1. **Introductions and selection of secretary**
   - MC acted as secretary

2. **Approve minutes from last meeting, Las Vegas, NV, January 2011.**
   - Minutes were not available for review.

3. **Review of Previous Action Items**
   - MC noted that very little had been accomplished since the last meeting. However, since this was a simple refining of the chapter, this was no cause for concern.

4. **Review of Print Version of Fenestration Chapter**
   A) Revisions for 2013 version of the Handbook of Fundamentals
   - MC indicated that the goal for the 2013 version of the handbook was largely to refine the 2009 chapter. Specific goals include:
     - Inclusion of Dave Tait’s research project on high mass glazing products. WD has much of the information. The results will not make the 2013 HOF.
     - Re-do codes section (we have comments that it is out of date). John Hogan has agreed to review.
     - Increase sustainability / net zero content. AP has agreed to prepare some information.
     - Re-do U-value tables (remove SS, TI, and some triple products / adjust for size and NFRC standard models. This depends on RTAR 1414). The RTAR is in good shape and will be going to vote shortly. The results will not make the 2013 HOF.
     - General rewrite of the chapter is required. MC is working on this.
     - Include text related to dynamic products (electrochromic / photochromic / PV-integrated / vacuum windows / etc). Eleanor Lee has been asked to draft.
     - Review and update the sections on daylighting. Eleanor Lee and TT will review.
     - Expand sections on awnings and films. WD and Ross McCluney.
     - TC4.01 (C17-18: Cooling and Heating Loads Calculations) did not update information on F\textsubscript{R} terms used in our chapter. MC will follow up on this.
     - Figure 20 (Keyes Chart) is inaccurate (always has been). It needs to be redone. MC and John Wright are working on this. The results will not make the 2013 HOF.
     - Correct errors in IAC tables. MC is working on this.
- Expansion / Modification to door tables. JH has provided information about tests performed by DASMA. The committee would like to include the information, but it has to be peer reviewed if it is to be included in the HOF. JH agreed to publish a conference paper about the tests. They also want to remove products that no one uses. The results will not make the 2013 HOF.
- Minor typographical errors were put forward. MC has a record of these. Error in table footnotes. Some references to SC.

B) Revisions for Handbook Handbook Online
- None. MC noted that many of the changes listed above have already been made there.

5. Next Handbook Meeting in January 2012 in Chicago, IL.

6. New Business
- New: The Handbook people have not granted access to the on-line handbook. The handbook chairs have sent a message that access is necessary if we are to upgrade that text.

7. Adjourn
- Adjourned at 6:30 pm.