

Conference Call  
**Minutes**

**Accreditation Policy Committee-All Members**

Tuesday, August 8, 2006

1:00 pm – 3:00 pm

Chair: *Christopher Mathis, MC Squared*

---

- 1. Call to Order, voting and non voting member roll call**
    - a. Voting: Chris Mathis, Elaine Hebert, Werner Lichtenberger and Bipin Shah
      - i. Absent: Marcia Falke, John McFee,
    - b. Non-voting: Mahabir Bhandari and Marles McDonald
    - c. Staff : Scott Hanlon
  - 2. Review and approve agenda**
  - 3. Approval of July Minneapolis Meeting Minutes**
    - a. Revisions requested – minutes will be redistributed by staff for approval.
  - 4. Reports**
    - a. 2006 test lab inspection status (Ray McGowan / Scott Hanlon)
      - i. Staff informed the APC of 1 inspection currently scheduled and 1 more will be completed by the end of the year to complete the required amount for this year
    - b. 2006 simulation lab inspection status (Scott Hanlon)
      - i. Staff informed the APC that 1 inspection was completed in July and staff is to schedule 3 more by the end of the year to complete the required amount for this year
    - c. 2005 Thermal Laboratory round robin report status (Ray McGowan)
      - i. Staff updated the APC on the RRB report status and APC recommended that staff talk with Charlie Curcija for a status of his report & send it to the APC
    - d. 2005 Simulation Laboratory round robin status (Scott Hanlon)
      - i. APC members requested the report to be distributed to APC voting members again.
- Unfinished Business**
- e. Discuss 2007 LAP (Elaine Hebert)
    - i. Needs to assemble TG – Scott Hanlon (Staff representative), Bipin & comments to Marles
  - f. Discuss new APC member candidate & the suggestion of applying a rotation for all labs to participate

## Conference Call Minutes

- i. APC acknowledges Marle's request to be removed from the APC; however, Marles has agreed to help out with some projects and is still participating until all participating lab representatives are approved.
  - ii. Staff to send out a letter to invite all test labs for to request another member as a test lab representative – intent to have 2 members, 1 has been filled. Initial and participating member.
    - Language regarding the length of time after more participants join
    - Plan rotation with time commitment
  - g. Modify lab & simulation workshop as a TG – capable of moving forward with new language for a rapid implementation
    - i. Action items need to be communicated and moved forward immediately to appropriate committees via letter - Bipin and Marles to work on a letter defining the purpose of the workshop.
      - Define the purpose of the NFRC laboratory workshop
      - Set a timely forum (bi-monthly?) utilizing communication technology, such as Webex, to help facilitate the issues that surface in the workshop in a more timely manner
    - h. Discuss labs receiving RRB “raw” data prior to APC approving report
      - i. Raw information is presented confidentially
      - ii. Findings to be sent individually after reviewed and approved
    - i. ASTM 1363-05 implementation date – survey to test labs (Ray McGowan)
      - i. Waiting feedback
- 5. New Business**
- a. Set conference call schedule for the rest of the year
    - i. Everyone to provide their schedule
  - b. Modification request to LAP – Test Lab submittal form requirements
  - c. Film attachment testing to all SIRC – NFRC staff is developing a tool for all simulation labs to test the spreadsheet and new film database. Expect to deliver request to all simulation labs in August.
- 6. Executive Session-Voting Members only**
- 7. Adjourn**