

SOUTHERN OREGON CHAPTER AIA

Regular Monthly Meeting

June 18, 2008

The meeting was called to order at 12:00 pm in Room 340 of the Medford City Hall. Members Gene Abell, Charles Beck, Jeffrey Bender, Gary Caperna, Steve Ennis, Brian Hawkins, Todd Jagels, Joanne Krippaehne, Mark McKechnie, William Richardson, Bruce Richey, Robert Seibert, Stuart Smith and David Straus were present along with associate members Francis Cerdan and Thomas Whitney. Emeritus member F. Jerome Hunter and guest Tom Marineau also attended.

The minutes of the meeting are as follows: The Carnegie Library workgroup met last week. Design boards will be presented at tomorrow's City Council meeting. Beginning in July all Learning Units will be required to be HSW. AIA will eliminate supplemental dues. Regional AIA dues may increase to help fund intern development. This year's regional AIA conference will be held in Honolulu.

PROGRAM: ELECTRONIC DOCUMENT MANAGEMENT

Presented by Clint Wolford and Sarah Cottrell

The difference between managed services and professional services was explained.

EDM Benefits: Places electronic and hardcopy documents in a single repository, with redundancy and security.

Explanations were given on how to manage a variety of different documents, document types and quantities of documents.

A demonstration was given on methods for storing different types of documents and managing them.

Four components of electronic document management:

Capture (scan & index)

Store (single repository)

Search & View (desktop browser)

Deliver (print, fax or email)

A demonstration was presented on how to capture different document types and categorize them. The indexing process was described, and the methods for annotating and delivering the documents were shown.

A description of document auditing was given. Descriptions of how software can read unstructured documents and categorize were also given. It was noted that many different software modules can be utilized to customize the electronic document management applications.

Examples were presented of businesses that have changed to electronic document management.

Questions and answers followed the presentation.

The meeting was adjourned at 1:15 pm.

Submitted by Bruce Richey, AIA, Chapter Secretary.