

Meeting Minutes
ANSI Accredited Standards Committee for Optics (ASC OP)
Annual Business Meeting

Monday, January 24, 2022
Stockton Room, 5th Floor
Intercontinental Hotel
Or via Zoom

CALL TO ORDER AT 3:35 PST: Jayson Nelson

Quorum is/not present?

WELCOME AND INTRODUCTIONS

Jay Nelson, Edmund Optics (*Chair*)

Dennis Leiner, Leiner Optics (*Past Chair*) Had to leave early due to a conflict

Rick Plympton, Optimax Systems Inc. (*Treasurer*)

Eric Herman, Individual (*Chair Elect*)

Dave Aikens, Savvy Optics Corp (*Secretary*)

Adam Phenis, AMP Optics (*Director*)

Michael Vitale, Vison Counsel (*Director*)

Marla Dowell, NIST (*Director*)

Patrick Augino, Optimax Systems Inc. (*Executive Director*)

Zach Strobehn, CMM Optic (*Observer*)

Donna Howland, NGC (*Observer*)

AGENDA ITEMS

1. Introductions and assign note taker – J. Nelson
 - a. Note taker: Adam Phenis
2. Adoption of Draft Agenda – J. Nelson
 - a. Motion by D. Aikens, 2nd by M. Vitale, Discussion that 6.d moves to the end when observers leave the room. No objections, No abstentions, Motion approved
3. Approval of the Minutes of the Previous Meeting from October 19, 2021 – J. Nelson
 - a. Motion to accept previous minutes, A. Phenis, 2nd R. Plympton, No Discussion, No objections, No abstentions, Motion approved
4. ANSI Re-Accreditation Audit Update – P. Augino
 - a. 5-year audit by ANSI is underway and is expected to wrap up in February. . The auditors are focused on OP1.007 as that was the only standard published since the last audit. There has been some discussion with auditors regarding the ASC OP's procedures. There will likely be some recommendations for changes. After the audit wraps up, OEOSC will have 30-45 days to respond to corrective actions once final report is issued. Dave and Michael volunteered to council response to auditor.
5. OEOSC Hosting ISO Meetings in 2022 – P. Augino
 - a. Hosting a 2022 meeting is being played by ear. ISO has extended its ban on in-person meetings until April. A discussion followed with regard to sponsorships for a larger meeting. If hosting in 2024 it's possible SC 1, 3, 4, 5, 6 & 9 will meet. A good goal is ~\$35k for sponsorships to be set aside for the event. Planning is estimated to take at least a year of advance work with Sheraton in Sand Key Florida. Actual dates of the event might also need

to be flexible. D. Aikens volunteered to reach out to Sven to discuss to discuss attendance of SCs. It's possible NIST may be able to sponsor as long as federal dollars are not spend on food or alcohol.

- b. The group reviewed Dave's sponsorship letter. A few updates are required to be consistent with current events. OEOSC should get this out asap to begin process for gaining sponsors.
- c. Motion to ask Patrick to send out revised solicitation letter that Dave has drafted to solicit sponsorships for an in-person meeting of TC 172 in 2024. Motions by M. Vitale, 2nd by A. Phenis

d. Action: D. Aikens to update sponsorship letter

e. Action: P. Augino to send letter to membership.

