40th IPTC ANNUAL GENERAL MEETING 2005

held at the
The London Bonnington Hotel in Bloomsbury
92 Southampton Row, London WC1B 4BH, United Kingdom

6th to 9th June 2005

Minutes of the Annual General Meeting of the "Comité International des Télécommunications de Presse" held on 9th June 2005

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Version	Issue Date	Pages	Author (revised by)	Remark	
1	2005-06-28	10	Michael Steidl/John Iobst		

Present:

Chairman: John Iobst, Newspaper Association of America (1)

Walter Baranger, New York Times Company (1)
Scott Calder, Mainstream Data Inc.
Dominic Chan, CNW Group Ltd. (1)
Shun-Ping Chen, Deutsche Presse-Agentur GmbH (1)
Dave Compton, Reuters Limited (1)
Honor Craig-Bennett, PA NewsLtd (1)
Takahiro Fujiwara, EAST Co. Ltd
Andy Gleeson, BBC Monitoring (1)
Stéphane Guérillot, Agence France Presse (1)
Darko Gulija, HINA
Paul Ian Harman, PA NewsLtd
Geoffrey Haynes, The Associated Press (1 + 1p)
Kelvin Holland, Harris and Baseview
Rudi Horvath, Austria Presse Agentur (1)
Hugh Johnstone, IPTC
Olli Kemppainen, Oy Suomen Tietotoimisto
Zoltan Kirchknopf, Magyar Távirati Iroda Rt

Dean Large, Business Wire (1)
Laurent Le Meur, Agence France Presse (1 + 1p)
Harald Löffler, ifra
Jayson Lorenzen, Business Wire
John Minting, United Press International (1)
Peter Müller, SDA/ATS (1 + 1p)
Stuart Myles, Dow Jones & Company (1)
Jean-François Richard, Agence France Presse (1)
Hitoshi Saito, Nihon Shinbun Kyokai (1)
Tetsuya Sato, Nihon Shinbun Kyokai (1)
Masaki Satsuka, Nihon Shinbun Kyokai (1)
Wade Sendall, New York Times Company
Hiroshi Shinotsuka, Kyodo News (1 + 1p)
Henrik Stadler, Tidningarnas Telegrambyrå (1)
Tom Taylor, PR Newswire
Misha Wolf, Reuters Limited (1)

Michael Steidl, IPTC Managing Director as Company Secretary

[Note on the numbers in parentheses: they denote the number of votes of a person, a "1" is for Nominated Members, a "1p" is for a vote as proxy; persons without a number were present without voting capacity.]

At the time of the AGM 35 persons were registered as Nominated Members, therefore the quorum was 18 votes.
22 votes were present in person, 26 votes were present in person and by proxy.

1   Minutes of 39th Annual General Meeting (AGM0403)

It was proposed by Walter Baranger and seconded by Rudi Horvath that the minutes be accepted as circulated. This was agreed unanimously.

2   Chairman's Report

See Appendix 1 to these minutes

3   Managing Director's Report

See Appendix 2 to these minutes

4 Financial Report

4.1 (a) Audited Accounts for 2004 (MAN0504.1)

Henrik Stadler made a presentation of the Report of the Directors and Financial Statement for the Year ended 31 December 2004.

Motion (Resolution 1):
THAT THE AUDITED ACCOUNTS FOR THE YEAR ENDED DECEMBER 31, 2004, BE APPROVED AS CIRCULATED.
This was moved by Henrik Stadler and seconded by Walter Baranger.
VOTE: On vote by voice the motion was agreed unanimously.

4.2 (b) Review of 2005 income & expenditure (MAN0505.1)

Henrik Stadler made a presentation of the revised budget for 2005.

Motion (Resolution 3):
THAT THE AMENDED BUDGET FOR THE YEAR ENDING DECEMBER 31, 2005 AS CIRCULATED UNDER REFERENCE MAN0505.1 BE APPROVED.
This was moved by Henrik Stadler and seconded by Rudi Horvath.

