

**StratML Committee  
Draft Meeting Minutes  
Conference Call Meeting  
October 17, 2008**

**1. Welcome and Introductions**

The October 17, 2008 meeting of the StratML committee was called to order at 11:05 a.m. by the chair, Owen Ambur. Those participating in the call included:

- Owen Ambur, Chair
- Betty Harvey
- Ari Knausenberger
- Adam Schwartz
- Jim St. Clair
- Sylvia Webb
- Betsy Fanning

**2. Approval of Agenda, October 17, 2008**

The draft meeting agenda for the October 17, 2008 meeting (StratML 2008-016) was approved with the modification of moving the review and discussion of the schema in Infopath toward the beginning of the meeting. (Webb/St.Clair)

**3. Approval of Draft Meeting Minutes, September 18, 2008**

The draft meeting minutes for the September 18, 2008 meeting (StratML 2008-015) were approved as presented. (Webb/Ambur)

**4. Review of Action Items**

Jim St. Clair updated the committee on the XBRL conference. The expansion of and synthesis of XBRL into business along with European contributions is helping to promote the XBRL standard. The German Institute of Financial Analysts have developed a framework for green issues and corporate governance. The GRC XML initiative was discussed at the conference.

The committee reviewed the action items list. Betty Harvey discussed the instance document. IDs could be used for version control but that could lead to broken links. IDs should not change so an attribute for version should be added to the schema. This would enable tracking versions at the element level and aid with version control. It was noted that for the first version of the specification, we want to keep the schema simple.

Stratml.org domain – AIIM provided the MOU for standards work to OCEG but has not heard anything back from them. AIIM will follow-up with them.

X12 – AIIM will make contact with the individual provided by Sylvia. [Note: Contact was made. The X12 person is out of the office and will respond back to AIIM upon return to the office.]

W3C - Owen and AIIM clarified to the contact at W3C the royalty free nature of the schema and that anyone could use the schema but that the standard would need to be purchased. Owen has contributed case studies to them.

Added an action item for AIIM to follow through on the ECMA liaison to review elements and definitions. It would be beneficial to have the StratML elements indexed in their dictionary. Action items were added to the deferred section for version control and exploring persistent URL for schema to facilitate easier style sheet creation.

The committee agreed to use IDs as they are not sure compliance with GUID use would be able to be achieved.

## **5. Reviewed Infopath Schema**

The committee discussed the use of ID for the submitter element which is really just metadata. The committee is inclined to not have an ID for email as this will be a unique piece of information and it is desirable to keep the schema as simple as possible.

Organization Information – The schema has both OrganizationID and OrganizationNameID which seem to be redundant. The committee discussed if a distinction was necessary between the two fields. It was noted that one could have a same organization that changed a name. Application would ideally capture the information. The committee agreed to remove OrganizationName ID.

There is no ID attribute for Vision and Mission but that would be useful. There is an ID in the schema that does not show up in Infopath. There is also no attribute for values which would be useful over time and will be added in the future.

The committee agreed to remove Goal Name ID as the schema already has Goal ID. The same will be with Objectives.

The committee discussed Stakeholder ID and agreed to keep as stated.

It was noted that Ari should be added to the list of the committee members and contributors in the Foreword of the standard.

<Identifier Type> will be kept for the next version.

<Description> as a child of Organization is used to tell which organization is superior and the history of the organization. It is not critical where we describe the organization. The committee agree to keep.

<Stakeholder> as a child of organization. We need to identify stakeholders at the goal level. Almost no one does this except at the plan level. The committee agreed to include this element at the organization, goal and objective level.

<Date> is needed to have context. An element will be added for publication date. Owen Ambur will contact PRISM to see if StratML can reuse their publication element.

<Contact Information> was discussed by the committee. This is comprised of complex element or grouping for the elements – submitter, email address, phone that are currently separate elements.

It was noted that the graphic will need to be revised. Adam will make the appropriate revisions. Owen Ambur will update the document. Betty Harvey will update the schema in Infopath so that it may be included in Section 5 of the standard.

## **6. Review of Schema**

The Strat Plan Core includes submitter and source. The committee suggested and agrees with moving these out of the core but keeping them as part of the metadata.

The committee agreed to add Stakeholder to the strat plan level.

Under General, the schema holds administrative data including contact information.

Betty will make a determination as to if Name and Description should continue to be included in the schema or not.

The section on documentation to include will be expanded to include the person who submitted the plan including first name, last name and phone and will be also included at the end of the schema.

It was noted that elements and attributes should be consistent throughout the schema. For attribute source, the committee discussed the potential of using the Dublin Core elements. It was determined that the use of Dublin Core would add a level of complexity that the committee did not want to have at this time. However, it was noted that Dublin Core elements could be added without major changes to the schema. The committee discussed if source would be better served when have only elements rather than elements and attributes.

## **7. Next steps**

The next meeting for the StratML committee will be left open. We will use email and the listserv to determine an appropriate meeting time once the document has been reviewed and edited by AIIM's technical editor.

## **8. Adjournment**

The StratML committee meeting for October 17, 2008 was adjourned at 12:10 p.m.  
(Harvey/Knausenberger)

