PWG Steering Committee
2007-02-01 Conference Call Minutes

1. Attendees

Lee Farrell (Canon), Harry Lewis (IBM), Bill Wagner (TIC)

Minute taker: Lee Farrell

[The attendance was very light, and there was some debate about what was required as a quorum. But the meeting was held anyway.]

2. Agenda

1. Accept previous Minutes
2. Review of Action Items
3. Projector & Display Management -- official Working Group?
4. September Meeting Dates
5. Using the PWG Teleconference Calendar
6. Maintaining the PWG Website
7. Officer Roundup for Next Term (September)

3. Accept previous Minutes

Previous Minutes accepted.

4. Review of Action Items

Previous Action Items completed, except the following items:

> ACTION: Ira will work with Till from the FSG to look into getting a college or university in Montreal to provide meeting space for the FSG group and the PWG as well as an alternative to a hotel venue.

> Discussion: There was discussion about the status and intent of the ad-hoc group that is looking at Projector and Display management, this is in response to the publishing of an IP policy that the group has drafted, and the fact that the projector specific members of this ad-hoc have still not joined the PWG.
>
> Resolution: The SC will review the proposed charter that was drafted in September of 2006. The SC will work before the Feb. F2F to get these issues resolved and the working group either established within the PWG or let the group advance their work on their own. This will be a main SC agenda topic at the next SC call.
>
> ACTION: Harry will initiate this SC topic with Rick Landau, leader of the Projector, Display Management ad-hoc to get this issue resolved one way or another.

> ACTION: Harry Lewis will send a membership application to Projector & Display Management members and identify a needed deadline to become an official Working Group.

> ACTION: Harry Lewis will get a list from ISTO and send a note to the delinquent members that have not paid for PWG membership.

5. Projector & Display Management -- Official Working Group?

It was noted that the Steering Committee should move forward with the process to vote on the submitted Charter provided by the Projector & Display Management participants.

The current participants should understand that if their companies have not joined the PWG organization, they will be unable to vote on their own Charter toward achieving Formal Approval.

6. September Meeting Dates

It has been requested that the September meeting date be shifted back to the week of September 10-14. The previous conflict that caused the move to September 17-21 no longer exists, but a new conflict has arisen with one of the Officers during the week of Sep 17-21.

Unless there is any strong objection, the meeting will be shifted to the week of September 10-14.

> ACTION: Harry Lewis will post an announcement of the proposed change to the September meeting date. The PWG meeting schedule web page will be updated accordingly.

7. Using the PWG Teleconference Calendar

It was noted that the PWG Teleconference Calendar is not being updated to reflect planned teleconferences.

Instructions to modify the calendar:
1. go to http://www.google.com/calendar/
2. login as user (e-mail) "istopwg@gmail.com", using the PWG ftp site access password
3. enter your appointment(s) and provide meeting description (e.g., agenda topics, etc.) by creating an event

   NOTE: The PWG calendar assumes Eastern Time as its schedule base.

> ACTION: Working Group Chairs will update and maintain the PWG Teleconference Calendar to reflect their next planned teleconference(s).

8. Maintaining the PWG Website

It was noted that many [all?] of the PWG website pages could benefit from a timely updating. It is suffering from being out of date. For example, the WIMS CIM activity and the Semantic Model v2 activity does not appear anywhere on the home page.

Volunteers for updating any parts of the content would be appreciated. WG Chairs are especially encouraged to supply up-to-date information. Harry volunteered to contact Gail (Songer) Giansiracusa to see if she is willing to do the html processing.

ACTION: Steering Committee members will identify critical website page content that should be updated or deleted.

9. Officer Roundup for Next Term (September)

This September marks the end of term for the current officers.

Any potential candidates are encouraged to step forward and voice their interest.

It was suggested that the topic should be added to the February face-to-face meeting agenda, and include a general "call for interest" on possible candidates.

10. Next Call

Thursday, February 15, 2007.