FLORIDA BUILDING COMMISSION
GARAGE DOOR AND SHUTTER LABELING WORKGROUP
Thursday, September 14, 2006
Tampa, Florida
RACCA; 1920 East Sligh Avenue; Tampa, Florida 33610; 1.813.870.2607

Meeting Objectives
✓ To Review Work Group Procedures and Guidelines
✓ To Hear an Overview of Workgroup’s Charge and Scope
✓ To Identify Inspection and Enforcement Issues to Ensure Garage Doors and Shutters Comply with Wind Pressure Requirements
✓ To Propose Options for Evaluation
✓ To Evaluate, Rank, and Refine Proposed Options
✓ To Consider Public Comment
✓ To Identify Needed Next Steps: Information, Assignments, and Agenda Items for Next Meeting

All Agenda Times—including Public Comment and Adjournment—are Subject to Change

Meeting Agenda
9:00 Welcome and Introductions (J. Blair)
9:05 Agenda Review and Approval (J. Blair)
9:10 Work Group’s Decision-Making Procedures and Meeting Guidelines (J. Blair)
9:15 Overview of Workgroup’s Scope and Charge (R. Dixon)
9:20 Identification of Inspection and Enforcement Issues to Ensure Garage Doors and Shutters Comply with Wind Pressure Requirements
10:00 Identification, Discussion, and Evaluation of Options by Issue in Turn
12:00 Lunch
1:00 Evaluation of Options—Ranking and Refinement of Options Continued
3:30 Consensus Testing and Agreement on Recommendations
3:45 General Public Comment
3:50 Next Steps: Assignments, Needed Items, and Agenda Items for Next Meeting
4:00 Adjourn

Contact Information: Jeff Blair; 850.644.6320; jblair@mailer.fsu.edu; http://consensus.fsu.edu
Project Webpage:
Garage Door and Shutter Labeling Workgroup Membership

Raul L. Rodriguez, AIA, Chair of the Florida Building Commission, has made appointments to the Garage Door and Shutter Labeling Workgroup, and they are found below. At the July 2006 Commission meeting, based on the Window Workgroup’s recommendations, the Commission created a Garage Door and Shutter Labeling Workgroup, charged with developing recommendations regarding the labeling of garage doors and shutters. As with the Window Labeling Workgroup, the focus for the Garage Door and Shutter Labeling Workgroup will be to provide building officials, in a field useable format, with the information they need to ensure that garage doors and shutters comply with the Florida Building Code.

Garage Door and Shutter Labeling Workgroup Membership

Joe Belcher, Bob Boyer, Jack Glenn, Herminio Gonzalez, Darius Grimes
Jeffery Gross, Joe Hetzel, Do Kim, C.W. Macomber, Frank O’Neil, Mike Salmon, Sigi Valentine, and Dwight Wilkes.
MEMBER’S ROLE

- The Workgroup’s meeting process is an opportunity to explore possibilities. Offering or exploring an idea does not necessarily imply support for it.
- Listen to understand. Seek a shared understanding even if you don’t agree.
- Be focused and concise—balance participation & minimize repetition. Share the airtime.
- Look to the Facilitator to be recognized. Please raise your hand to speak.
- Speak one person at a time. Please don’t interrupt each other.
- Focus on issues, not personalities. Avoid stereotyping or personal attacks.
- To the extent possible, offer options to address other’s concerns, as well as your own.
- Represent and communicate with member’s constituent group.

FACILITATOR’S ROLE

- Design and facilitate a participatory meeting process.
- Provide consensus-building and conflict resolution guidance.
- Assure that participants follow ground rules—Assist participants to stay on task.
- Facilitate public participation and input.
- Prepare agenda packets and provide meeting summary reports.

GUIDELINES FOR BRAINSTORMING

- Speak when recognized by the Facilitator.
- Offer one idea per person without explanation.
- No comments, criticism, or discussion of other’s ideas.
- Listen respectively to other’s ideas and opinions.
- Seek understanding and not agreement at this point in the process.

THE NAME STACKING PROCESS

- Determines the speaking order.
- Members raise hand to speak. Facilitator will call on participants in turn.
- Facilitator may interrupt the stack (change the speaking order) in order to promote discussion on a specific issue or, to balance participation and allow those who have not spoken on an issue an opportunity to do so before others on the list who have already spoken on the issue.

ACCEPTABILITY RANKING SCALE

During the meetings, members will be asked to develop and rank options, and following discussions and refinements, may be asked to do additional rankings of the options as refined. Members should be prepared to offer specific refinements to address their reservations. The following scale will be utilized for the ranking exercises:

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<thead>
<tr>
<th>Acceptability Ranking Scale</th>
<th>4 = acceptable, I agree</th>
<th>3 = acceptable, I agree with minor reservations</th>
<th>2 = not acceptable, I don’t agree unless major reservations addressed</th>
<th>1 = not acceptable</th>
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Garage Door & Shutter Labeling Workgroup 3 8/17/06