1. Acting Chair G. McKenna called the meeting to order at 2:03pm EDT
2. D. Anderson (staff) appointed recording secretary
3. The agenda was reviewed and approved as presented
4. New Business
   a. NFRC 100 for future ballot
      i. Updated Spandrel Panel System definition
      ii. Discussed and agreed to remove Section 5.6.1.2
      iii. Removed spandrel figure under Section 5.6.6 and have Simulators TG address proper layout of spandrel panel modeling sightlines and definition of tagged surfaces.
      iv. TG updated section 5.9.6.3.1
      v. Ballot will be re-distributed to TG for one more look
   b. NFRC 200 review
      i. Staff mentioned that no substantive negatives received from last ballot for this TG to address. 200 ballot to go out with the NFRC 100 ballot for membership vote.
   c. Edit scope of TG for CI
      i. To be handled during next call
5. Next call to only be scheduled if there are major comments received from TG regarding the NFRC 100 ballot. Ballots are due to staff by May 26th.
6. The meeting was adjourned at 3:01pm EDT