

# EPA-AFMA-BIFMA Green Furniture Partnership Agenda

**MEETING DATE:** January 22, 2004

**TIME:** 3:30 PM to 5:00PM

**CONFERENCE CALL NUMBER:** 202-275-0199

**ACCESS CODE:** 2748#

**CHAIR:** Kathleen Vokes

**SUBJECT:** Flame Retardants

**PURPOSE:** To discuss the scope and timeline for the Green Furniture Partnership (final project name to be determined). Will also discuss partnership roles and responsibilities and talk about potential partnership structures.

## **OBJECTIVES:**

1. Discuss comments on the project scope summary
2. Develop strategy to build project team.
3. Develop a general project timeline for the rest of 2004.

## **PARTICIPANTS:**

David Bell, Director of Quality, Culp, Inc.

Randy Carter, Principal Engineer, Steelcase Codes and Approvals

Scott Charon, Program Manager, Herman Miller (ON TRAVEL)

Karen Chu, EPA Design for the Environment (DfE) Program

Jan Connery, Facilitator, ERG

Clive Davies, Chief, EPA DfE Program

Dick Driscoll, Manager Tech. Services, BIFMA

Jim Kozminski, Project Engineer – Environmental, Haworth

Scott Lesnet, HON Industries

Leif Magnuson, EPA Region IX Pollution Prevention Program Coordinator

Brad Miller, Manager Government Affairs, BIFMA

Bill Perdue, Director of Environmental, Safety and Human Resources, AFMA

Alan Rampey, Technical Service Manager, Glen Raven Custom Fabrics, LLC

Kurt Rindfusz, Sr. Engineer, ERG

Randy Ruster, Herman Miller

Kathleen Vokes, EPA DfE Program

## **ITEMS TO BE COVERED:**

### **3:30 PM      Project Scope**

- PentaBDE – Used in which product lines?
- Comments on draft project scope summary
- Name of partnership

- Project duration
- Comments on alternatives report outline
- Ideas and purpose for detailed project scope document

**3:50 PM Roles and Responsibilities**

- Project team (who are all the stakeholders in this partnership)
- Partnership structure
- Public profile
- Partner responsibilities

**4:10 PM Communication**

- Meetings and conference calls
- Project website (Comments on concept proposal for website)

**4:30 PM Timeline**

- Comments on proposed timeline through March 10<sup>th</sup> meeting
- Ideas for timeline to cover 2004, including round robin testing

**5:00 PM Adjourn**