

Conference Call  
**MINUTES**

Certification Policy Committee

Monday, January 11<sup>th</sup> – Conference Call

3:00 PM – 4:00 PM EST

Chair: Steve Johnson – Andersen Windows, Inc.

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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, 2009 conference call meeting minutes –  
**MOTION:** J. Baker / S. Strawn moved to approve as presented. Motion Passes:  
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

B. Shultz recused himself and J. Baker took over as chair.

**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.

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d. IGC Extension Request 2010-01

**MOTION:** S. Strawn / J. Krahn moved to accept staff recommendation and to forward to executive committee for approval. J. Baker had a friendly amendment: approve but require legal review before moving forward to E.C. Motion Passes 4-0-1. (B. Shah).

- i. Since requester does not have products listed in the exemption request, therefore this request may be used for the participants who used their products for NFRC certification. The CPC recommends that requester have a letter that states the extension which is provided to the participant and their corresponding NFRC licensed IA.

e. Update on appointing a CPC Chair

- i. S. Johnson was appointed CPC Chair.

4. New Business

a. IGC Extension Request 2010-02

- i. Rephrase “Extension Requested”.

**MOTION:** S. Strawn / B. Shah moved to approve staff’s recommendation to offer as an extension. Motion Passes: Unanimous Voice Vote.

b. Removal of NFRC 702, section 4.3.

B. Schultz recused himself as chair; J. Baker assumed role.

**MOTION:** J. Baker / S. Strawn moved to remove Section 4.3 based on B. Schultz recommendation and discussion. Passed 3-1

c. Is a Private Labeler suspended when their MFG is suspended?

- i. CPC discussed how specific cases / scenarios may cause unfair suspensions to a private labeler. Staff to review if this is a License Agreement issue or a PCP issue.
- ii. Comments were made that the Private Labeler is a “mirror” of the MFG product and that the intent is for the CPD to represent the MFG and PL in this matter in the future.
- iii. Staff will work with Brad Shultz to prepare scenarios and recommend language for CPC and PCP Review TG.

5. Reports

a. IA CAP Workshop was held on Thursday, January 7th.

- i. S. Wendt reported the CAP Workshop overview of PCP bulletins, LAP reporting and bulletins, and requested IA participation on revising the 702 and IA Operation User Manual. Also CPD roadmap gave IA’s idea as to how the CPD was being updated in 2010.

B. Shultz left meeting. J. Baker assumes role as chair.

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- b. NAMI request for IRC

**MOTION:** J. Krahn / S. Strawn moved to approve K. McDonald as an IRC for NAMI. Motion passes by Unanimous voice vote.

- 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