Discussion:
Henrik Stadler pointed at the increasing costs for telecommunication (code 7502) which is due to the increasing use of telephone conferences.
The Chairman said the Management Committee decided to pick up all international interconnection costs for the conference call system, members only have to dial in to the nearest access point.

Walter Baranger asked about the Bad Debt Provision (code 8102):
The Chairman said we expect bad debts up to this value but we would be happy not having to allocate the full amount.

VOTE: On vote by voice the motion was agreed unanimously.

4.3 (c) Budget for 2005 (MAN0505.1)

Henrik Stadler made a presentation on the draft budget for the year 2006.

Motion (Resolution 7)
THAT THE DRAFT BUDGET FOR 2006 AS CIRCULATED UNDER MAN00505.1 BE APPROVED.
This was moved by Henrik Stadler and seconded by Rudi Horvath.

Discussion:
Henrik Stadler said in regards to the expected expenditure for telecommunications in 2005 he proposes to amend the 2006 budget for code 7502 by increasing it to 14,000 GBP.
This amendment was seconded by John Minting.

VOTE on the amended motion: On vote by voice the motion was agreed unanimously.

5 Appointment of Auditors

Motion (Resolution 2):
THAT MESSRS R. A. MCLEOD & CO. BE APPOINTED AS AUDITORS TO THE COMITÉ INTERNATIONAL DES TÉLÉCOMMUNICATIONS DE PRESSE FOR THE YEAR ENDING DECEMBER 31, 2005, AFTER AGREEMENT OF THEIR FEES BY THE

MANAGEMENT COMMITTEE.
This was moved by Stéphane Guérillot and seconded by Dean Large.

VOTE: On vote by voice the motion was agreed unanimously.

6   Resolutions from Committees

No resolutions from Committees were moved.

7   Resolutions from Members

No resolutions from Members were moved.

8   Election of Officers

8.1   (a) Appointment of scrutineers

Motion (Resolution 6):
THE MANAGEMENT COMMITTEE RECOMMENDS TO THE COUNCIL THAT MESSRS
Shung-Ping Chen – as Chairman -, Misha Wolf and Ms. Honor Craig-Bennett BE INVITED
TO SERVE ON AN AD HOC COMMITTEE FOR THE PURPOSE OF SCRUTINISING
VOTING IN THE EVENT OF AN ELECTION, AND TO BE RESPONSIBLE FOR
RESOLUTIONS ARISING FROM THE PROCEEDINGS.
This was moved by Peter Müller and seconded by Stuart Myles.
VOTE: On vote by voice the motion was agreed unanimously.

8.2 (b) Election of Vice-Chairmen
8.3 (c) Election of Honorary Treasurer
8.4 (d) Election of Chairman

The Company Secretary provided all Nominated Members present in person or by proxy with a
ballot sheet.

The Chairman said the maximum number of vice-chairmen is six, hence six out of seven
candidates have to be elected. A ballot sheet with more than six "yes" votes for vice-chairmen
will be invalid in full, to vote for less than six vice-chairmen is valid.
He also reminded of Article 38 which requires electing officers with a wide geographical
representation, this is understood from the current distribution of members as 1 director from
Japan, 3 directors from North America and 4 directors from Europe.

Then the scrutineers collected the ballot sheets and counted the votes.

The result of the election was presented by the ad-hoc-committee chair as:

STÉPHANE GUÉRILLOT AS CHAIRMAN	26 (elected)
WALTER BARANGER AS VICE CHAIRMAN	22 (elected)
JOHN IOBST AS VICE CHAIRMAN	25 (elected)
GEOFFREY HAYNES AS VICE CHAIRMAN	24 (elected)
RUDI HORVATH AS VICE CHAIRMAN	25 (elected)
JOHN MINTING AS VICE CHAIRMAN	8 (not elected)
PETER MÜLLER AS VICE CHAIRMAN	26 (elected)
HITOSHI SAITO AS VICE CHAIRMAN *)	24 (elected)
HENRIK STADLER AS HONORARY TREASURER	26 (elected)

9   Date and place of 2006 Annual General Meeting

Motion (Resolution 4)
THE COUNCIL ACCEPTS WITH GREAT PLEASURE THE KIND INVITATION FROM
APA TO HOLD ITS 41st ANNUAL GENERAL MEETING IN VIENNA IN JULY 2006.
This was moved by Stéphane Guérillot and seconded by Walter Baranger.

