Meeting began at 12 p.m. Each of the committee members discussed the collections at their institutions which should be considered for digitization. Each institution has basic scanning equipment and staff, but at varying levels of sophistication. Then, the committee discussed the issues involved in starting a collaborative digitization project:

* Choosing a theme or focus for digitization selections
* Copyright
* Data Migration
* Privacy laws
* Selection of software to store and display the images
* Digitization standards
* Metadata standards
* Overlap with other projects in the state
* Staff time involved in scanning the documents
* Staff time involved in creating the metadata
* Staff time involved in maintaining the storage and display software
* Backups and emergency management
* Implications for traditional archival storage
* Defining the parameters of the project (i.e., this won't be a records management system)

* Ensuring that all participants have the basic equipment and staffing available to contribute items to the project.

Amanda Saar and Donna Rose were elected as co-chairs. Amanda Saar volunteered to research training for the committee to get everyone on the same page.

Donna Rose agreed to research the issues discussed and possible funding sources. Mary Heady agreed to report for the group, as needed, and to assist with grant research. Cheryl Conway agreed to investigate the work already being done by the University of Arkansas at Fayetteville.

Meeting adjourned at 1:45 p.m.