

Draft Minutes
Monday, January 21, 2008, 10:15 a.m. — 1:00 p.m.
Fairmont Hotel, California Room
170 South Market Street
San Jose, CA 95113

Present	Participants:10 of 16	Representing
<input checked="" type="checkbox"/>	Officers and Directors	
<input checked="" type="checkbox"/>	David Aikens	Past Chairperson (Zygo Corporation)
<input checked="" type="checkbox"/>	Walter Czajkowski	Director (APOMA)
<input checked="" type="checkbox"/>	Marla Dowell	Chairperson (IEEE/LEOS)
<input checked="" type="checkbox"/>	Hal Johnson	Director (Harold Johnson Optical Lab)
<input checked="" type="checkbox"/>	Gene Kohlenberg	Secretary (OEOSC)
<input checked="" type="checkbox"/>	Allen Krisiloff	Chairperson-Elect (Triptar Lens Co. Inc.)
<input type="checkbox"/>	William Royall	Treasurer (Eastman Kodak Company)
<input checked="" type="checkbox"/>	Lee Shuett (by phone)	Director (Nikon Inc.)
	Corporate Sponsors	
<input type="checkbox"/>	Thomas Germer	NIST
	Professional Societies	
<input checked="" type="checkbox"/>	Marla Dowell	IEEE/LEOS
<input checked="" type="checkbox"/>	Lincoln Endelman	SPIE (Endelman Enterprises), Alternate
<input type="checkbox"/>	Peter Hallet	SPIE
<input type="checkbox"/>	Rich Linke	IEEE/LEOS, Alternate
<input type="checkbox"/>	Ronald Scotti	SPIE, Alternate
<input type="checkbox"/>	Alan Tourtlotte	OSA
	Trade Associations	
<input checked="" type="checkbox"/>	Walter Czajkowski	APOMA (Edmund Optics)
<input type="checkbox"/>	Chris Dinkle	OLA, Alternate
<input type="checkbox"/>	Clark Mulligan	Optical Imaging Association
<input type="checkbox"/>	James Peyton	International Imaging Industry Association
<input type="checkbox"/>	Daniel Torgersen	OLA (Walman Optical)
	Observers (4)	
<input checked="" type="checkbox"/>	Gordon Boulton	JDS Uniphase Corporation
<input checked="" type="checkbox"/>	Kathleen Richardson	School of Materials Science & Engineering, Clemson University
<input checked="" type="checkbox"/>	Steve VanKerkhove	Corning Tropel
<input checked="" type="checkbox"/>	Ray Williamson	Ray Williamson Consulting

Welcome and Introductions:

M. Dowell opened the meeting at 10:00 a.m.

Approval of the Agenda:

D. Aikens moved that the draft agenda posted on the website be approved. W. Czajkowski seconded the motion, which carried.

Approval of August 27, 2007 OEOSC Board Meeting Minutes:

M. Dowell asked if there were any additions or corrections to the minutes. G. Boulton asked that the heading of the minutes be modified to include 'OEOSC Board Meeting' after 'Draft Minutes'. The date in the header of the subsequent pages should be corrected. H. Johnson moved that the edited draft minutes be accepted. L. Endelman seconded the motion, which carried.

Reports

Financial Budget. The Secretary presented the final budget figures for 2007 on behalf of W. Royall, who was unable to attend the meeting in person or by phone.

Expenses

EXPENSES	ACCT #	Total Result	Budget	
Exec. Director	101	\$17,400.00	\$17,400.00	100%
Admin. Asst.	102	\$2,862.50	\$4,900.00	58%
Admin. Exp.	200	\$375.17	\$150.00	250%
Preparation of Standards	201	\$161.90	\$500.00	32%
Travel	300	\$5,515.23	\$5,900.00	93%
ISO Trip Support	301	\$4,882.93	\$2,500.00	195%
ANSI/TAG Dues	400	\$19,180.00	\$19,920.00	96%
Board Expenses	500	\$1,555.45	\$450.00	346%
Refresh/Room Charges	501	\$127.62	\$50.00	255%
Credit Card Fees	502	\$102.53	\$50.00	205%
Training Expenses	503	\$1,146.83	\$0.00	
Total Result		\$53,310.16	\$51,820.00	103%

Participation Fees

Year	Receipts
2005	\$500.00
2006	\$688.00
2007	\$37,397.25
2008	\$100.00
Total Result	\$38,685.25

The receipts from earlier years were from those who were catching up with their payments. The budgets for those prior years were not adjusted to account for these receipts. They were credited to 2007.

Financial Summary

Beginning Savings Bal.	\$60,986.74	(+)
Beginning Check Bal.	\$11,527.50	(+)
2006 checks cleared in 2007	\$1,501.75	(-)
1/1/2007 Net	\$71,012.49	
Fees Received in 2007	\$38,685.25	(+)
2008 fees received in 2007	\$100.00	(-)
Training	\$14,867.68	(+)
Sale of Standards	\$490.00	(+)
Other Receipts	\$0.60	(+)
Savings Interest	\$786.44	(+)
Total Receipts	\$54,729.97	
EXPENSES	\$53,310.16	
12/31/2007 Net	\$72,432.30	

The 'Other' item was a correction for a deposit.

