



Meeting Minute Recording Sheet

Name of Meeting: Product Line ID Task Group	
Chairman: John McFee (WDMA)	
Recording Secretary: John Kent	
Call to Order: Date - March 2, 2009	Time – 9:05 a.m.
Roll Call: Sign-up sheet was circulated to the membership.	
Approval of Previous Meeting Minutes: NA	
Business of Meeting: (<i>MINUTES recorded on the following attached pages</i>)	
<p>Monday, March 2, 2009</p> <ol style="list-style-type: none"> 1. Meeting called to order 9:05 am. <ol style="list-style-type: none"> a. The task group sign in list was circulated. b. All attendees were welcomed. c. Anti-trust reminder reviewed. 2. The minutes were recorded by John Kent. 3. The agenda was reviewed. 4. The Business of the meeting was outlined with a brief history of the request and reporting structure. <ol style="list-style-type: none"> a. The goal of this group is to formulate a process whereby an NFRC product ID (CPD number) could be established at the beginning of the process to: <ol style="list-style-type: none"> 1) Provide manufacturer's the number for labeling preparation, and 2) provide a number for tracking purposes. 5. The PCP and CPD language was reviewed and revised at the meeting. After review and discussion, hearing no objections, language will be forwarded for to the Ratings Committee for future balloting to the membership. <p>A draft scope was briefly discussed as time permitted. Scope: Recommend language changes to the PCP to allow the determination of NFRC Product Line Numbers prior to the issuance of a Certification Authorization Report (CAR)</p>	
Attachments: 1. Draft PCP Language Additions/Changes 2. Attendee sign in sheet. - Staff to Provide.	