

Draft Minutes
 OEOSC Board Meeting
 Monday, October 20, 2008, 3:15 p.m. — 5:30 p.m.
 Rochester Plaza Hotel, River Room
 70 State St., Rochester, NY 14614

Present	Participants: 9 of 16	Representing
<input checked="" type="checkbox"/>	Officers and Directors	
<input checked="" type="checkbox"/>	David Aikens	Past Chairperson (Zygo Corporation)
<input type="checkbox"/>	Walter Czajkowski	Director (APOMA)
<input checked="" type="checkbox"/>	Marla Dowell	Chairperson (IEEE/LEOS)
<input checked="" type="checkbox"/>	Hal Johnson (by phone)	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 checked="" type="checkbox"/>	William Royall	Treasurer (Eastman Kodak Company)
<input type="checkbox"/>	Lee Shuett	Director (Nikon Inc.)
	Corporate Sponsors	
<input checked="" type="checkbox"/>	Marla Dowell	NIST
	Professional Societies	
<input checked="" type="checkbox"/>	Marla Dowell	IEEE/LEOS
<input 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 checked="" type="checkbox"/>	Alan Tourtlotte	OSA
	Trade Associations	
<input 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 (3)	
<input checked="" type="checkbox"/>	Gordon Boulton	JDS Uniphase Corporation
<input checked="" type="checkbox"/>	Jessica DeGroot	Optimax Systems, Inc.
<input checked="" type="checkbox"/>	Rick Plympton	Optimax Systems, Inc.

Welcome and Introductions:

M. Dowell opened the meeting at 3:21 p.m.

Approval of the Agenda:

W. Royall moved that the draft agenda posted on the website be approved. A. Tourtlotte seconded the motion, which carried.

Approval of January 21, 2008 OEOSC Board Annual 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. D. Aikens moved that the edited draft minutes be accepted. A. Tourtlotte seconded the motion, which carried.

Reports

Executive Director's Report. G. Kohlenberg displayed a chart showing the breakdown of work for his Administrative Assistant and him covering the year to date.

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Activity	Hours	%
ISO	94.5	16.5%
TF 2	75.1	13.1%
TAG	53.6	9.4%
Budget	51.2	9.0%
TF 4	48.2	8.4%
Board	44.7	7.8%
OP	37.6	6.6%
Invoices	36.8	6.4%
Misc	34.2	6.0%
TF 3	29.5	5.2%
Web	25.2	4.4%
Training	20.8	3.6%
Meetings	13.5	2.4%
E-mail	6.3	1.1%
Calendar	0.9	0.2%
Total	572.2	100.0%

M. Stolberg now updates the optstd ISO web pages as well as loading the documents onto the server. The ISO item on the chart above represents her work. The other items are covered by the Executive Director/Secretary.

D. Aikens asked if M. Stolberg was processing the meeting minutes. The Secretary said that since she does not attend the meetings she would not know who was speaking. So he would have to go through the recordings anyway to determine who said what. D. Aikens said that he was referring to putting the documents up on the server. The Secretary replied that not much time is required to do that, so he does it as he completes the minutes.

D. Aikens asked if the 572 hours covered a full year. The Secretary said that it was only for the portion of the year completed. When Bob Parks agreed to be the first Executive Director, the Board assume that he would not expend more than eight hours per week.

Financial Budget. W. Royall went through his Treasurer's report, which is listed below.

Income

2007 Fees	2,600
2008 Fees	38,353
Training	10,240
Savings Interest	368
CD Interest	220
Sale of Standards	219
Total	52,025

Expenses

Administrative	19,624	Wages & Salary, travel, fees, other
ISO Trip Support	2,823	
Preparation of Standards	110	
Training	4,238	
Dues	19,285	ANSI
Total	46,080	

End of September '08:

Checkbook balance	17,150.77
Savings balance	42,829.74
CD balance	20,219.58
Total Cash	80,200.58
Change in *Assets*	5,945.12

Expenses as Percent of Budget (75% of the budget year completed)

Expense	\$ Spent	September Target	Total Budgeted
Administrative	19,624	22,008	29,344
ISO Trip Support	2,823	1,875	2,500
Preparation of Standards	110	375	500
Training	4,238	0	0
Dues	19,285	19,920	19,920
Total	46,080	44,178	52,264

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88% of the annual budget has been spent

We are at 104% of where we should be because of lack of training budget and higher than anticipated support of ISO trips.

Training yielded a total income of \$10,240 against expenses of \$4, 238 (242%)

A. Krisiloff asked if OEO SC was able to get a better interest rate for its savings. The Secretary said that the CD was taken out to get a slightly higher rate than what the savings account pays. The CD is paying an annual rate of 3.2% while the savings account paid an annual rate of 1.25% in September. A. Krisiloff asked if there were any significant changes expected in income or expense. The Secretary said that it should be about the same as last year. The discussion concerning what levels some participants would be paying in 2009 continued.

