Present: Amy McCrory, Rhonda Rinehart, Beth Kattelman, Anne Gilliland, Cara Gilgenbach, Janet Carleton (by phone)

1) **ALAO Report:** 26 people attended, and the presentation was well received. Questions about conversion of legacy finding aids and to what extent the TF or OhioLINK would address this did arise. Our response was that this is not a priority or focus at present. It is hoped that solutions (i.e. conversion scripts for various legacy finding aid types) will arise consortially and cooperatively instead of there being an expectation that it is the TF’s responsibility to solve this problem for the state.

2) **DMSC presentation (December 3):** Cara and Amy, along with Dave Gaj will present a year-end report to the DMSC at its December meeting. Intended content will include: report on the process we went through on the encoding application; a demo of the EAD Application; planned Beta testing of the Application; a report and demo of the Repository/Search Engine project; and a projection of next year’s plans for implementation of the above, along with a training program.

3) **Beta testing process:** It is hoped that starting by mid-November, we can begin beta testing. At present there are 11-12 individuals signed up for testing (plus those of us already testing). Beth suggested that we target some specific individuals from small historical societies, museums, and perhaps corporate archives in an effort to be more inclusive in our sampling of institutions testing. It is planned that there will be a beta testing feedback form in the Application to fill out in order to report problems, bugs, or provide general feedback on the tool. For now, the point of contact will be Cara who will then send specific messages to the appropriate party for response (e.g. bug reports to Dave). Dave also plans to have previously submitted feedback available for viewing by all within the Application, so everyone can see reports made by testers. Beta testers will be added as new users of the Application under a “beta repository” instead of individual institutional repositories.

4) **Training:** The remainder of the meeting was devoted to an extended discussion of our proposed training program. The intention was to generate a lot of ideas and see what some of the possibilities might be. Please see the separate document, “Training Program Notes,” to be compiled by Cara and shared with the EAD list, for detailed information on this discussion.

5) **Name for the EAD Application:** There was a very brief mention of the need for a better name for the EAD encoding application. One idea of Rhonda’s and Cara’s was “OhioLINK Finding Aid Creation Tool—OF ACT”, but additional ideas are very welcome. Please send them to the EAD list.

*Notes taken by Cara Gilgenbach.*