1. **Call to Order**

   The meeting was called to order by the Chair at 10:00 a.m.

2. **Roll Call**

   **Committee Members & Guests**
   - Randal Geedey, Chair: The Airolite Company
   - Jeff Blake: Construction Specialties, Inc.
   - Russell Geist: Construction Specialties, Inc.
   - Bill Vincent: Construction Specialties, Inc.
   - Mike Steele: Greenheck Fan Corp.
   - Bruce Knieriem: Greenheck Fan Corp.
   - Richard Anthony: Kinetics Noise Control
   - John Sofra: Kinetics Noise Control
   - Mike Astourian: Metal Industries, Inc.
   - Dan Rau: Ruskin Company
   - Dane Carey: TAMCO
   - Michael Dean: United Enertech

   **AMCA Staff**
   - Mark DeRoo: AMCA International, Inc.
   - Tim Orris: AMCA International, Inc.

3. **AMCA International Policies and Guidelines**

   AMCA International’s Antitrust Guidelines, Conflict of Interest Policy and Whistleblower Policy were reviewed with the members.

   Staff also informed the group about the AMCA committee member participation program. This program rewards participation in AMCA meetings with one credit for a conference call or GoToMeeting and three credits for a face-to-face meeting. Each credit is worth $25 off the cost of participation in the AMCA Annual Meeting. All credits earned between July 1, 2012 and June 30, 2013 can be used to offset AMCA billed expenses at the 2013 Annual meeting. Credits can be applied to any AMCA billed expense – meeting cost, entertainment activities, etc. Credits cannot be applied to offset cost of airfare or hotel rooms, which AMCA does not invoice.

4. **Adoption of Agenda**

   **MOTION: LEC 05-2013**
   
   Moved by: Dan Rau
   Seconded by: Mike Astourian
Move that the agenda be adopted by consensus with the addition on reviewing the louver PowerPoint presentation that is used for the Technical Seminar and taking a video of each wind driven rain test under new business.

Motion Carried Unanimously

5. Approval of Minutes from the Previous Meeting

MOTION: LEC 05-2013
Moved by: Dan Rau
Seconded by: Dane Carey

Move that the Minutes from the previous meeting held on March 12, 2013 be approved.

Motion Carried Unanimously

6. Action Items from the Previous Meeting

6.1 Staff will develop a watermark for the test report stating that the louver was not certifiable which will not be able to be removed or edited.

Action: Staff will forward an example of the watermarks used for non-compliance and for compliance on the test report for the committee to review. This was deferred until the next meeting.

6.2 Bill Vincent’s drawings will be reviewed at the next meeting (see handouts).

The committee reviewed the drawings. Bill Vincent will revise the drawings per the committee’s recommendations and forward them to Staff for inclusion in the document.

6.3 Mike Astourian and Josh Parent will develop a system to check that the different sized samples are built identical (checking “c” spaces, etc.) and send it to John Pakan for submittal to 500-L through the AMCA website.

Action: This item has not been completed and was deferred to the next meeting.

7. Discussion Topics

7.1 Review Comments Received Regarding the Louver Design Guide (see handout)

The list of comments submitted by Dane Carey and Randal Geedey were reviewed by the committee. The draft was revised as needed by Staff.

Action: Dan Rau and Bill Vincent will send the metric calculations for the annexes to Staff for inclusion in the document by June 7, 2013. Staff will distribute the revised draft to the committee for their comments (30 day period). After July 7, 2013, Staff will gather any comments received and forward them to the Chair for the committee to consider. If no comments are received, the document will be sent out for approval by letter ballot.

Action: Staff will send the watermark examples and revised draft (without Bill and Dan’s metric assignments) out with the Chair approved minutes.
7.2 Next Steps

See agenda item 7.1 above.

8. Other Business

Action: The committee should discuss if “Penetrated Water Flow (gph)” should be included in the published results for wind driven rain louvers. This was deferred until the next meeting.

9. Next Meeting

The next meeting will be held at the call of the Chair after the committee comment period has ended.

10. Adjournment

The meeting was adjourned at 3:06 p.m.

Minutes recorded by,

Timothy J. Orris
Director of Publications and Standards