

1. Tom Morrissey, chair. How we submit for review, etc?
2. Sanjiv did good work identifying types of products. Initial fabric guide is started. Need make sure this is inclusive in the larger context.
3. Q for John Gant: On honeycomb materials, we are submitting initial samples to the lab for preliminary testing. What do we need, to get the broader selection identified and put into a catalog. Back in March we put a list together, now shown on the screen. Hunter Douglas and other companies had conversations at LBNL to explore cellular shade material and structure. This was done on the side, not part of this TG. In our TG we've had no more formal discussion on fabrics. Need representative samples from participants to do it in a united way, to submit a fair sampling of products. Selkowitz promised to receive the samples, but no commitment to test or put in lab, etc.
 - a. Mike Rubin: We're quite ready to start testing material. Supposedly there's a group of people to start deciding what materials to test first. As soon as that decision is made and samples submitted, lab can start testing and filling the database. We have a few contacts asking about sizes of samples, etc., but the samples haven't come in yet.
4. Tom: our TG can either work on it directly or get a TG to work on that. The list Ray has on screen is pretty representative of the range of products. Maybe need to break down to target categories, like awnings, interior window, etc. ...
5. Gant: confirms that Mike is the key "customer" in this effort, so need to work with him on the types of products, numbers of samples, colors, patterns, etc. Then we can talk about who will send what.
6. Tom: That is the primary purpose of this TG.
 - a. Mike stated he is happy to help the group decide on technical basis about categories. As far as material, that's the job of the manufacturers. The products LBL wants to test are those which are the most important: used most commonly or not that common, yet, but have potential to save energy. He can help advising on covering the range of optical properties.
7. Tom: Where are exterior and awning fabrics?
 - a. John: yes some of these are mixed into the list. Suggests distributing this list to the companies and ask if this is representative enough for now.
8. Tom: asks Mike for input on the selection of fabrics. Do we need to send a light and dark color in each category? Yes.
 - a. Mike: We want two each 18" by 18" samples. We will cut what are needed for all the tests.
9. Tom: Target dates plus lists to assess how much time to get everything tested and into the database.

- a. Perhaps we should step back and do a master list by category and sort by weight or limit by weight.
 - b. Carlos: Family, class, phylum,.... Etc. We could get mired in the minutiae so need to be a little careful
 - c. John: review table as is and add categories. Then divvy things up so have a better scope for Mike.
 - d. First phase: We need a target date before we get too consumed before our next NFRC meeting. First batch of 100 would be a good sample across all the companies and types to get initial reads and then can start working toward the longer term.
10. Asks John the fabric person to help go through the table and what it looks like now.
- a. John does this. There are 4 main categories woven, nonwoven, wovens with coatings, knits. This really reflects the fabric rather than the weaving.
 - b. Within these categories there are types like fiber composition, constructions, manufacturing processes, basic weight, type shades by what they are used for: Cellular, Slat or louver, sheer, pleated, drapes, Roman, Flat panel, etc.
11. Tom has another chart with only 3 categories. That's an earlier version that can be discarded.
12. Will get out a meeting notes and this table to each company with the goal of getting the lists following company input to Mike by 1 October. Tom proposes to get summary notes out to the broad group, including those not on the call.
13. It was decided to have another quick call in 2 weeks to check status of how far we've gone
- a. John wants an open dialog with manufacturers to avoid excessive duplication, to get more variety by coordinating selections.
 - b. Tom will write it up that way, with the added intent to get some concurrence from manufacturers to avoid duplications so we can get the maximum range of sampling in the 100 sample first batch without one company's samples dominating.
14. Mike: Talked entirely about fabric products. Will the others be put off?
- a. Tom: fabrics had the most commonality across companies so we decided to start with this. Then we'd work in the difficult materials like slats and etc. Window 6 has a model for Venetian blinds but Mike doesn't want to push the industry. Fabrics are a "no-brainer" so the chosen starting point.
 - b. Mike: Regarding the Venetian blind category, sometimes we have been able to obtain material pre-rolled like a sheet of material before rolled into curved

Venetian blind slats, he really wants to get that stuff. This would be the aluminum, PVC, etc. Painted but not rolled yet. At the industry's own speed.

15. Finally, approaching the end of the hour, need to start two other task groups getting active:
 - a. First we need to define a time table for work completion – See above
 - b. We need to confirm a plan for the fabric sampling of ALL attachments – Made a start at this above
 - c. We now solicit participants for the new TG's 1. PCP language 2. Labeling
 - d. Ended about 10 after the hour