

OEOSC Annual Board and General Membership Meeting Minutes Monday, February 9, 2015, 2pm to 5pm

Call to Order

Meeting was called to order at 2 pm by Hal Johnson, Chairman of the Board.

Welcome and Introductions

Hal Johnson, JML, Chairman of the Board of Directors and Meeting Facilitator

Walt Czajkowski, APOMA, Director Seat #2

Gordon Boulton, Individual

Dave Aikens, Savvy Optics, Secretary of the Board and Executive Director

Dennis Leiner, Lighthouse Imaging

Jessica Nelson, Optimax, Director Seat #1

Allen Krisiloff, Triptar, Immediate Past Chairman of the Board

Marla Dowell, NIST

Rick Plympton, Optimax

Jeff Endres, The Vision Council, Director Seat #3

Jay Nelson, Edmund Optics

Agenda

Some changes in the agenda were proposed, discussed, and approved.

Motion/Second/Vote: Marla Dowell / Walt Czajkowski / Unanimous.

Minutes from Previous Meeting (2014 July 11 by teleconference)

The meeting minutes from the previous meeting were approved.

Motion/Second/Vote: Jeff Endre / Allen Krisiloff / Unanimous.

Treasurer's Report

P&L

2014 P&L (by accrual):

	Actual	Budgeted
Income	\$62,700	\$66,400
Expense	\$60,200	\$67,400
Net income	\$2,500	(\$1,000)

Cash Flow

2014 cash flow is a significant problem. About \$20,000 in fees are not yet paid. We expect to receive 80% of that in the next three months. If we write-down uncollectible fees, \$4,000 we have a P&L loss of \$1,500.

Invoicing and Collections

The process of invoicing and tracking collections is improving, but requires some additional attention. We expect to send invoices for 2015 in April. Some individuals commented upon last year's lack of clarity about the participation year covered by the invoice. Others commented upon the confusion of getting several invoices in quick succession when invoices for one year have been delayed (an explanatory letter should be included). Perhaps we can bill for several years. Additional confusion was noted for cases when several employees in the same organization get separate invoices. In some organizations, like NIST, every single invoice is levied with an overhead charge.

Paper invoices are no longer sent; all invoices are sent via email.

Fees

Fees are a bit confusing, too. There are postal mail versus email fees. We no longer use postal mail to distribute standards during the development process.

Some individuals pay differently than others in the same organization. For example, in contrast, SPIE participation fees include the first three employees of an organization.

Jeff Endres volunteered to chair a study committee composed of himself, Rick Plympton, and Allen Krisiloff to propose a revision to the fee structure. First draft will be completed in 4 months.

Electronic Payment Options

We will investigate Paypal or Visa options for payment of participation fees.

Budget for 2015 and 2016

Forecasts

	2015	2016
Income	\$82,200	\$66,600
Expense	\$63,800	\$61,400
Net income	\$18,400	\$5,200

Travel

Dave has not used the travel budget for Executive Director's travel unless the travel was exclusively for OEOSC business.

We have already committed \$2,000 to support SC4 travel to St. Petersburg in April 2015. Dave recommends that we budget an additional \$3500 to help up to 5 people during the rest of 2015.

Sale of Standards

We expect additional revenue of about \$5,000 from sales of standards. We expect to add 11 standards to our catalog during this next year. A number of institutions buy new standards whenever they are first published. Sales of OEOSC standards are up at ANSI, too.

WiFi and Telecomm at Meetings

Sense of the members is that WiFi is important for meetings. The problem is that hotel charges for WiFi privileges start at \$500 per day. Consensus is to rent WiFi for at least one day during next year's meetings.

Legal Updates

Executive Director's Report

We have increased participation in ASCOP and the TAG.

The website is still clumsy, but it is current. Remember that we own the URL "OEOSC.com" for use when we update or replace the website. Rick and Allen discussed the website with a Rick's sister, a website consultant, to scope-out some issues.

It has helped Dave to off-load some of the administrative tasks regarding meeting management to the ASCOP TF leaders.

Executive Director Transition

Allen is ready to assume the role of Executive Directorship. Dave will support Allen during a transitional period in a way similar to the transition that Dave and Gene Kohlenberg managed when Gene retired several years ago.

Dave and Allen will submit a proposal, in mid-March, for the transition and a clarification of the various jobs handled by the Executive Director.

Corporation Status

The corporation's Annual Report is due to the State of Arizona in June.

ANSI Agreements

OEOSC standards continue to be offered for sale on the ANSI website. A revision to the sales agreement between OEOSC and ANSI is under discussion.

General OEOSC Business

Membership Review

Thanks to Rick, the OSA has been more supportive this year. Several other organizations have all but disappeared. They are two or more years behind in submitting their participation fees.

Consensus was to investigate two organizations in particular: IIIA and OPIA. Are the interested in the OEOSC? Should we attend some of their meetings? What kind of synergies might actually exists with these groups?

Nominating Committee Report

The slate presented by the Nominating Committee was changed by Allen's removal of his name from the slate in favor of Dennis Leiner.

The Chairman, Hal Johnson, accepted the modified slate by acclamation.

The Board of Directors and remaining term of office at the end of this meeting:

Name	Position	2015	2016
Donna Howland	Chairwoman	X	X
Jessica Nelson	Chairwoman Elect	X	X
Hal Johnson	Past Chairman	X	X
Dave Aikens	Secretary	X	
William Royall	Treasurer	X	X
Dennis Leiner	Director Seat #1	X	
Jay Nelson	Director Seat #2	X	X
Jeff Endres	Director Seat #3	X	X

Officers for OP and TAG

Dave was appointed as vice-chair of the TAG. This reflects his current involvement. Other officers were re-instated by the Chairman, Hal.

Bylaws

Dave has proposed several revisions to the OEOSC's Bylaws to bring them into alignment with the organization's standard operating procedures. Additionally, some new features are proposed.

Membership has been redefined to conform to ANSI guidelines.

The class of individual membership called a "Fellow" has been proposed. Some individuals thought that such a class might be construed as a bit too exalted, but consensus was that it can honor individuals and help promote the work accomplished by individuals and the OEOSC.

The number of Directors' seats has been made adjustable.

Notifications by postal mail have been eliminated in favor of exclusive utilization of email.

Review periods have been shortened for certain actions, such as presentation of the annual slate of candidates for the Board of Directors.

Proxy language has been changed.

The modified Bylaws are on the website for review and comment.

Review of Classes

Accreditation of a new class “A Practical Guide to Specifying Optic” by D. M. Aikens was approved.

Motion/Second/Vote: Jeff Endres/Donna Howland/unanimous.

Next annual meeting

Next annual meeting of the OEOSC was set for Photonics West in February 2016 in San Francisco.

Motion/Second/Vote: Walt Czajkowski / Jessica Nelson / Unanimous

Next Board Meeting

Hal suggested that a special board meeting be held at DSS.

Motion/Second/Vote: Marla Dowell/Donna Howland/Unanimous

Adjournment at 5pm

Motion to adjourn was accepted at 5 pm.

Motion/Second/Vote: Marla Dowell/Rick Plympton/Unanimous.