The third meeting of the Pennsylvania Electronic Recording Commission was called to order at 2:20 p.m. by Janet Kalajainen, Lawrence County Recorder of Deeds. The following individuals were present:

**Commission Members:**
- Janet L. Kalajainen, Lawrence Co. Recorder of Deeds
- J. Becker, Montgomery Co. Recorder of Deeds
- Frederick C. Sheeler, Berks Co. Recorder of Deeds
- Joe Szafran, Bucks Co. Recorder of Deeds
- David A. Haury, Pennsylvania Historical and Museum Commission
- Marc L. Aronson, Pennsylvania Association of Notaries
- Phillip S. Janney, Pennsylvania Land Title Association
- Carol Dubie, Pennsylvania Bankers Association (joined at 2:50 p.m.)

**Members Not in Attendance:**
- Shirley Rockefeller, Bradford Co. Recorder of Deeds
- Pete W. Weidenboerner, Elk Co. Register and Recorder
- Patricia Streams-Warman, Indiana Co. Recorder of Deeds
- Evie Rafalko-McNulty, Lackawanna Co. Recorder of Deeds
- Megan P. Sweeney, Department of State

**Department of State Staff:**
- Ian Harlow, Deputy Commissioner of the Bureau of Commissions, Elections and Legislation
- Martha Brown, Assistant Counsel
- Elissa Dauberman, HAVA Accessibility Coordinator

**Others present:**
- Cynthia Bendroth, Pennsylvania Historical and Museum Commission
- Susan Hartman, Pennsylvania Historical and Museum Commission

**Minutes**
Minutes were corrected and approved from the meeting held on October 9, 2013.
Materials for Consideration
The Commission reviewed and discussed the draft Standards dated January 10, 2014. Ms. Kalajainen volunteered to provide needed citation from PRODA solicitor in reference to 201.7(c).

The group then discussed the nine considerations required by UPERA. It went through each of the nine categories and determined to what extent the Commission has complied with these factors. In considering the views of interested persons, it was determined to solicit the input of industry partners and vendors prior to the next meeting. Additionally, other interested person could be GIS or the Assessor’s Association of Pennsylvania.

Thirdly, the group discussed the draft Best Practices document at length and made several clarifying changes. This document is intended as suggestions for submitters and Recorders and will differ from the standards in that it will not be mandatory. There was further discussion about the format of electronic document and what formats were approved by PHMC and the benefits of various standard (.tiff vs .pdf). It was noted that Pennsylvania is a race to record state.

Future Meetings
The date of the next meeting was set for June 9, 2014, during the annual PRODA conference to be held in Erie from June 9-13, 2014.

Meeting was adjourned at 3:30 p.m.