The cash on hand at the beginning of 2007 was \$71,012.49, and the year-end cash on hand is \$72,432.30, resulting in a cash increase of \$1,419.81. The Secretary noted that had there not been training receipts, OEOSC would have been \$13,000

in the red.

Outstanding Checks from February		
02/28/07	\$60.00	Rochester Free Net
02/28/07	\$60.00	Rochester Free Net
Total	\$120.00	

There are two outstanding checks from February 2007 written to Rochester Free Net, the organization that hosts the optstd.org web site. The Secretary said that he contacted them in June and learned that the person who receives payment had not deposited any checks during the first six months. Apparently his mother had formerly deposited the checks, but she has passed away. The Secretary received another notice from Rochester Free Net the week prior to this meeting. He said that he reported to them that they had not cashed last year's checks. He asked if OEOSC sent another check, would it be cashed.

D. Aikens observed that if OEOSC were a for profit corporation, it would report a 1.3% profit on continuing operations and a 1.3% profit on fixed assets. He asked why OEOSC only made \$700 interest on the savings account. The Secretary replied that the savings account is a standard account linked to the checking account at Bank of America. A. Krisiloff said that the bank should be queried to see if they have a higher rate available. The Secretary said that he would add that item to his list of things to do.

L. Shuett asked if training receipts were expected to continue. If not then there will be a significant cash flow problem.

D. Aikens replied that he anticipated that OEOSC would continue to generate that level of receipts.

ANSI OP Meeting Reports

Optical Imperfections. G. Boulton said that Northrop Grumman will present its report at the August SPIE meeting. TF 2 has completed the revision of OP1.002, and it is ready for balloting.

Optical Wavefront Measurement. S. VanKerkhove said that P. Takacs introduced a draft of BSR/OEOSC OP1.004, the statistical wavefront measurement standard. Several areas to be addressed were identified, including two-dimensional power spectral density and slope definitions. The Task Force identified items to be included in BSR/OEOSC OP1.005, the deterministic wavefront measurement standard. This information will be used to generate the first draft.

Adoption of ISO 10110-1 and -10 as an American National Standard (ANS). D. Aikens reported that the strategy for ISO 10110-1 and -10 will be to combine them into one American National Standard. Part 1 is the general notation and Part 10 is the tabular format for that notation. It makes sense to combine them because Part 1 is useless without Part 10. The Foreword for the ANS version will list standards that may be substituted for other ISO standards, such as surface imperfections and wavefront measurement. The new Task Force has not yet met. It will have a formal meeting in San Diego, and hopefully a phone conference before then.

W. Czajkowski asked if members have been selected. The Secretary said that they are not yet identified.

OEOSC Database. G. Kohlenberg said that he wanted to bring the Board up to date on how he was complying with ANSI's request that he begin keeping track of OP members by year. He said that when he started in 1998, he used a simple spread sheet to record contact information along with which ISO/TC 172 subcommittees the participant chose. The participants fee and date of payment were also recorded. A few years later he moved the table into an Access database and added more information. He showed the Board the table of participant information in the new Open Office Base system. He now has a form to enter the data into the table. Using database relations he has been able to link the main table to the OP member table and the Task force tables. There is also a linked table to keep track of Board members. Meeting tables have been created to keep track of who attends each type of meeting. A similar table holds information concerning TAG participation.

His goal is to convert the web site to a database system so that many of the pages for ISO data and membership data will be actively generated from a database. For example, when someone wants to access the documents for SC 1/WG 1, that page would be generated as a result of the database query for files related to SC /WG 1.

L. Shuett thanked G. Kohlenberg for the work he expended to set up the database.

Other Business

Approval of ISO 10110 Course Content. D. Aikens said that the course is a block-and-tackle view of ISO 10110, documenting its pitfalls. It is an approximately 130 slide presentation presented over an eight-hour class. It begins with an overview of the drawing format presented in ISO 10110-1 and -10. Where possible he put in plugs for OP1.002 and OP3.001 with historical context. He tried to minimize royalty costs to ISO by writing it so that the student could not avoid buying the standard. The student pays for and receives Parts 1 and 10 as part of the course. When the American National Standard version is approved, then it will be distributed instead. Royalty may be around \$500 per year. The course needs more examples, and as yet, does not define the attributes that the notation addresses. He said that G. Boulton went through the draft line-by-line and offered editorial suggestions. It is now in good shape for presentation.

L. Shuett asked if contracting was with ISO or ANSI. The Secretary said that all contracting would be with ANSI. He

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said that the right to print the standards was also purchased from ANSI. D. Aikens said that the whole set of ISO 10110 standards costs \$760.

D. Aikens suggested that this course will not be as popular as the scratch and dig course because engineers, rather than quality persons, are the target audience. M. Dowell stated that NCSL International (<http://www.ncsli.org/>) has a training class calendar on its web site that could be used to advertise the class if it were given somewhere else than at an SPIE conference. D. Aikens suggested that it will be more successful as an on-site course. W. Czajkowski said that it could be pitched at the upcoming APOMA meeting on Wednesday. D. Aikens said that he had a conflict at that time. W. Czajkowski said that he could present it at the APOMA meeting.

