

Attachments PCP & Labeling (Combined) Task Group Minutes

Monday, November 16, 2009

11:00 A.M. – 11:15 A.M. EST

Chair: Thomas Morrissey - Hunter Douglas, Inc.

Participants:

Tom Morrissey (Chair), John Lewis (Staff) and all other attending members of NFRC and the Interior/Exterior Attachments Task Group.

1. Call to Order:

Chair called meeting to order at 11:00 A.M. Anti-trust reminder was given. This was the first organizing meeting since the task groups were authorized earlier in the year.

2. Review and Approve Agenda:

- I. Actions to date
- II. Draft of scope statements
- III. Solicit additional members for each task group
- IV. New business

3. Discussion:

There was a very brief overview of actions to date. Essentially the two task groups were proposed and approved earlier in 2009. Since the real work is based on the technical material still being balloted the groups were not actively engaged to save time and effort. As the Attachments ballots are coming to a favorable conclusion now is the time to start work within the task groups. Tom Morrissey appealed for more active participants in the 2 new task groups.

Attachments PCP Task Group

- TG approved in 2009
- Our work is based on the technical documents currently in ballot
- Participants were solicited and identified during the summer meeting
- Our first organizing conference call to be held OOA 28JAN10
- Our first objective: to organize and set a timeline for achieving our scope statement

Proposed Scope Statement for PCP TG

We shall determine the rules and requirements for attachment manufacturers to certify and label their products. We will advise the sub-committee of any updates or points of clarification to be considered for action.

Attachments Labeling Task Group

- TG approved in 2009
- Our work is based on the determinations of the PCP task group
- Participants were solicited and identified during the summer meeting
- Our first organizing conference call to be held OOA 28JAN10. We will work concurrently with the PCP task group initially.
- Our first objective: to organize and set a timeline for achieving our scope statement

Proposed Scope Statement for Labeling TG

We shall review the formats and specifications for temporary/permanent labeling, and label certificates, to ensure attachment manufacturers conform to PCP guidelines. We will advise the sub-committee of any updates to be considered for action.

4. New Business:

No new business was identified.

5. Adjourn Meeting:

Meeting ended at approximately 11:15 A.M. The group will next meet on a conference call mid-to-late January 2010.