

**iECM Committee Meeting  
Draft Meeting Minutes**

**July 16, 2008**

**Conference Call Meeting**

**Introduction and Welcome**

The July 16, 2008 meeting of the iECM Committee was called to order at 2:05 p.m. by Paul Fontaine, Chair. Those participating in the meeting included:

Paul Fontaine (FAA), Chair  
Owen Ambur  
Denise Bedford (World Bank)  
Christina Francis  
Pat Franks  
Laurence Hart (Washington Consulting)  
Margi Layman  
Thomas Pole (Harris)  
Saravanan Rajan (Cosi Consulting)  
Betsy Fanning (AIIM)  
Ebony Downtin (AIIM)

The draft agenda for the July 16, 2008 meeting was approved as presented.  
(Ambur/Hart)

The meeting minutes for the March 4, 2008 meeting were approved as presented. (Ambur/Pole)

**Discussion on Co-Chair**

Paul Fontaine explained to the committee that due to his heavy work commitment load that he would not have the appropriate amount of time to spend on the committee for the next several months. He recommended the committee consider the appointment of a co-chair who would be able to lead the committee for him when he was unable to do so. Thomas Pole was recommended for this position. Thomas has been a long-time member of the committee but had been on an extended hiatus due to company constraints. Thomas is now with a company that supports his efforts on the committee and is able to spend more time on the committee work. He would like to work toward improving the committee's momentum to the rate it was prior to the vendor pull out.

Betsy Fanning explained the process for appointing a co-chair that begins with a committee ballot and ends with the Standards Board approving the nomination via ballot.

A motion was made to nominate Thomas Pole to be the co-chair for the iECM committee. (Ambur/Franks) The committee voted unanimously. AIIM Staff will issue a ballot to the committee to formally appoint Thomas as the co-chair.

### **Standard Roadmap Status**

Pat Franks provided a status of this project stating that few standards have been added to the roadmap since the last meeting. With the low amount of activity on this project, Pat Franks proposed putting the project on hold for a brief time. The committee discussed developing a bibliography of standards in place of the roadmap that would be more of a resource.

A motion was made to put the Standards Roadmap project on hold for a brief time period. (Franks/Layman)

### **Best Practice Status**

No status on the Best Practices work was provided.

### **Metadata Project**

Owen Ambur provided a status on the metadata project stating that it was stymied due to lack of appropriate tools to capture the metadata in a usable format. The committee discussed and agreed to propose postponing the metadata project for a short period of time to allow tools to become available.

A motion was made to place the metadata project on hold. (Hart/Ambur)

Thomas Pole updated the committee on the Minerva Project which is a distributed access system with a common query language.

### **Interoperable Content Management – Information Organization and Access (iECM-IOA) Project**

Thomas Pole provided a presentation on the proposed project, Information Organization and Access. It was noted that it is important to get a standard out for use which will help foster adoption of the standard. The standard being proposed will make use of middleware and reuse items such as SOAP. When we search for information we search by structure, category, and semantics. The search mechanisms for structure, category and semantics is available for single systems but is needed for multiple systems. It was noted that we need to make sure we define the scope appropriately so that we do not try to do too much or

have a scope which is too large. There are three parts to the problem of locating information:

- Metadata
- Harmonization of data
- Search Architecture

The committee discussed the index search structure vs. query where we search for what is being looked for.

AIIM staff is to send the project proposal document and the presentation created by Thomas Pole to the committee listserv.

The committee agreed that a very small piece of the project proposal needs to be carved out to be successful.

### **New Business**

No new business was discussed.

### **Wrap-up**

The next meeting will be the 3<sup>rd</sup> Thursday of the month at 2 p.m. Eastern. The committee thanked Thomas for stepping in to become the committee co-chair and for making the project proposal.

### **Adjournment**

The committee meeting was adjourned at 3:07 p.m. (Ambur/Hart)