

Conference Call  
**Minutes**

**Accreditation Policy Committee- All Members**

Tuesday, September 12, 2006

1:00 pm – 3:00 pm

Chair: *Christopher Mathis, MC Squared*

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- 1. Call to Order, voting and non voting member roll call**
  - a. Voting: Chris Mathis, Marcia Falke, John McFee, Elaine Hebert
    - i. Absent: Werner Lichtenberger and Bipin Shah
  - b. Non voting: Sheila Gore, Mahabir Bhandari, Marles McDonald
  - c. Staff : Scott Hanlon
- 2. Review and approve agenda**
- 3. Approve “Revised” July Minneapolis Meeting Minutes**
  - a. Minutes approved
- 4. Approve August conference call minutes**
  - a. Minutes approved – to modify the formatting of the roll call.
- 5. Reports**
  - a. 2006 Thermal Laboratory inspection status
    - i. On schedule for lab inspections.
  - b. 2006 Simulation Laboratory inspection status
    - i. On schedule for lab inspections.
  - c. 2005 Thermal Laboratory round robin report status
    - i. Staff to contact Charlie Curcija about thermal analysis and provide summary of findings upon receipt.
  - d. 2005 Simulation Laboratory round robin status
    - i. Emails sent out to voting members on 7/17 & 8/9
- 6. Unfinished Business**
  - a. Discuss 2007 LAP (Elaine Hebert)
    - i. Elaine sent out Marles latest version to Bipin & Scott. No information from Bipin. Scott has a list of a few changes to discuss with working group. No other discussion has taken place.
    - ii. **ISSUE:** The “LAP and APC” process has lack of effectiveness with the round robins because of the long timeframe of receiving data and findings. **Action Item:** Sheila, Chris, and Scott to develop survey to be distributed to simulations labs about methods to improve the RRB

## Conference Call Minutes

process. The working group will use findings from workshop and discussion and present a summary to the APC for action.

- b. Discuss new APC member candidate & request to labs for participation.
    - i. **Action Item:** Dave Kerli board agenda item – to approve as participating non-voting member.
    - ii. In order to understand the requirements of terms for participating representatives, Elaine and Scott are to review NFRC documents, such as LAP, committee minutes, and BOD minutes and Marcia to review operating policies
    - iii. APC acknowledges Marles McDonald removal from the APC as a participating non-voting member
  - c. Language from Bipin and Marles in regards to moving forward action items from workshops for a rapid implementation
    - i. Neither member present – Staff do not received any information.
  - d. ASTM 1363-05 implementation date – survey to test labs
    - i. Waiting feedback from labs – to resubmit the survey.
- 7. New Business**
- a. Modification to Section 4.9.2 of LAP (Test Lab submittal form requirements) – will submit to Elaine as part of LAP 2007.
  - b. Discussed that there is no round robin procedure for thermo-properties testing for non-approved NFRC labs. Committee understands the need; however, the APC is not involved in NFRC 101 data approval and the lack of a RRB it is not within the APC's scope.
- 8. Executive Session-Voting Members only**
- 9. Adjourned at 2:25 PM**