



Certification Policy Committee
Conference Call Meeting Minutes
April 6, 2006

CPC Members Present: John Hogan, Chairman
 Jeff Baker
 Jim Krahn
 Steve Strawn
 Brad Schultz

CPC Members Absent: None

NFRC Staff Present: Jessica Ferris

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1. Meeting called to order by Chair, John Hogan, at 11:40 AM Eastern Time.
 2. Minutes from the March 6, 2006 Spring Membership CPC meeting (San Diego) were approved.

M/S/P Steve Strawn
 Jeff Baker
 3. Unfinished Business

There was no unfinished business to review
 4. New Business
 - A. CAP-2006 Addendum 1: The CPC reviewed Addendum 1 of the CAP-2006 and requested that additional changes be made by staff. The CPC requested that these revisions be sent to all IAs for their review and comment. The CPC will then submit a letter ballot on the proposed Addendum by April 28, 2006.
 - B. Revised IA Operations Manual –The CPC began reviewing proposed revisions to the IA Operations manual. The Committee recommended additional changes and requested that staff make the recommended changes and re-submit the draft manual to the CPC for further review at its next conference call.
 - C. Revised IA Database Manual: Staff indicated to the CPC that at this time, the only revisions to this document were updates to the screen shots. There was insufficient time for CPC review of manual. The CPC will review this manual at its next scheduled conference call.

CPC Conference Call Draft Minutes
4/6/2006

5. Schedule for next conference calls (8:30 AM Pacific/11:30 AM Eastern) and meetings
Thursday, May 11, 2006
Thursday, June 1, 2006
Thursday, July 6, 2006
6. Meeting Adjourned at 1:00 PM Eastern.