I. Welcome/Introductions/Anti-trust Statement
Laura Rauwerda called the meeting to order and welcomed the group to the Business and Institutional Furniture Joint Committee meeting. Mindy Costello read the anti-trust statement. The group went around the room giving self-introductions.

II. Review of Agenda and Previous Meeting Summary
Laura Rauwerda reviewed the October meeting summary with the group. Laura Rauwerda asked for a motion to approve the meeting summary as written.

Motion: Norman Christopher moved to accept the October meeting summary as written. Brad Miller seconded.

Discussion: None.

Vote: All in favor.

Motion passed.

Laura Rauwerda asked for approval of the proposed agenda. There was no discussion and the group agreed.

III. Status of Standard/Plans for proceeding (this meeting)
The comments received from the BIFMA membership ballot were compiled and reviewed by the SAS chairs work group. The SAS chairs work group made suggestions for the general comments and sections 1-4. These were shown on the SAS comments spreadsheet from March 11, 2008.

The next step was for the group to review these suggestions and make decisions for acceptance or review by the work group. The word document of the draft standard provided the markup version that contained the SAS chairs work group suggestions.

In addition, Denise Van Valkenburg of Steelcase will be leaving her position soon. Therefore, her interest category on the Joint Committee may change. Steelcase may wish to submit an application to the JC for membership.

IV. Summary
Each group presented their position at the end of the break out sessions. The Materials and HEH groups still had more work to do and hoped to be completed prior to the April meeting.

The group also discussed the ability of an approved ANSI standard to be on continuous maintenance. This means that issues may be presented to the Joint Committee at any time and sent to the work groups for discussion or after approval by the chair, the issues may be sent to ballot. The concern was if the standard was approved and later discovered to have significant issues needing attention, what the process was.
A decision was not made on whether to issue a Draft Standard for Trial Use. This decision may be reached by vote at the April JC meeting. One issue that was brought forth was if the industry will use a trial standard and the consensus was they would not use it any more than they would use a recommendation. The consensus was that the trial use standard may not be appropriate at this time. A quorum was not present on Friday, March 14, 2008; therefore, no voting occurred.

Below is an excerpt from the 2007 NSF International Standards development and maintenance policies:

11 Draft standards for trial use

11.1 Proposal of draft standards for trial use

A materially and directly interested party may approach NSF about the feasibility of publishing a draft standard for trial use. If a JC exists covering the scope of the proposal, the requestor will complete an Issue Paper, which will be sent to the responsible JC. This requestor may supply a draft of the standard or a suggestion that a draft be written. If no JC exists covering the scope of the proposal, NSF may decide to proceed with the publication of the draft standard prior to the formation of a JC.

11.2 Publication of draft standards for trial use

11.2.1 ANSI shall be notified via the Request to Announce the Availability of a Draft Standard for Trial Use form of the intent to register a draft standard for trial use. All public comments shall be responded to by the JC Chair or by NSF if no JC exists.

11.2.2 After all public comments have been responded to; NSF staff will edit the draft standard document for publication.

11.2.3 The following statement, or equivalent, shall be included on the front cover of the draft standard for trial use:

“Publication of this draft standard for trial use and comment has been approved by NSF International. Distribution of this draft standard for comment shall not continue beyond (____) months from the date of publication. It is expected that following this (____) month period, this draft standard, revised as necessary, will be submitted to the American National Standards Institute for approval as an American National Standard. A public review in accordance with ANSI Essential Requirements is required at the end of the trial use period and before a draft standard for trial use may be submitted to ANSI for approval as an American National Standard. This draft standard is not an American National Standard. Suggestions for revision should be directed to the Secretariat.

NSF will not use the ANSI logo or trademark on any document that has not been approved as an American National Standard, including a draft standard for trial use. If NSF complies with the ANSI Essential Requirements in connection with a draft standard for trial use, it may refer to the draft standard as a Draft American National Standard for Trial Use.

11.2.4 By the end of the trial use period, all further processing of the draft standard for trial use as an NSF or NSF/ANSI standard shall be in compliance with the applicable requirements of these Policies.

V. Next Meeting

The group also discussed the time of the April meeting. The proposed time change was to hold two half day meetings. The time change if any will be announced prior to the meeting. The plan was to provide a completed draft standard document to the group prior to that meeting and hold a discussion and vote on approval for the draft to go to ballot to the JC.

ADJOURN

Distributed on 4/25/2008
Meeting Attendees:

Joint Committee Members

Norman Christopher- Grand Valley State University
Larry Dykhuis- Herman Miller
Jean Hansen – Chong Partners Architecture*
John Kaufmann – Kimball International
Clare Lindsay – EPA Office of Solid Waste*
Brad Miller- BIFMA
Laura Rauwerda- Michigan Department of Environmental Quality
Anne Saliers- The Right Place, Inc.
Toni Stein- State of CA
Bill Stough- Sustainable Research Group, LLC
Denise Van Valkenburg – Steelcase
Ed Wyatt – Proxy for Linda Brown*

Observers

Lorna Badman- NSF International
Randy Carter- Steelcase
Paul Chalmer- National Center for Manuf. Sciences
Mindy Costello – NSF International
Petie Davis – NSF International
Jim Kozinski- Haworth
Scott Lesnet- HNI
Scott Miller – NAIMA*
Tom Reardon- BIFMA
John Shank - Kimball International
Nancy Sicilian – Steelcase
Jane Wilson- NSF International
Gabe Wing- Herman Miller
Karen Worthy- Global Group*

JC Members not in attendance:

Dan Burgoyne – State of California
Alison Kinn Bennett – EPA EPP Office
Lou Newett – Knoll Inc.
Kirsten Ritchie - Gensler
Ben Taube – Southeast Energy Efficiency Alliance

* participated via conference call