6. Annual Reports and Appointments

- a. Executive Director Annual Report – P. Augino
 - i. Patrick provided an overview of the 2021 Executive Director report. The board thanked Patrick for his report.
- b. Review of Membership of OEOSC – P. Augino
 - i. Patrick presented 20220124: MembershipAsOf-20211231.pdf
 - 1. OEOSC gained four new members in 2021.
 - a. SCHOTT North America
 - b. CMM Optic
 - c. Redhead Optical
 - d. Lighthouse Imaging
 - 2. Quantel USA has asked to be removed from membership
 - 3. Two members were moved to observer status for non-payment of participation fees. Both companies were contacted multiple times throughout 2021 with no responses received. Both companies also have not participated in votes or other OEOSC activities in either 2020 or 2021.
 - a. 4D Technology Corporation
 - b. M3 measurement Solutions Inc.
 - ii. The board provided Patrick with a round of applause for his diligence in getting renewals paid in 2021. It was noted Edmund Optics was listed twice (line 11 & 12) in the document. The discussion continued with other potential members.
 - iii. Motion to accept membership recommendations by D. Aikens, 2nd by R. Plympton, No objections, No abstentions, Motion approved
- c. Fee Waiver – Request – D. Aikens
 - i. A Fee waiver request was made for Ed Freniere to work on stray light standard
 - ii. Motion to waive Ed Freniere's individual participation fee for one year by D. Aikens, 2nd by E. Herman, No discussion, No objections, No abstentions, Motion approved
- d. Appointment/approval of ASC OO and TAG Leadership – P. Augino
 - i. Patrick presented: 20220124; List of Leaders ASC OP and TAG

proposed_Rev20220124.pdf.

1. A few changes were recommended by ASC OP Leadership

a. P. Augino to be ASC OP Vice-Chair Representing APOMA

b. Leadership is needed for TF3. An interim chair is to be identified for 2022 and confirmation shall occur at 2023 Board meeting.

i. J. DeGroot Nelson and D. Aikens agreed to search for new leadership of TF 3. An interim lead is to be identified by 6/30/2022. M. Dowell agreed to review and possibly identify a candidate from NIST.

e. Annual Financial Reports – R. Plympton

i. Ended year slightly in the red

ii. Closed 2020 in the Red with expectation that we were ending just positive, but Zemax did not end up renewing

iii. Most of the reason for the red is not having training at Photonics West

iv. Allowance for Uncollectible Receivables is a little underfunded. Do we want to write off the unpaid invoices in 2021?

1. Discussion about setting a policy that any invoice not paid in 2 years is written off and the member is moved to Observer

2. What was done in the good old days was that invoices went in March. If they did not pay by January of the following year, they are moved to Observer and if they do not pay by the following year, they are removed, and the debt is written off. This should be written into the bylaws

a. Action to Jay – document this policy and add this to the bylaws at the next revision

b. Motion by Michael, 2nd Dave to write off all accounts receivable older than 2020 and write off all bad debt for 2020 for all members in good standing, for all remaining debt who have not become current for 2021, their debt is retained and try to bring them back for member status for 2021 and 2022, in the meantime, they will be observers. No objections, No abstentions, Motion approved

c. Motion to adopt SOP where we invoice in March and review outstanding invoices in January of the following year. Anyone not current is moved to Observer status. If they do not pay by the following January, the bad debt is removed and the member is removed from membership status by Dave, 2nd Michael, No discussion, No objections, No abstentions, Motion approved

7. Election of Officers and Directors – J. Nelson

a. The board planning committee recommended added two additional board seats, with the board in favor of the plan. The nominating committee has proposed adding Donna Howland and Keith Murdoch. An official nomination notification needs to be sent to the membership body.

i. Action: P. Augino to provide A. Phenis (nominating committee chair) with nomination template

ii. Action: A. Phenis to provide completed template to P. Augino for circulation to

membership body.

- iii. Nomination announcement will allow 30 days for additional candidates to be nominated by member body. Official vote will follow. Voting members consist of Officers, Directors and Sponsors/Trade Associations.

b. Two additional board seats up for renewal in 2022, the secretary and Director 1.

- i. D. Aikens proposed him and A. Phenis switch roles. Nominations to be combined and sent with new board seat nominations.
 - 1. A. Phenis to be secretary
 - 2. D. Aikens to be fill Director 1 position.
- ii. Motion to continue D. Aikens as Secretary and A. Phenis as Director 1 until vote takes place. By P. Augino, 2nd by E. Herman, Abstain D. Aikens and A. Phenis, no objections, Motion passes

