# 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)

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Notes/Updates</th>
<th>Action Items</th>
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<tr>
<td><strong>Welcome and Introductions</strong></td>
<td>Introductions were given by each attendee and the “why” they have decided to join the council.</td>
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| **Overview of Scheduled Activity for the IACE CE/T Standard Revision** | Sherard gave a walkthrough of policies and procedures  
  - The New Work Item  
    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  
    o People who will be responsible for research and what goes into the standard.  
  - Project Timeline  
    o A high-level overview was given by Sherard explaining the 24-month development track.  
    o Green on the timeline is an ANSI process  
| **Update to Scope (ANSI profile)** | Sherard gave update to IACET’s scope |  |
| **Detailed View of Q1 2022** | Sherard went into more detailed understanding of everything that needs to happen for the New Work Item to be accomplished in Q1 2022.  
  o NWI Approval | Council  
  - A major action item for the council is to approve the NWI (New Work Item)  
IACET  
- Purchase the potentially competing ANSI standard for the Council members |
- Review sub-committee should be at least 2 people.
  - 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
  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.

### Request for Review Sub-Committee Members

| Norina asked the question regarding time commitment for someone volunteering on the Review Sub-Committee |
| 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 |
| Sherard gave walkthrough of what someone on the Review Sub-Committee could be doing to find conflicts with other organizations. |
| Yeisan and Karen showed interest, but would like more time with the P&P |

### Anticipated Agenda Items:

- 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