



# Printer Working Group Steering Committee Meeting Minutes

Phone Conference  
03 February 2005

Submitted by Harry Lewis, IBM, PWG Chairman

## 1 Time and Place

The PWG Steering Committee phone conference was held from Noon-1:00pm on Thursday, February 3, 2005.

## 2 Agenda

The agenda for the Steering Committee phone conference consisted of

- Review and accept minutes of last SC phone conference
- Review status of action items
- Recruitment for PWG officers for terms beginning September 2005.
- Recruitment for Semantic Model editor and w/g Chair
- Update on 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   |
| * Farrell, Lee    | Canon      | Lee.Farrell@cda.canon.com  |
| * Lewis, Harry    | IBM        | <a href="mailto:harryl@us.ibm.com">harryl@us.ibm.com</a>             |
| McDonald, Ira     | High North | <a href="mailto:imcdonald@sharplabs.com">imcdonald@sharplabs.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@sharplabs.com">cwhittle@sharplabs.com</a>   |

\* Steering committee member

## 4 PWG Steering Committee Business

### 4.1 Review of Previous Minutes

Minutes from Jan 27, 2005 accepted with one comment

- Ira McDonald – cross off “SC define minimum organization” from action items per noted minutes that “Maintenance” is the lowest viable level of activity.

Correction to be made in this week's action item list and item to be removed from subsequent minutes records.

#### ***4.2 Membership Renewal***

Harry provided status regarding annual PWG membership renewal. To date, 10 companies have renewed, 18 are listed as not having paid. Of the 18, several are known to be in process. Harry will send reminders to the outstanding members. The reminder should include not only past accomplishment and present projects but also future PWG prospects.

#### ***4.3 Semantic Model Chair and Editor***

Harry will send out a new call for SM Chair and Editor.

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

Agreed that it is appropriate (and in keeping with our Process Document) to charter long standing working groups with finite work projects as approved by the PWG SC. The role of the IPP w/g is maintenance and extension. Agreed that PWG Process Document should be interpreted such that the w/g **MUST** have officers, not that the w/g officer **MUST** commit to an open-ended term.

Near term projects for the IPP w/g to consider are

- MailTo notifications
- IANA registration of all semantic elements in the 8 5100.xx PWG IPP Candidate Standards

#### ***4.5 PWG Leadership***

A call for nominations for PWG Officers, including Chairman, Vice Chairman and Secretary to begin in September 2005 has been issued. Harry will provide status as responses are collected.

#### ***4.6 ISTO Fees and Activity***

After reviewing the ISTO Participant Program Agreement, we concluded that the ISTO would be very unlikely to negotiate reduced fees in the event that membership fell due to a lull in activities. In the event that membership falls below a sustainable level for a long period, the PWG will have to find other cost saving measures. Member hosted meetings is one example.

As an alternative, the PWG may consider forming our own non-profit corporation. We would only pursue this alternative should the need arise.

#### ***4.7 Define Maintenance Activity Level***

We did not discuss this topic in great detail. The following definition list remains for discussion at the next SC conference.

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).

#### **4.8 PWG Web Page**

The PWG web page is in dire need of updating, especially the front page and WIMS. 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.

The home page could use a “current officer’s link” rather than just a “chairman’s” page.

#### **4.9 Active Liaisons**

Harry provided an update ...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)

### **5 Action Items**

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

| Action  | Owner              | Target Date              |
|---|--------------------|--------------------------|
| Call for IPP w/g re-chartering (pending resolution of charter scope debate) | Harry Lewis        | 01/21/2005<br>02/03/2005 |
| Repeat (explicit) call for SM Chair/Editor                                  | Harry Lewis        | 02/03/2005               |
| PWG Membership status update  | Harry Lewis        | Recurring                |
| 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               |

## **6 Next Meeting**

The next PWG SC conference call will be on Thursday, 2/17/2005 at Noon EST

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