

## Draft Meeting Minutes

### AIIM Standards Committee PDF-Archive

Philadelphia Convention Center  
1101 Arch Street, Philadelphia, PA 19107  
<http://www.paconvention.com/>

Tuesday, May 16, 2006  
9:00 AM - 4:30 PM EST  
Room 106B

Notes of PDF/A meeting

1. Introductions

**In Attendance**

Randall Stigall	Cincinnati Insurance
Melanie Warfel	Adobe
Steve Levenson, Chair	U.S. Courts
Scott Foshee	Adobe
David Luce	Schering Plough
Kazuaki Kidokono	Toshiba America Business Solutions
Dana Stone	Merck
Charles Dollar	Dollar Consulting
Renee Georges	AIIM (beginning of meeting)

2. Approval of Draft Agenda (PDF-A 2006-001)  
Renee Georges made a correction to Item #5 on the agenda to read "U.S. delegation and roles for (Costa Mesa) Meeting" – not Hamburg as indicated on the agenda. Agenda approved by Melanie Warfel/Scott Foshee
3. Approval of Draft Meeting Minutes, October 10-11, 2005 (PDF-A 2006-001)  
Scott Foshee/Melanie Warfel
4. Discussion of Work Items

Lacking a projector, Steve started a discussion of the FAQ by reviewing the introductory material

- Steve led a discussion on the Font embedding
- Steve led a discussion on do's/don't section

\*\*\*Group consensus to change PDF/A do's/don'ts to required, restricted, and prohibited  
-Long term preservation section

\*\*\*Orthogonal comments about how to organize the information

1. Group consensus to sort FAQ's into why do PDF/A vs. what is PDF/A - notes on which goes into which section is in Mel's on-line notes.

\*\*\*Group consensus to have conformance level section has consistent use of '1a' and '1b' rather than introducing the shorthand terms of 'A' and 'B' to represent '1a' and '1b'. Also paragraph revised explaining what '1a' means.

\*\*\*Consensus change to text of question re which groups are accepting PDF/A: 'Who are some of the groups accepting PDF/A files?' Further note that this list needs to be dynamically updated

\*\*\*Consensus change to vendor question: 'Who are some of the vendors that claim PDF/A support' following sentence changed for consistency. Product names dropped.

\*\*\*consensus change to organization question: 'Who are some of the organizations that have been involved in developing PDF/A'

5. Normal officer roles were confirmed for Costa Mesa: Scott Foshee, HOD; MacDuff lead technical person.

**Next Meeting: U.S. PDF/A meeting scheduled all day at Adobe August 2, 2006**

**Agenda: post Costa Mesa wrap, action item review, planning for fall work.**

6. Meeting was adjourned at approximately 11:45 am. The group did not reconvene for an afternoon session.