

Conference Call  
**Minutes**

**Accreditation Policy Committee**

Tuesday, July 6, 2009

2:00 pm – 3:00 pm Eastern

Chair: *Marcia Falke, Keystone Certification, Inc.*

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1. Call to Order, voting and non voting member roll call at 2:05 PM
  - a. Voting: Present was M. Falke, J. Hayden, B. Schultz, W. Lichtenberger, and B. Shah, and T. Culp
  - b. Non-voting: Present was M. Resech, M. Bhandari, and J. Campbell, and G. Dhami.
  - c. Staff: Dennis Anderson
2. Approved minutes from June 7, 2009 call.
3. Agenda approved
4. Reports
  - a. Staff reported on the thermal and simulation inspections:
    - i. No change since June 7th call.
  - b. Staff reported on ILC's
    - i. No status change since June 7th call for past ILC reports.
    - ii. NFRC Staff announced the 2009 ILC for simulation was ready and will be distributed this week. The 2009 Test Lab ILC window has been ordered and the first lab will receive in early August.
5. Unfinished Business
  - a. Reviewed and approved the revised NFRC 701.03-2009, Simulation Reporting Requirements, to add specific items in CMA report.  
  
Motion: J. Hayden/B. Shah moved to approve NFRC 701.03-2009, as edited, for the addition of CMA reporting requirements. Motion passed unanimously via voice vote.
  - b. It was discussed to track and follow-up on APC action items and include this in the monthly APC conference calls. Staff to generate a tracking sheet to be implemented.
  - c. Staff to add to APC meeting agenda in Baltimore regarding adding the reporting requirements of 100, 200, 400, 500 into their respective technical documents or keep them in the LAP 701 supplemental documents. Staff to also send out an email survey to the laboratories for their input.
6. New Business: None
7. Executive Session
8. Adjourned at 2:08 PM