI - Review of NWI - Consideration of Review Sub Committee Findings - Approve to become Standards Development Project - Request Board Action. - Vote to Convene SDC |
| Adjourn | | |