



Certification Policy Committee

Wednesday, June 16th – Conference Call Minutes
11:30 AM – 1:30 PM EDT

Chair: *Steve Johnson – Andersen Windows, Inc.*

Vice Chair: *Brad Schultz – Associated Laboratories, Inc.*

1. Chair S. Johnson called the meeting to order at 11:33 AM EDT.

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

Others present: S. Wendt

2. The agenda was reviewed and approved as presented.
3. The minutes from May 24, 2010 conference call were reviewed and approved.

MOTION: Strawn / Schultz move to approve the minutes from May 24, 2010 conference call. Motion passes unanimous voice vote.

4. Unfinished Business

- a. IG Certification Extension Requests

S. Johnson directed list of difficult questions to, and were answered by Steering Committee and will distribute to CPC upon completion.

- i. 2010-133

Discussion of this request as really more of a R&D project to incorporate a new technology. As such, IG certification should be achieved before it is introduced as an NFRC labeled product. Granting an extension to accommodate new product development really isn't appropriate- all manufacturers will face material/process changes at some point.,

MOTION: J.Krahn / S.Strawn move to deny request, and instruct requester to work with IG Certification entity to discuss options that are available. Motion Passes unanimous voice vote.

J. Baker Suggestion CPC to discuss with each Certification Entity what their requirements are for new procedures/processes and spacer systems being added.

B.Schultz ALI allows if process is the same, to be given permission for certification until certification is passed.

- ii. 2010-136

MOTION: J. Baker / S. Strawn move to deny request and instruct requester to work with IG Certification entity to discuss options that are available. Motion Passes unanimous voice vote.

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- b. IA Operations Manual
 - CPC reviewed manual and provided comments
 - Section 7: CPC discussed the Private Labeler Program and the need for NFRC to continue service to not only those already in the program but those wishing to join. J.Baker is to bring issue forward to Steering Committee.
 - Section 9: Staff to add IG Certification in-plant inspection requirements to checklist in Appendix C.
 - Section 9.3. Several IG Certification questions were brought up including non-certified IG's remaining in the CPD after July 1, reissued reports for those fabricators not using glass on CARs especially if glass is not certified, and the issue that could arise when consumers review of the CPD would give false information if that MFG is not supplying/selling the glass because of the lack of IG Certification. J.Krahn to request agenda item for Steering Committee on the issue of Non-Certified IGs in the CPD.
 - Section 9.3: Include requirement for mfgs to update Schedule I for listing of IG Cert program per plant, reference NFRC 700.
 - Appendix B: Add note under title. J.Baker to supply wording to Staff.
 - IAs to be sent reminder from staff to send edits, to be published by July 1, 2010.
- c. Rotation of IAs on Policy Committees
 - i. Drafted language for IA rotating on Committee every 3 years with the opportunity to have 2 consecutive terms. Discussion: Upon which document would this language reside.
 - Suggestion that this issue is broader than the CPC, and could apply to other Board-appointed committees. As such, perhaps it could fall under the Governance Committee.
 - Section 4.7 of the by-laws describes structure of the committee in which new language could be included into.
 - ii. CPC to determine rotation of an occupied seat with less than minimal attendance.
 - S.Wendt to request documents for operating policies for the makeup of the committees and participation requirement of SHanlon, DCallahan, JBenny.
 - S.Johnson will submit issue to Governance Committee for their direction. To request G. Stone to research guidelines and if not available to make a structure.

5. New Business

- a. May 4, 2010 CAP Workshop
 - It has been requested that there be a face to face CAP Workshop within the year. Suggestion for a scheduled time before or after next Fall Membership Meeting.
 - CPC could support this direction.
 - It was questioned how grouped IG's (SS/DS) will be placed on one label once the full CPD number is required to be on the NFRC Label. The IA was requested to send a formal question to Scott who will then forward it to the Board.

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- CPC direction is to send to Labeling SC for discussion (J.McFee) a new Labeling TG for full CPD number?
 - Strawn suggestion to put PCP Review TG and Labeling SC together because of how many crossovers there are.
 - J.Baker An example: 2 LowE's grouped together.
 - S.Johnson will request Labeling SC/TG to look at ramifications in all scenarios.
- b. Review Extension Request categories - to be discussed at next conference call.
- c. IG Certification Training for IAs
- Johnson to organize the Steering Committee responses and forward them to CPC (See 4.a). Response to Keystone will derive from that.
6. Reports
- a. IA-2010 Written Examination sent on May 14, 2010 – Responses due June 21, 2010.
 - b. AAMA/ALI 2009 Periodic Review – ALI response received May 17, 2010
 - c. NAMI 2009 Periodic Review – NAMI response received May 27, 2010
 - d. AMS 2010 Periodic Review Conducted June 7, 2010
 - e. Keystone 2010 Periodic Review Conducted June 10, 2010
7. Next scheduled interim conference call Thursday, July 1, 2010: 2:00 – 4:00 pm EDT.
- Conflicts with scheduling - reschedule to June 30th at 11:00 am – 1:00 pm EDT.
8. Next scheduled conference call Monday, July 12, 2010: 11:30 am – 1:30 pm EDT
9. The meeting was adjourned at 1:35 PM EDT