



# Printer Working Group Steering Committee Meeting Minutes

Phone Conference  
27 January 2005

Submitted by Harry Lewis, IBM, PWG Chairman

## 1 Time and Place

The PWG Steering Committee phone conference was held from Noon-1:30pm on Thursday, January 27, 2005.

## 2 Agenda

The agenda for the Steering Committee phone conference consisted of

- Review and accept minutes of Camas SC meeting
- Review status of action items
- Arrange schedule for series of SC conferences preceding April meeting in Tokyo.
- Recruitment for PWG officers terms revolving in September 2005.
- Recruitment for Semantic Model editor and w/g Chair
- Report on WSDM/DMTF alignment efforts
- Discussion – PWG structure and relation to ISTO during maintenance activity periods.

## 3 Meeting Attendees

Attendee	Company	Email Address
* Bergman, Ron	Ricoh	Ron.Bergman@rpsa.ricoh.com
* Lewis, Harry	IBM	<a href="mailto:harryl@us.ibm.com">harryl@us.ibm.com</a>
McDonald, Ira	High North	<a href="mailto:imcdonald@sharpplabs.com">imcdonald@sharpplabs.com</a>
* Thrasher, Jerry	Lexmark	<a href="mailto:thrasher@lexmark.com">thrasher@lexmark.com</a>
* Wagner, William	NetSilicon	<a href="mailto:wwagner@netsilicon.com">wwagner@netsilicon.com</a>
Whittle, Craig	Sharp Labs	<a href="mailto:cwhittle@sharpplabs.com">cwhittle@sharpplabs.com</a>
* Zehler, Peter	Xerox	<a href="mailto:Peter.Zehler@xeroxplabs.com">Peter.Zehler@xeroxplabs.com</a>

\* Steering committee member

## 4 PWG Steering Committee Business

### 4.1 Membership Renewal

There is a request for Harry to determine status and provide update regarding annual \$1500 PWG membership renewal.

## **4.2 Semantic Model Chair and Editor**

The Semantic Model has been handled largely by one person (Peter Zehler) acting as both Chairman and Editor. Pete has relinquished both roles due to a job change within Xerox. An initial call for SM Chair and Editor replacement was issued but not in a separate message. A more explicit solicitation should be distributed.

## **4.3 IPP Working Group re-charter**

Ron Bergman and Ira McDonald offered to draft wording describing purpose of the re-chartering. Debate (later – post SC meeting) over which is appropriate.

- A long term charter covering IPP maintenance and extensions
- Specific charters for finite work efforts (such as MailTo notifications)

## **4.4 PWG Leadership**

The 2 year term for PWG Officers, including Chairman, Vice Chairman and Secretary will revolve in September 2005. The PWG needs to conduct nominations in time for an election to conclude at the July Plenary in San Francisco. A call for nominations should go out as soon as the solicitation is drafted.

## **4.5 ISTO Fees and Activity**

We would like to consider how the ISTO fee structure might change given a lower level (maintenance only) level of activity such as the PWG may, at times, incur. SC members should review the Participant Program Agreement [http://www.pwg.org/chair/pwg\\_ppa\\_2002.doc](http://www.pwg.org/chair/pwg_ppa_2002.doc) Exhibit A - Schedule 1 for an outline of services and associated fees.

It would seem unlikely that the ISTO fee of \$1500/year would be reduced based on limited PWG activity as most of that fee covers basic services such as insurance, overhead and IEEE affiliation.

An alternative may be for the PWG to consider forming our own non-profit corporation. How likely is it, however, that we can operate, independent, at any lower cost?

Any formal documentation of a reduction in scope, leadership, or staff of the PWG should be recorded in the context of ISTO fee re-negotiation, NOT as part of the general PWG Process document.

### **4.5.1 Define Maintenance Activity Level**

The PWG has a complete Process defined which clearly states the organizational and operational requirements for standards development activity. The PWG Process document should be reviewed to assure it addresses essential maintenance activity without mandating a heavyweight structure. The Steering Committee will continue to meet regularly until this issue is adequately addressed. Some suggested modifications to the PWG process regarding periods of maintenance activity are:

1. Maintain a minimum of 1 face to face meeting per year as a Plenary, review of past and pending activity and direction setting for the PWG.
  - a. Conduct most business via phone conferences
2. Define reduced (facilitator) roles for PWG Chairman, Vice Chairman and Secretary to encourage leadership continuity during low activity periods.
3. Emphasize regular maintenance of the PWG web site.
  - a. There is a recommendation to develop the practice of a “PWG Quarterly Report” (or 6 months) posted on the web site to help inform and maintain interest in PWG activities. (This should be considered in general, not just during maintenance activity periods).

#### **4.5.2 Define Minimal Activity Level**

1. We agreed that there really is no viable structure “below” the Maintenance level of activity described above.

#### **4.6 PWG Web Page**

The current PWG web page is too far out of date and in need of maintenance. This is an urgent topic for the PWG. All working group Chairs should review their links and content and prepare a list of necessary changes. The Steering Committee will identify one or more webmasters to make the needed updates and provide follow-on maintenance.

#### **4.7 Active Liaisons**

Harry provided feedback from the previous week WSDM meeting and conversation with Winston Bumpus, Chairman of the DMTF. Harry presented an overview of the PWG, SM and WIMS and the WSDM group was impressed and eager to engage in several ways.

- The PWG and DMTF are in the process of defining a DMTF “work register” to outline the tasks involved in aligning SM and CIM. This will occur in 2005. Several PWG members have already volunteered to participate.
- WSDM is interested in investigating the use of Schedule (as in WIMS)

#### **4.8 SC Conference Schedlje**

Every other Thursday, Noon EST, starting 2/3/2005

#### **4.9 Action Items**

Below is a list of action items resulting from the Camas Steering Committee meeting.

Action	Owner	Target Date
Schedule follow-on SC conference calls	Harry Lewis	01/21/2005
Call for IPP w/g re-chartering (pending resolution of charter scope debate)	Harry Lewis	01/21/2005 02/03/2005

Call for SM Owner/Editor	Harry Lewis	01/21/2005
Investigate DMTF / WIMS liaison	Harry Lewis	01/21/2005
Repeat (explicit) call for SM Chair/Editor	Harry Lewis	02/03/2005
PWG Membership status update	Harry Lewis	02/03/2005
W/G Chairs review web page content	W/G Chairs	02/18/2005
Identify webmasters	Harry Lewis	02/28/2005
Open nominations for PWG Officers	Harry Lewis	02/28/2005
SC define maintenance organization	Steering Committee	07/12/2005
SC define minimum organization.	Steering Committee	07/12/2005

## 5 Next Meeting

The next PWG SC conference call will be on Thursday, 2/3/2005 at Noon EST

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