G. Boultee asked if JDSU cashed the replacement check for his ISO travel support from 2007. The Secretary said that it has cleared the OEO SC bank account. The first check was voided in the OEO SC budget data, but no stop payment was ordered for the check.

ANSI OP Meeting Reports

Optical Imperfections. OP1.002 is ready to go to ANSI for final approval. New work on that document will start in January.

Optical Wavefront Measurement. This subject is stalled on the national level and progressing on the international level. S. VanKerkhove has stated that he will have a problem continuing on OP and TF 3.

Adoption of ISO 10110-1 and -10 as an American National Standard (ANS). The Task Force will have to decide whether to adopt the documents with modifications, or to adopt them verbatim.

Other Business

Nominating Committee. The Secretary reminded the Board that one of the members of the Nominating Committee has to be a representative of a Corporate Sponsor, a Professional Society Sponsor, or a Trade Association Sponsor.

M. Dowell suggested that she could fulfill the Corporate or Professional Society requirement.

The Secretary reviewed the history of the Board. W. Royall's, L. Shuett's and H. Johnson's terms expire in 2008.

A. Krisiloff is scheduled to become Chairperson unless the Board decides to elect M. Dowell for a second term. The by-laws have been amended so that a person may run for re-election.

YEAR	CHAIRPERSON	CHAIRPERSON ELECT	PAST CHAIRPERSON	SECRETARY	TREASURER	DIRECTOR	DIRECTOR	DIRECTOR
1997	Joseph Oberheuser	Gene Kohlenberg	—	Timothy Wise	George Platt	Steve Hinman	Breck Hitz	Daniel Torgerson
1998	Timothy Wise	Hal Johnson	Joseph Oberheuser	Gene Kohlenberg		William Kutz		
1999	Hal Johnson	David Aikens	Joseph Oberheuser		William Royall		Breck Hitz	Daniel Torgerson
2000				Gene Kohlenberg		Walt Czajkowski		
2001	Hal Johnson	David Aikens	Joseph Oberheuser		William Royall		Lee Shuett	David Kerko
2002				Gene Kohlenberg		Walt Czajkowski		Peter Talke
2003	David Aikens	Rick Nasca	Hal Johnson		William Royall		Lee Shuett	Peter Talke
2004				Gene Kohlenberg		Walt Czajkowski		
2005	David Aikens	Rick Nasca	Hal Johnson		William Royall		Lee Shuett	Hal Johnson
2006		Marla Dowell		Gene Kohlenberg		Walt Czajkowski		
2007	Marla Dowell	Alan Krisiloff	David Aikens		William Royall		Lee Shuett	Hal Johnson
2008				Gene Kohlenberg		Walt Czajkowski		
2009	Alan Krisiloff		Marla Dowell					
2010								

The Chairperson nominated M. Dowell, W. Royall, A. Tourtlotte to be the nominating committee. She will ask L. Shuett if he will continue. W. Royall and H. Johnson agreed to continue. A new Chairperson Elect will need to be nominated. H. Johnson agreed to be Chairperson Elect and G. Boultee agreed to replace H. Johnson as Director.

Computation of Executive Director's 2009 Fee. The Treasurer reminded the Board that two years earlier it decided

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to begin adjusting the Executive Director's compensation in proportion to the Consumer Price Index. He said that the latest figure is reported for August 2008: 5.5%. He used that figure when he prepared the 2009 — 2010 draft budget.

Draft Budget.

The Treasurer said that when the draft budget was prepared for 2007 — 2008, a deficit was predicted. The same is true for this latest draft budget. Budget items that are being increased are listed below in yellow. The Administrative Assistant hourly expenses have been significantly below the budget, so he reduced that item.

EXPENSES		2007	2008	2009	2010
Account	Account #	Budget	Budget	Proposed	Proposed
Exec. Director	101	17400	17844	18825.42	19860.82 based on 5.5% Consumer Price Index for August '08
Admin. Asst.	102	4900	4900	3900	3900 Based on 2007 and 2008 with room for a slight increase
Admin. Exp.	200	150	150	250	250 Based on 2007 and 2008
Preparation of Standards	201	500	500	300	300 Based on 2007 and 2008
Travel	300	5900	5900	5500	5500 consistent number of meetings; actuals 2007: \$5515, 2008: \$3077
ISO Trip Support	301	2500	2500	3000	3000 still need to encourage participation; actuals: 2007: \$4883, 2008: \$2823
ANSI/ITAG Dues	400	19920	19920	22200	23800 inevitable increases. actuals 2007: \$19180, 2008: \$19285, 2009 est: \$22191
Board Expenses	500	450	450	450	450 Based on 2007 and 2008
Refresh/Room Charges	501	50	50	100	100 Based on 2007 and 2008
Credit Card Fees	502	50	50	200	200 Actuals: 2007: \$103, 2008: \$185
Training Expenses	503	0	0	5000	6000 Actuals: 2007: \$1147, 2008: \$4238
Totals		51820	52264	59725	63361

INCOME		2007	2008	2009	2010
Source		Actual	Actual	Predicted	Predicted
Fees		41185	38353	41000	41000 essentially flat membership
Training		14868	10240	12000	14400 increase with ISO 10110 and abbreviated courses
Sale of Standards		490	245	400	400
Savings Interest		786	587	600	600
Totals		57329	49425	54000	56400

2007 fees include 2007 fees received in 2008

2008 fees include only fees received through September, '08 including 2008 fees received in 2007

2008 fees should eventually total \$40,853 bringing the 2008 income up to \$51,925 (\$2500 outstanding).