Discussion:
Rudi Horvath clarified on request the meeting will be from Sunday 2 July (evening) to Thursday
6 July (noon) 2006.

VOTE: On vote by voice the motion was agreed unanimously.

10 Place of 2007 Annual General Meeting

The Chairman invited members to speak to the (new) Chairman regarding proposals for hosting
an IPTC AGM.

11 Any other business

11.1 Report from the Standards Committee

The Standards Committee has reorganised its structure, Working Parties and Working Groups in
January this year after having realised that the internal organisation of the Committee was not
optimised regarding to our goals and the achievement of the IPTC roadmap 2005.

This being formally in place since January the 10th, I have to report that we have now the
feeling of a much higher efficiency and clear separations in the different parts of the
standardisation process.

All WPs are now using extensively the Yahoo workgroups and the conference calls to achieve
their work. This has accelerated the standardisation process.

New WGs have been identified such as the Common Components WG and the Metadata
Framework WG that are essential tools for the consistency of the IPTC new standards.

Maintenance work of existing standards has been clearly identified with the creation of the
NewsML1 Maintenance WP.

The News Architecture WP has been since very active as it is the result of its work that has to be
used to build the new series of "content" oriented standards.

Finally, after the implication of external consultancy we have released

- The version 2 of the Implementation Guidelines for the IPTC Standards Architecture using
W3C XML Schema

- Plus the Common Component Template

And had the:

- Presentation of the Draft of the MDF Business Requirements

plus the

- Presentation of the Draft of the Common Components Model.

External consultancy will be needed further more in the near future to help us deciding on
technical options and to draw the XML Schemas.

EventsML is expected for 2006 as it was considered that we had to wait for the foundations of our new generation of standards i.e. the work made under the News Architecture WP.

SportsML continues its development by including the support of new sports in its framework.

The timeline for the IPTC RoadMap 2005 has been realigned and we expect full approval for the AGM 2006 which, with the time needed to validate the new standards and to generate the documentation is not too far from the initial target.

Regarding the NewsCodes, their development is still very active and part of the general interest of our members as well as of the News community we serve.

I have also to report that our development efforts have helped us improve our relations with other standardisation bodies; Interest was expressed by other communities such as UN, EBU, and Atom.

We have not to forget the work made with Adobe to support the IPTC datasets within the new XMP file headers thanks to the great implication of the Managing Director.

In conclusion, let me say that I do feel that we are on the good track with the target in sight with the approval of the new suite of standards following our brand new recommendations on Architecture and Structure for the next AGM in 2006.

This ends my report but before closing the issue,

I resign from serving as the STA chairman and I am glad to present Henrik Stadler who accepted to serve as your new STA chairman.

I would like to thank the Chairmen of the WPs and WGs for their support, their work and their personal implication into maitaining the IPTC Standards as well as developing them for the benefit of our community and finally make the IPTC roadmap 2005 a reality.

I wish them all success in their work.

11.2 Report from the Public Relations Committee

Your PR Committee writes press releases after each meeting, and for other events. We thank our members who distribute the press releases at no cost to IPTC, and we invite all members to also distribute our press releases.
We held sessions at IFRA and Nexpo, and we have learned some valuable lessons. Our managing director on his own initiative has made signs that can be used at IFRA, Nexpo and IPTC meetings. We plan to include an IPTC brochure in the IFRA and Nexpo welcoming packets, and we will publicize the sessions well in advance so that vendors and visitors can reserve time to attend.
At the request of the management committee, we are searching for a new host for the IPTC web site. We hope to save a substantial amount of money. We are consulting with Alan Karben.
Our two publications, edited by Hugh Johnstone, continues to be successful. We have had many downloads from our web site, and we invite members to send their comments directly to Hugh.

