

**Draft Meeting Minutes  
PDF Reference  
Conference Call Meeting  
November 13, 2008**

**1. Introduction and Welcome**

The PDF Reference committee was called to order at 1:05 p.m. by the chairman Paul Showalter. Those participating in the meeting included:

|                       |                    |
|-----------------------|--------------------|
| Paul Showalter, Chair | IRS                |
| Duff Johnson          | Document Solutions |
| Cherie Ekholm         | Microsoft          |
| Leonard Rosenthol     | Adobe Systems      |
| Nora Calvillo         | Adobe Systems      |
| Steve Markheim        | DTIC               |
| Jane Cohen            | DTIC               |
| Mark Gavin            | Appligent          |
| Jim King              | Adobe Systems      |
| Dennis Newman         | PFS Corporation    |
| Jo Terri Wright       | Bentley            |
| Betsy Fanning         | AIIM               |

**2. Approval of Draft Agenda, November 13, 2008**

The agenda for the November 13, 2008 meeting (PDF-R 2008-013 REV) was approved as presented. (Cohen/Gavin)

**3. Approval of Draft Meeting Minutes, September 29, 2008**

The draft meeting minutes from the September 29, 2008 meeting (PDF-REF 2008-012) were approved as presented. (Rosenthol/Gavin)

**4. Review of Beijing Meeting Results**

Jim King summarized the outcome of the meetings in Beijing stating that the ISO working group reviewed proposals from the US, Germany, and the UK. Most of the proposals were accepted and will be included in the next version of the standard. The German proposals provoked the most discussion. The US positions on the proposals were sustained and accepted. The only exception was for the proposal on global fonts which is pending a review by the US committee. In Beijing, it was noticed that this recommendation had inadvertently been not presented and discussed at the US committee planning meeting and was withdrawn pending discussion by the US committee. One of the recommendations from the PDF/UA committee regarding non-linguistic language was not accepted. The ISO working group

referred it back to the PDF/UA committee for review and modification to bring it more into the ISO format as regards wording and the use of examples. The PDF/UA committee will be discussing the recommendation and will modify the proposal removing some of the examples and making the text more normative in tone. The German proposals were postponed as some of the countries needed additional time to review and discuss. The proposals not accepted at the Beijing meeting will be discussed during the April 2009 meetings in Germany.

The working group requested the secretariat to register the revision of ISO 32000 as a formal project with a stage 0 which does not start ISO's project deadline clock.

The committee discussed the next ISO meeting which will take place in Germany the week of April 20, 2009. As soon as arrangements have been made a meeting notice will be distributed by the ISO working group secretariat. It is intended that all PDF working groups will meet at this time.

The committee discussed including PDF/UA in ISO 32000. It was stated that no decision was made in the ISO working group on this matter. It was further noted that a recommendation like that may be made as a part of the NWI (New Work Item) ballot or a subsequent committee ballot.

The PDF/UA committee is preparing a note to be included in the ISO 32000 application notes document.

The discussion on root level fonts will be the focus of the next meeting for the committee.

It was noted that Nora Calvillo and Jim King did marvelous jobs of executing the meeting and managing the discussions on the proposals to the next version of ISO 32000.

## **5. Other Business**

The next meeting will be an all day meeting in Silver Spring, MD at AIIM Headquarters on January 14, 2009 (9 a.m. to 3 p.m.). Note to interested individuals the PDF/A committee will be meeting all day on January 15 at AIIM Headquarters. The committee is planning to meet again in Philadelphia preferably on March 31 for one day to prepare for the PDF meetings in Germany in April.

## **6. Adjournment**

The November 13, 2008 meeting was adjourned at 1:55 p.m. (Gavin/Cohen)