

Certification Policy Committee
Conference Call
August 23, 2004



CPC Members Present: John Hogan, Chairman
Jim Krahn
Ken Nittler
John Smith

CPC Members Absent: Roland Temple

NFRC Staff Present: Jessica Ferris
Bipin Shah

1. **Call to Order**

The CPC was called to order by the CPC Chairman at 1:05 PM Eastern Time.

2. **Review and approve minutes from March 10, 2004 meeting (attached)**

The March 10, 2004 meeting minutes were approved

M/S/P K. Nittler, J. Krahn

3. **Old Business**

None

4. **New Business:**

A. **Review current CAP for January 2005 (current CAP attached)**

Discussion: CAP in need of revision for implementation in January 2005.

Implementation plan –

- Staff will contact all IAs requesting their comments regarding suggested changes to the current CAP (staff will copy the CPC on this correspondence).
- Staff will ask for the IA input by September 17th.
- Staff will incorporate suggested comments/changes by October 1. Thereafter, staff will send the CAP draft to IA's and CPC members.

- CPC can discuss the preliminary document at the October 13th meeting.
- Comments from IA's and CPC are due back by October 22.
- Staff will compile comments and provide final recommended draft CAP by November 5th.
- CPC will discuss draft document during November 2004 conference call.
- The final document will be submitted to BOD for approval in early December 2004.

B. For Discussion: Draft Database User's Manual for NFRC-licensed Certification and Inspection Agencies

Staff will prepare a draft manual for uniform implementation. Staff will meet with database committee September 1st and will update the CPC on this meeting at its September 16, 2004 conference call meeting. The CPC will then decide what appropriate steps to take next in the manual review process (i.e., is this matter better addressed by the database committee or the CPC or both?)

C. Review of Fall CPC Agenda for the October 2004 meeting.

- Minutes approval
- Review of COC actions since March 2004
- Forum : rating and labeling of Dynamic glazing products – committee would like staff to contact/invite Joe Hayden (Pella) and Mark Misner (Sage) to present before the membership on this issue
- Old Business: CAP draft
- New Business:
- Schedule Conference call
 1. November 18, 2004 (to be held either 11/15 or 11/19)
 2. December 16, 2004
 3. January 20, 2005

5. Schedule for next conference calls (8:30 AM Pacific) and meetings

Thursday, September 16, 2004

Wednesday, October 13, 2004 (NFRC Annual Fall Meeting)

Thursday, November 18, 2004 (to be held either 11/15 or 11/19)

6. Adjourn

Meeting Adjourned at 2:10 PM Eastern Time.