11.3 Thanks to the retiring chairman

Dean Large moved a vote to thank John Iobst for chairing the IPTC for 3 years.

This motion was confirmed by acclamation.

Stéphane Guérillot made a statement as the new elected chair:

"When I was first invited to present some work results at an IPTC meeting in 1981 I was far from imagining that one day I would be called to chair this Council.

I am much honoured for the confidence you are placing on me and cannot take this new responsibility without thanking John for his three years of leadership, three years of changes were we had to face modifications in the operation of the organisation and the appointment of a new and successful Managing Director.

With your help I shall work to develop the IPTC membership and recognition in its achievements for a wider implementation throughout the world."

11.4 Vote of thanks to the AGM host

The Chairman moved to thank Reuters for hosting the AGM 2005 in London, particularly Misha Wolf for his efforts to put together a list of excellent speakers – this will be remembered as the best set for many years – and the non-technical events on Sunday and Wednesday evening.

This motion was confirmed by acclamation.

11.5 Thanks by the retiring chairman

The Chairman said he would like to thank the persons who supported him in this position, particularly the Managing Director and the members of the Management Committee.

12 APPENDIX

12.1 Appendix 1: Report of the Chairman, 2005

It is my privilege as the Chairman of the Management Committee of the International Press Telecommunications Council to say a few words at this 40th Annual General Meeting. As this is my final report as your Chairman, I would like to thank you for your support over the last three years.

I believe that this has been a good year for the company. Financially we continue to be in a strong position, the IPTC continues to be recognized as a quality developer of international standards, and membership remains strong.

To accomplish the business of the company, the management committee had three regular meetings. In addition, there were several telephone meetings to work out the details associated with changes to the Operating Procedures.

Operating Changes
The membership approved changes to the Operating Procedures of the Company. As a result, a number of definitions have been added or modified. The membership categories were extensively reviewed and expanded to include an Associate Member category targeted to interested parties from economically distressed areas and academic institutions.

A separate paper is being developed to cover IPTC intellectual property and technology licenses. When approved, it will be available on the website.

Hitoshi Saito joined the Management Committee, replacing Naoshi Hashimoto. Klaus Sprick retired from the Management Committee, IPTC and DPA at the end of the year.

Finances
Henrik Stadler will be making the formal presentation of the finances shortly. I am happy to report that the Council finished the year in good financial shape. This means that the company remains within the required capital requirements. There are also sufficient funds to cover the development of the IPTC news architecture.

Membership

IPTC stands at 28 full members and 27 associate members, representing 37 full shares and 27 fractional shares. This is up one full share from last year, although the membership size has remained stable, with generally the same number of companies joining as leaving.

Outreach

The Council continues to improve its outreach to the world beyond IPTC.

The Web site remains the primary information source for news and information about the IPTC. This is a great source of information for non-member visitors. The members' section provides a safe method for members to download papers rather than having to deal with the security issues associated with attachments. Issues of the IPTC Mirror and Spectrum are also distributed via the Web site.

Ifra and NAA both provided presentation opportunities at their annual meetings. This provided a forum to get information on the IPTC standards and new program of work out to the general public - especially manufacturers who will be building systems that use them.

The IPTC cosponsored the second News Summit last month prior to the XML 2005 European conference. The summit was well attended, with almost 50 participants. Presentations covered a wide range of topics relating to the xml-based distribution of news and information. The sharing of ideas continues to be quite positive.

The various standards development groups continue to make good use of Yahoo groups. This allows interested parties to be more aware of the standards development activities of the IPTC. It also improves the speed at which our standards are developed.

The Public Relations Committee continues to do good work. At least one press release is produced for each meeting. Interim press releases are generated to cover special events such as the completion of the joint IPTC-Adobe XMP project.

