

# **Attachments PCP & Labeling (Combined) Task Group Minutes**

Thursday, January 28, 2010

3:00 P.M. – 4:00 P.M. EST

Chair: Thomas Morrissey - Hunter Douglas, Inc.

## **Participants:**

Tom Morrissey (Chair), Ray McGowan (Staff), Mike Rubin, John Gant, William du Pont, Tony Stroud, Robert Simons, Ross McCluney, Kara Stoddard, Rich Watkins, Andy Rittenhaus, Nelson Pena, Roger LeFranc, Jim Krawm, Joe Jonely, Nils Petermann, Werner Lichtenberger, John Dollar, Zai Laredo and a few others who joined throughout the call.

### **1. Call to Order:**

Chair called meeting to order at 3:05 P.M. and conducted a roll call. Anti-trust reminder was given. This was the first organizing conference call for these two task groups.

### **2. Review and Approve Agenda:**

- I. Organize task groups and present scope statement for each Task Group
- II. Review new direction from NFRC Board regarding attachments
- III. Objectives leading up to Spring 2010 Conference
- IV. Establish time line for action steps
- V. Assign work teams as necessary

### **3. Discussion:**

The meeting began with some confusion as the gotomeeting web site was not accessible. It was decided to just conduct the meeting as a conference call. This was the first organizing call for the new Attachments PCP and Labeling (Combined) Task Groups. It is planned that the first one or two conference calls be conducted concurrently to save time and facilitate a working relationship between the 2 teams. Once action plans and timetables are established for each group we will separate into individual groups.

Tom Morrissey began by reading a first draft of proposed scope statements for each of the task groups. The statements were discussed and a motion was made to accept them, and they were accepted. There were no dissenters. The individual statements are:

#### **Attachments PCP Task Group Scope Statement**

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

#### **Attachments Labeling Task Group Scope Statement**

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 subcommittee of any updates to be considered for action.

Next the group discussed aspects of the recently updated vision statement from NFRC leadership with specific regards to Attachments. John Gant was at the meeting as an observer and verbally summarized the bullet points for the rest of the group. The summary points are recorded here for the file and the specific recommendations which will affect our work are highlighted in yellow.

*NFRC February 2, 2010*

*In January 2010, the NFRC Executive Committee met in Chicago to review the Business Plan for the Fenestration Attachments Program and to help refine a "Shared Vision" for the attachments industry. This vision will be reviewed by the Board of Directors later this month and an approved vision will be presented to the attendees at the Spring Membership meeting in New Orleans. The draft vision includes the following:*

*The rating should be developed sequentially (simplest to most complex).*

*The program should provide web-based information on product ratings/performance.*

*The label should have a permanent mark; and be traceable (back to APD via CPD #).*

*The rating should provide for fair, uniform comparisons within attachment product lines.*

*This simple, comparative rating being developed shall not be used for comparison with window ratings.*

*The attachment label shall include language that states "For comparable ratings with similar attachment products only." The label should describe the attachment through words and/or pictures.*

*The attachments ratings shall use the same base case windows for all attachment products.*

*There shall be 6 base case windows used for determining the ratings.*

*The program shall include ratings with and without the base windows.*

*One base case window shall be used for validation testing.*

*The consumer friendly label shall include ratings (with and without) 2 base case windows (good performer/ poor performer).*

*The attachments ratings shall be based upon (and include) U-factor, SHGC and VT (if applicable).*

*This information will be available on a publicly accessible database on the NFRC website. Information on the simple, consumer-friendly attachment label, however, may be different based upon the focus group and marketing studies.*

*NFRC is the recognized leader in energy performance rating and certification programs for fenestration products. Visit NFRC News Now (<http://nfrcnews.blogspot.com/>) for the latest fenestration-related information. Editor: Tom Herron, [therron@nfrc.org](mailto:therron@nfrc.org)*

Most people had not read the early release of the statements and this was the purpose for drawing attention to them on this conference call. We next reviewed the need for regular communications and decided we would meet on a conference call in February and then again in March. This would lead to group discussions at the spring conference in New Orleans during the Interior/Exterior Attachments block of time. It was decided a preliminary Gantt Chart needed to be drafted to identify action items going forward. Tom Morrissey volunteered to produce the first draft.

**4. New Business:**

No new business was identified.

**5. Adjourn Meeting:**

Meeting ended at approximately 4:00 P.M. The group will next meet on a conference call mid-to-late February 2010.