1. Call to Order

2. Appointed Recording Secretary- J. Allardyce

3. Meeting Agenda reviewed and approved.

4. New Business
   A. Prepare the final versions of the NFRC 100 document and Ballot Cover Letter.
      1. NFRC 100, Section 3, Definitions:
         a. Replaced the term and definition for Swinging Door, since there are 6 different terms within NFRC 100 that describe Swinging Door. The group reached the consensus of:
            “Side-Hinged Exterior Door: a fixed and/or operable exterior door system. An operable door system shall have at a minimum, a slab and a frame, and hinge attachment of any type between a slab and jamb, mullion, or edge of another slab (e.g. bi-fold doors) or shall have a single, fixed vertical axis about which the slab rotates between open and closed positions. A fixed door system shall have at a minimum, a slab and a frame.”
         b. Refined the terminology and definition of Doorglass Assembly. We reviewed Options 1 and 2. We reached a consensus of dropping Option 1 and revising Option 2 to state:
            “Doorglass Assembly Area (DGAA): sum of the Lite-Frame-Area(Alf), Edge-of-Glazing Area (Aeg), Center-of-Glazing Area (Ac), Edge-of-Divider-Area( Aed), Divider Area(Ad)”.
         c. Table 4-3: We amended the former term “Swinging Door with Frame” and replaced it with “Side-Hinged Exterior Door”.

2 We discussed the Ballot
   a. We briefly discussed whether the ballot should include recommendations on if this new data should be stored in the CPD, then concluded those recommendations should come from another Task Group.

3 Open Discussion of the NFRC 100 document changes and the Ballot Cover Letter
   a. “There are a lot of changes and it takes time to understand it all.”
Meeting Notes

b. “Will we have three (?!?) methods of rating a door?” Yes, we will. All of them will be accurate to one another to the 5th decimal place, typically.

c. Recommend Jeff Baker be prepared to give an overview of the SDR idea at the Spring Conference, to help the audience understand this topic. Jeff agreed and stated he has the presentation on his laptop.

d. The Ballot Cover Letter is unnecessarily confusing and needs to be clarified. Jessica has a new draft which she verbally shared with the group. There was agreement with the new direction of that draft. Jessica will share that draft with Dennis Anderson and Steve Jasperson who will craft an improved Ballot Cover Letter prior to our next meeting (this Friday).

e. Section 5.2.5, for Deco Glass, might need to be added back into the document. More discussion on Friday.

f. Section 5.2.1.2: Does the middle paragraph belong there? More discussion this Friday.

4 Next meeting: Friday, January 23, 10:30am-Noon, via Go To Meeting. Agenda for the meeting will include:

a. Discussion of improved Ballot Letter,

b. Discussion of Sections 5.2.1.2, 5.2.5.Deco, and other questions.