M. Dowell said that the Board thanks both D. Aikens and G. Boulton for their efforts to develop the material for the course.

A. Krisiloff moved that the course content be accepted. W. Czajkowski seconded the motion. The motion carried with D. Aikens abstention.

Training Reimbursement Policy. M. Dowell said that there was considerable discussion about the policy at the August meeting. She agreed to write a draft of the policy. Then the Chairperson Elect, the Past Chairperson and the Secretary worked with her to review it. The draft policy was posted on the optstd.org website for the Board members to review before this meeting.

G. Boulton stated that OEOSC class observers may not be able to get into the room without a conference badge. OEOSC needs to arrange for a visitors pass through Kathleen Robinson in advance. The Secretary said that he needs notice at least two weeks before the class stating who will be assisting so that he can arrange for passes.

A. Krisiloff asked what the phrase 'sole originator' in the instructor qualifications meant. M. Dowell replied that that should state 'originators'.

L. Endelman moved that the policy be approved; A. Krisiloff seconded the motion., D. Aikens abstained. The motion carried.

Business Model.

IEEE/LEOS Funding and American Competitive Initiative (ACI). M. Dowell reported that Gordon Day (a former NIST employee) is the new President Elect of IEEE USA. She will communicate with him concerning this topic. ACI was approved in the spring but has not been funded. A \$6,000,000 initiative for standards was included in the ACI proposal. Congress has to appropriate the funding; congress set the budget to \$0. NIST was supposed to get a 15% increase, but got only 1.4%, mostly for outside projects. There is an ACI fiscal 2010 budget which will probably not get funded.

The meeting was recessed at 11:30 a.m. and reconvened at 11:47 a.m.

One-Hour Briefing / Tutorial / Class. G. Boulton stated that the material is about 70% complete. The last quarter of the document needs some additional pruning. D. Aikens has been given the draft for review. Then G. Boulton will distribute to OP for broader view. K. Richardson asked who the target audience is. G. Boulton said that the target is optical students. There are many community colleges turning out optical technicians. K. Richardson asked if OEOSC would be paid for these presentations. M. Dowell confirmed that some schools would fund the presentation. D. Aikens noted that these presentations could provide some indirect benefit to OEOSC because students would become aware of the standards that they could use after they entered the industry. K. Richardson said that companies, such as Zygo, send sales representatives to the schools teaching optics. She suggested that OEOSC ask if it could send someone with the sales representatives to make presentations concerning issues raised about specifications. This could be in parallel with some of the metrology presentations that are given by the sales representatives. M. Dowell added that OEOSC could approach the OSA and SPIE student chapters to offer talks for their monthly meetings. D. Aikens continued that OEOSC needs to establish its strategy once the one-hour class is completed. What will the funding policy be? K. Richardson said that groups outside of the traditional optics community, such as ASM International (formerly American Society of Metals), may be interested. M. Dowell said that once the class is completed, OEOSC can do a press release about it.

G. Boulton said he is about a year behind his first forecast and three months behind his last goal. He is anxious to complete it. With D. Aikens next review, the project can be wrapped up.

ANSI/OEOSC OP3.001, Optical Glass Class. A. Krisiloff has been busy since the last meeting, and promises to get back to the task. He will try to be ready by the next meeting in October. D. Aikens said that he sees enough material for a four-hour class in specifying and purchasing optical materials.

Training Reimbursement Policy.

Election of Secretary and Director. Since a Nominating Committee had not been appointed at an earlier meeting, M. Dowell appointed W. Czajkowski, H. Johnson, D. Aikens to be the Nominating Committee. At this point the Board recessed so that the Nominating Committee could select candidates for Secretary and Director. The Board meeting was promptly reconvened and D. Aikens moved that the slate of candidates, Gene Kohlenberg for Secretary and Walter Czajkowski for Director, be accepted. H. Johnson seconded the motion. The motion carried.

Computation of Executive Director's 2008 Fee. The Secretary said that he was making the presentation for the Treasurer, W. Royall. The information was posted on the optstd.org web site. The Secretary reminded the Board that two years ago it had decided to begin adjusting the Executive Director's annual compensation according to the annual change in

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the Consumer Price Index. The Secretary accessed the data from the U.S. Department of Labor, Bureau of Labor Statistics web site. He used the year-end index for all northeast-urban consumers to derive a percentage increase, which was 2.56%. That yielded an increase from \$17,400 to \$17,844. The Chairperson asked if there were questions or comments. Since there were none, she asked for a motion to accept the proposal. A. Krisiloff offered the motion, and W. Czajkowski seconded the motion. The motion carried unanimously.

Next Meeting

D. Aikens moved that the Board meet again in Rochester, NY on October 20, 2008. A. Krisiloff seconded the motion. The motion carried unanimously.

Adjournment

As there was no further business to come before the Board, D. Aikens moved that the meeting be adjourned. H. Johnson seconded the motion. The meeting was adjourned at 12:06 p.m.