Standards Development

Preparation for the development and initial specification of the News Architecture has been the major standards activity during the past year. This will provide a consistent development process for all of the IPTC's standards.

Consultants were engaged to help complete the specifications for a new architecture. The cooperative effort between IPTC members and the consultants was quite successful and the membership should be pleased with the work that has been developed.

The completion of the architecture opens the door to the development of NewsML 2 and a suite of common components to be used across all IPTC standards. Other IPTC standards can then be moved into the new architecture.

Other standards activities:

* NITF continues to see new implementations. It has seen minimal change over the last year.

* SportsML continues to move forward with increasing interest. An additional plug-in has been created to support motor racing.

* NewsCodes work continues. Numerous entries have been added to the NewsCodes. Johan Lindgren's efforts to keep the viewer current are appreciated.

* and Adobe and the IPTC completed work on the development of templates that support the inclusion of IPTC metadata as part of the xmp coded information in Adobe Photoshop files.

Finally

We had very successful meetings in both Amsterdam and San Diego. Our next session together will be in Milan with a trip to Turin on Thursday to visit the Olympic facilities. Please make sure that you prepare to meet the Olympic Committee representatives, as they will be an important source of information as you plan your activities.

12.2 Appendix 2: Report of the Managing Director

Given by Michael W Steidl
This report covers the time since the 39th AGM in May 2005.

Council Meetings
Since the AGM in Hong Kong IPTC meetings were held in Amsterdam in October and in San Diego in Spring.

Membership
Interest in IPTC membership is high, I sent invitations to join our company to 39 companies or organisations all over the world, 4 of them joined the IPTC in this period.

Finance
Accounting is still done by me, the formal 2004 accounts have been completed and audited and a formal report has been prepared by our appointed auditor R A McLeod and is awaiting approval at this AGM.

Secretariat
The set up of the secretarial services remains the same: the registered office at Victoria House in Windsor is maintained by a solicitor, the trade office at Royal Albert House, 11 Sheet Street in Windsor is operated by a service provider (HQ Offices) – they provide mail, telephone and fax forwarding to my private office. I, as Managing Director, still work out of my home office in Vienna (Austria) as part-time employee.

External Communication:
I represented the IPTC at several events in this past year:
- The News Agency World Congress in Moscow in September 2005
- The Nexpo in June 2004 and March 2005
And I arranged for a joint IPTC presentation of several delegates at the Ifra-Show in Amsterdam in October 2004.
The IPTC co-hosted again the second "News Standard Summit, this time in Amsterdam in May 2005, I was highly involved in organising it.

A consistent highlight of our external communication is our newsletters "Mirror" and the annual "Spectrum". The Mirror is produced and circulated only electronically as PDF document ten times a year. The Spectrum is produced and circulated the same way, but beyond that also colour-printed and sent to people outside our regular readership by postal mail. The editor and producer of both newsletters is Hugh Johnstone.

Internal Communication
The biggest change in internal communication was the even more extended use of telephone conferences. In the past 12 month I conducted 90 conferences with an average length of about 1 ½ hours. This makes about 130 hours of discussion off the three in-person meetings, which only cover a total of 72 hours for discussions.
My involvement is to arrange for the conference calls, to take and circulate short notes on them and last but not least to cross-link information between different working parties and working groups.

Standards support and maintenance

A lot of effort was put into a proper technical administration of our metadata - those about 28 topic sets we currently maintain. I created a database and web based repository for them, as a result they are now all available on our web site and if translated also in different languages. The next step is now increased support on the user side, this will be done by a new "IPTC TopicSet Viewer" which is developed by Johan Lindgren as successor of the "SubjectCodeViewer" and we both work closely in terms of implemented features and the layout.

In the course of upgrading our web sites I also created a lot of new documents and ZIP-packages for our standards to provide easy download and set up at prospect implementer's sites.

Finally I have to add: I reply to a high amount of e-mails regarding our standards and also the most frequent issue of telephone calls are questions concerning the IPTC standards.

[Note: this report was only partially read out the AGM]

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