

Conference Call
MINUTES

Certification Policy Committee

Monday, January 11th – Conference Call

3:00 PM – 4:00 PM EST

Chair: Steve Johnson – Andersen Windows, Inc.

1. Vice-chair B. Schultz called the meeting to order at 3:06 PM.

COMPANY	NAME	PRESENT
WESTLab	Jeff Baker	X
Andersen	Steve Johnson (C)	
Marvin	James Krahn	X
ALI	Brad Schultz (VC)	X
Jeld-Wen	Steve Strawn	X
WinBuild	Bipin Shah	X

Others present: S. Wendt and S. Hanlon

1. The agenda was reviewed and approved as presented.
2. Approved the December 18 conference call meeting minutes –
Motion: J. Baker / S. Strawn moved to approve as presented. Passed by unanimous voice vote.
3. Unfinished Business
 - a. IG Discussion items
 - i. Letter to listing IG Certification Programs – Letter is with legal counsel and CPC members. The letter will be distributed when counsel has reviewed and with the CPC approval.
 - ii. Roles / expectation bulletin will now include how to handle exemption requests for IG certification and how to access the FAQ and IG Discussion Board, which will be distributed to NFRC participants on January 12, 2010–.
 - b. IA Operation Manual
 - i. During the IA Workshop, staff requested IA’s to send any recommendations to NFRC Staff. Upon the distribution of the IG roles bulletin and the approval of the 702-2010 document, staff will begin working on the manual to streamline the certification and inspection process in conjunction with an improved QA program.
 - c. NFRC 702-2010: reaffirmation
 - i. B. Shultz recused himself and J. Baker took over as chair.
 - ii. **MOTION:** J. Krahn / S. Strawn moved to remove section 4.3, and approve changes to section 4.5, of 702-2010. Motion passes 4-0-1. NFRC Staff will forward the approved NFRC 702-2010 to the Board for approval.

B. Shultz resumed chair.
 - d. ODL Exemption Request

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6. Next scheduled conference call February 10, 2010: 11:30 am – 12:30 pm EST.
7. This meeting was adjourned at 4:24 pm EST