

# Accreditation Policy Committee – Meeting Notes (no quorum)

Tuesday, May 9, 2006

1:00 pm – 3:00 pm

DRAFT MINUTES

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## 1. Call to Order, voting and non voting member roll call

- a. Voting: Elaine Hebert, Marcia Falke
- b. Non Voting: Mahabir Bhandari, Sheila Gore, Marles McDonald
- c. Staff: Ray McGowan
- d. Absent: Chris Mathis, Werner Lichtenberger, John McFee

## 2. Reports

- a. 2006 test lab inspection status (Ray McGowan)
  - i. Completed review of one lab and the final report was balloted and sent to the lab. This lab's response is due on May 15.
  - ii. The next lab is scheduled for inspection May 15 to 17 (next week).
    - Note: 4 inspections planned for 2006 with reports completed by fall meeting.
- b. 2005 test round robin report status (Ray McGowan)
  - i. All labs finished with 2005 sample testing. Staff is continuing to analyze results and cannot report results yet.
  - ii. 2006 test lab interlaboratory test will commence after the summer membership meeting and summer test lab workshop.
- c. 2005 Simulating Laboratory Interlaboratory test status (Ray McGowan)
  - i. No report on simulation interlaboratory test at this time and expected final completion is prior to the summer membership meeting.

## 3. Unfinished Business

- a. Marcia Falke stated the 2006 LAP was balloted and passed at the recent Board meeting. Staff will post the new document immediately.
  - i. Action: Marles McDonald asked staff to immediately post the document so they can use the film upload spreadsheet.
- b. Ray McGowan reported Andre Desjarlais was asked to participate with APC as a voting member, but declined. Chris Mathis (absent) is continuing to recruit a new member.
- c. ASTM C1363-05 implementation dates were discussed. Marles McDonald stated making it effective with the next NFRC 102 document would be best. Ray McGowan reported that ASTM E1423 would be balloted at ASTM on May 15. ASTM C1199 is intended to be balloted in June for consideration at the fall ASTM meeting (October). NFRC 102 is due for update in 2009. It is hoped all these ASTM documents will be updated prior to the next NFRC 102 update.

4. **New Business**
  - a. Marles McDonald reported he would have a 2007 LAP Manual draft by the June APC call.
  
5. **Executive Session.**
  - a. Non voting members left the call.
  
6. The meeting ended at 1.45 pm.