



NFRC 2008 Fall Membership Meeting
November 3-6, 2008, Jacksonville, FL

Minutes

Accreditation Policy Committee

Monday, July 28, 2008

Under Policy Committee Block: 3:00 p.m. – 4:00 p.m

Chair: Marcia Falke, Keystone Certification

Vice Chair: Werner Lichtenberger, TruSeal Technologies, Inc.

1. Marcia Falke, chair, called the meeting to order at 3:00 PM
2. Scott Hanlon called roll call and a quorum established
3. The Chair appointed Dennis Anderson (staff) recording secretary
4. Reports
 - a. Scott Hanlon (staff) reported:
 1. 2007 Inspections
 - i. NFRC Staff is reviewing 3 simulation reports for APC review
 - ii. All other reports have been submitted to the APC for review
 2. 2008 Simulation Inspections
 - i. All labs have been inspected
 - ii. Reports will be distributed between December and January
 3. 2008 Test Lab Inspections
 - i. 1 more lab to be inspected this year
 4. Simulation Inter-laboratory Comparison Status
 - i. Staff is reviewing 2007 ILC report and reports will be distributed between December and January
 - ii. There will be no 2008 ILC
 - iii. 2009 ILC will be distributed possibly in conjunction with training for Window 6 and Therm 6
 5. Testing Inter-laboratory Comparison Status
 - i. All labs have completed testing
 - ii. Staff has received all the data and staff will be sending out preliminary data to the labs within 30 days
5. Unfinished Business
 - a. 2009 LAP revision – NFRC 701-2009
 1. The APC has forwarded the NFRC 701-2009 to the Board of Directors for approval.
6. New Business
 - a. Simulation Workshop
 1. Training for new certified simulators

2. A training workshop was held in September
 3. The next workshop will be scheduled in 2009
 4. Date is uncertain because of the pending implementation of Window 6 and Term 6
- b. LAP Workshops
1. NFRC hosted a webinar this year for both the simulation and testing labs
 2. Staff is discussing the possibility of holding a webinar workshop for all labs approximately 2 weeks after each Membership Meeting
- c. APC Lab Representatives
1. Rotation of lab representatives – NFRC Staff will check the bylaws for rotation and report back to the APC
7. Adjourned