2008 savings interest includes CD income

D. Aikens asked when Kodak and Olympus dropped their Corporate support. The Treasurer said that Kodak stopped three years previously and Olympus stopped in 2007. The Secretary said that Olympus still provides technical experts at a company individual level.

R. Plympton noted that the Olympus corporate logo is still on the website. The Secretary said that it is being removed as pages are updated. APOMA is currently the only sponsor who wanted their logo on the OEO SC website. M. Dowell said that NIST is a corporate sponsor, but its logo cannot be used. A. Tourtlotte said that we could add the OSA logo to the optstd website.

D. Aikens said that the budget for ISO trip support should be increased each year, and then OEO SC find new sources of revenue to cover it. The next meeting will be in Berlin, and each individual would need at least \$1,500 in support. That would be \$4,500 for three participants. M. Dowell acknowledged D. Aikens desire to increase the ISO trip support, but in the interest of balancing the budget, she proposed that the suggested figures be maintained, and look for opportunities to increase income to provide additional funds for trip support.

D. Aikens said that he expects a decrease in membership in 2010 because the wavefront measurement standard should be completed. And those who were working on that standard will probably not continue to be active. The Secretary said that there are only three fee-paying experts who have joined specifically for the wavefront standard.

R. Plympton said that OEO SC could solicit annual training contracts just as some universities do. He also made reference to the National Center for Optics and Photonics Education in Waco, TX (<http://www.op-tec.org/>). "...OP-TEC, is a consortium of two-year colleges, high schools, universities, national laboratories, industry partners, and professional societies funded by the National Science Foundation's Advanced Technological Education (ATE) program...OP-TEC serves as a national clearinghouse for teaching materials; encourages more schools and colleges to offer programs, courses, and career information; and helps high school teachers and community and technical college faculty members develop programs and labs to teach technical content." **D. Aikens said that he will contact them. He will also generate a training budget.**

D. Aikens requested that Optimax Corporate Sponsor fees be added to the 2009 budgeted receipts.

D. Aikens moved that the Board defer further discussion of the budget until January. A. Krisiloff seconded the motion, which carried unanimously.

Statutory Agent. The Secretary said that since 1997 when OEO SC decided to incorporate in Arizona, Bob Parks has

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acted as OEOSC's Statutory Agent. The Agent must be a resident of Arizona. Each year Bob forwards the annual report form to the Secretary for completion and submission. This year Bob e-mailed the Secretary suggesting that we should start planning for the time when Bob would no longer be available to act as the Agent. OEOSC would need to either identify another person in Arizona who could act as the Agent, or should consider moving the Corporation to New York State.

M. Dowell thought that from a logistics standpoint it would make more sense to move the Corporation to New York since there are more participants located in the East. A. Krisiloff said that the annual cost in New York is \$200; the Secretary said that Arizona changes \$10. If someone knows a person in Arizona who is willing to become the Agent then the Corporation could be left in Arizona. The Agents only responsibility is to forward the annual corporate form to the Secretary.

R. Plympton said that he would ask Mitch Ruda if he would be willing to act as Statutory Agent. This does not have to be done immediately, but OEOSC needs to have a plan when Bob is no longer available.

ANSI Course on Standards. This is a course offered by ANSI to help experts understand the standards development process. D. Aikens said that at this point we should not send anyone.

One-Hour Briefing. G. Boulton prepared a draft for the San Diego meeting. **A. Krisiloff will take that information and will have a draft ready for review at the January meeting.**

D. Aikens asked if there should also be a one-hour ISO 10110 briefing, too. A. Krisiloff says that idea should be added to the list of things to do.

D. Aikens said that when G. Boulton has his course ready, D. Aikens would contact local OSA chapters and schools in Connecticut to offer it. He said that there is a standing offer to allow OEOSC to present a one-hour talk on optical standards at the University of Rochester.

Optical Glass Course. A. Krisiloff said that it is on his list of things to do. D. Aikens asked if anyone else would be interested in pursuing it.

D. Aikens asked G. Kohlenberg to contact the glass companies to tell them that OP3.001 is being revised. R. Plympton suggested that Larry Sutton from Corning could be the contact; he will contact Schott.

Next Meeting

D. Aikens moved that the Board meet again in San Jose, CA on January 26, 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 4:51 p.m.