

Conference Call
Minutes

Accreditation Policy Committee – All Members

Wednesday, January 17, 2007

1:00 pm – 2:00 pm

Chair: *Christopher Mathis, MC Squared*

- 1. Call to Order, voting and non voting member roll call**
 - a. Voting: Chris Mathis, Bipin Shah, Marcia Falke, and John McFee.
 - i. Absent: Werner Lichtenberger
 - b. Non-voting: Mahabir Bhandari, and David Kehrli
 - i. Absent : Shelia Gore
 - c. Staff : Scott Hanlon
- 2. Review and approve agenda**
- 3. Approve October conference call minutes**
 - a. Minutes approved
- 4. Reports**
 - a. 2006 Thermal Laboratory inspection status
 - i. Staff is currently writing reports – anticipates delivery to the APC by end of February.
 - b. 2006 Simulation Laboratory inspection status
 - i. Staff is currently writing report – anticipates delivery to the APC by end of February.
 - c. 2005 Thermal Laboratory round robin report status
 - i. Submitted first draft to APC on 1/16/07
 - d. 2005 Simulation Laboratory round robin status
 - i. Final report sent to APC on 1/15/07
- 5. Unfinished Business**
 - a. 2007 LAP update
 - i. Elaine, Bipin and Scott went over LAP had discussion and comments. Scott is still modifying; anticipate draft to APC by end of February. Dave agreed to review the draft.
ACTION: Staff to send Dave streamline working version of draft when completed.
 - b. Personnel status
 - i. Dave Kehrli was approved as a lab representative by the BOD in November
 - ii. NFRC Staff distributed request to membership for APC participant – no volunteers as of 01/17/07. Chris has sent a request to the NFRC Director and the BOD about making this a Board item for discussion.

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6. New Business

- a. Committee review 2007 conference call schedule.
ACTION: Staff to post as a tentative schedule on website.
- b. Optics training completed; Staff distributed an exam.
ACTION: Staff will inform APC and BOD upon completion of examinations. Implementation date of February 1st is expected based on BOD approval of procedure upon completion of training in July Membership meeting.
- c. CPC request about simplification of recertification – M. Falke / C. Mathis moved that this is not an APC issue and asked staff to discuss issues with CPC to modify the PCP for recertification language.
ACTION: APC advised NFRC Staff to send CPC letter based on the results of discussion.
- d. Proposal from Willie duPont for Building X presentation – APC has no opposition for publishing and no opposition of Willie presenting his paper and recommends staff attends with Willie duPont.
ACTION: Scott to forward APC recommendation to Deb & Jim
- e. Thermal Test Inspection Checklist – Dave Kehrli: There was confusion about the utilization of the inspection checklist, the intent of the document.
ACTION: APC requests NFRC Staff to check notes from workshop about the checklist and provide summary.
- f. Recognizing ISO thermal accredited labs – Dave Kehrli:
ACTION: APC requested Dave to provide details and documentation about the NFRC recognizing ISO thermal accredited labs and the committee will discuss upon review of the details.
- g. 2007 Lab Inspections –
ACTION: APC requested NFRC Staff to have dates for the 2007 lab inspections by next APC conference call

7. Executive Session-Voting Members only

8. Adjourned at 2:18 PM