8. Committee updates

a. Website – J. Nelson

- i. Vertical Insite (Carrie Falzone) was selected by the committee to perform the website upgrade. The price quoted was from June 2021, however they agreed to honor their quote as long as OEOSC acts soon to begin work.
- ii. A discussion of moving forward with the website redesign followed. A. Phenis was in favor. D. Aikens noted spending ~\$10K in a downturn is not financially viable, however if the spending results in more time for the Executive Director to focus on other actives such as publication of standards it is worth it. It is also a plus if the redesign saves Michelle time again providing a savings. R. Plympton noted if the redesign makes the website more functional it's worth it. M. Vitale agreed with D. Aikens and also noted the current website looks old and tired. He suggested the redesign might be better for current members and entice new members. M. Dowell noted a more professional looking website could give potential members more confidence. D. Aikens also noted if it helps get one more corporate sponsor a year then it helps pay for itself. P. Augino believes there is a lot be gained by redoing the site. He noted there are inefficiencies in the current site such as logos need to be updated on each individual page versus one location that carries to all pages. He offered Optica is going to need a logo update soon on the current site. The redesign should also help with balloting. J. Nelson noted the new website will take 2-3 months for everything to be completed once approval is provided to begin work. E. Herman noted we should consider OEOSC need to host a meeting in 2-3 years and the possible financial impact of the hosted meeting. D. Aikens noted that if OEOSC did not receive enough sponsorships they would not host a meeting. M. Vitale agreed with D. Aikens statement.
- iii. Motion to update website by R. Plympton, 2nd by M. Vitale, No discussion, No objections, No abstention, Motion passes

b. Education – D. Aikens

Dave shared his Education Committee report.

~9 classes with completed in 2021

- i. Action to Adam – let UCI know about Dave’s proposal
 - ii. Dave shared his Education Committee report
 - 1. About nine classes were completed in 2021. A few classes were canceled though due to the pandemic and D. Aikens not being able to travel to the company’s site.
 - 2. R. Youngworth did a 1-hour presentation at the UofA on standards at large focused on the optics industry. This could serve as a template for others to present in the future. The Committee has reached out to UofR, UNCC, Creol, Optica Southern California & Optica Rochester to offer a similar presentation.
 - 3. The Education Committee has taken control of the OEOSC LinkedIn group as well.
 - 4. Dave also teaching ISO-10110 format to undergrad and graduate students. D. Aikes offered for the committee to create a technician focused version if other schools are interested.
 - a. *Action: A. Phenis to let UCI know about Dave’s proposal to present*
 - iii. Dave, Eric and Richie are trying to do a few papers a year on standards
 - 1. *Action: A. Phenis to have a paper ready to go on the Stray Light standard*
 - 2. *Action: P. Augino to post Education Committee report on website*
 - c. Finance – R. Plympton
 - i. The Finance Committee met in early January. All-important points have already been covered in the meeting.
 - d. Board Planning – P. Augino
 - i. The Board Planning Committee’s proposal to increase the OEOSC board by two additional seats has already been discussed.
 - ii.
9. Additional items not on the agenda – J. Nelson
- a. None
10. Next meeting suggestion – J. Nelson
- a. Q2 – Friday April 8, 2022, 3:00-5:00 PM EST
 - i. Discussion to move to 4/22 –
 - ii. *Action: P. Augino to send out Doodle Poll for April meeting*
 - b. Q3 – Friday July 15, 2022, 3:00-5:00 PM EST
 - c. Q4 – Friday October 14, 2022, 3:00-5:00 PM EST
11. Continuation of Item 6 from above (Exec. Director, SPIE Training and NAIS Sales Agreement) – P. Augino:
- a. Observers of the meeting were politely asked to drop off the call.
 - b. P. Augino asked the board to affirm the Exec. Director, SPIE Training and NAIS Sales Agreement
 - i. Motion by D. Aikens that we ask the Executive Director to execute agreements as

necessary with SPIE and ANSI, 2nd by A. Phenis, No objection, abstentions, Motion passes

- ii. Motion by D. Aikens that we accept the Executive Director agreement in perpetuity until otherwise decided, 2nd by M. Vitale, No objections, no abstentions, Motion passes

12. Adjourn at 5:45 PM PST – J. Nelson

- a. Motion by D. Aikens, 2nd M. Vitale