

Draft Minutes
 OEOSC Board Meeting
 Monday, January 25, 2010, 3:30 p.m. — 5:00 p.m.

Present	Participants:14 of 16	Representing
<input checked="" type="checkbox"/>	Officers and Directors	
<input checked="" type="checkbox"/>	David Aikens	Past Chairperson (Savvy Optics Corp.)
<input checked="" type="checkbox"/>	Gordon Boulton	Director (JDSU)
<input checked="" type="checkbox"/>	Walter Czajkowski	Director (APOMA)
<input checked="" type="checkbox"/>	Marla Dowell	Past Chairperson (IEEE/Photonics Society)
<input checked="" type="checkbox"/>	Hal Johnson	Chairperson-Elect (Harold Johnson Optical Lab)
<input checked="" type="checkbox"/>	Gene Kohlenberg	Secretary (OEOSC)
<input checked="" type="checkbox"/>	Allen Krisiloff	Chairperson (Triptar Lens Co. Inc.)
<input checked="" type="checkbox"/>	William Royall (by phone)	Treasurer
<input checked="" type="checkbox"/>	Lee Shuett	Director (Nikon Inc.)
	Corporate Sponsors	
<input checked="" type="checkbox"/>	Marla Dowell	NIST
<input checked="" type="checkbox"/>	Rick Plympton	Optimax Systems, Inc.
	Professional Societies	
<input checked="" type="checkbox"/>	Marla Dowell	IEEE Photonics Society
<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 checked="" 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"/>	Clark Mulligan	Optical Imaging Association
<input type="checkbox"/>	James Peyton	International Imaging Industry Association
<input checked="" type="checkbox"/>	Ken Wood	Vision Council
	Observers (4)	
<input checked="" type="checkbox"/>	Charles Gaugh	Davidson Optronics
<input checked="" type="checkbox"/>	Donna Howland	Northrop
<input checked="" type="checkbox"/>	Peter Takacs	
<input checked="" type="checkbox"/>	Ray Williamson	Ray Williamson Consulting

Welcome and Introductions:

A. Kriisillof opened the meeting at p.m.

Approval of the Agenda:

L. Shuett moved that the draft agenda with additions be approved. R. Plympton seconded the motion, which carried.

Approval of January 26, 2009 OEOSC Board Meeting Minutes:

G. Boulton asked if there were any additions or corrections to the minutes. W. Czajkowski moved that the edited draft minutes be accepted. seconded the motion, which carried.

Reports

Executive Director's Report. G. Kohlenberg presented a chart showing the activities performed by Michele and him for the year.

Activity	Hours	
TF 4	147.4	21.10%
TAG Michele	141.2	20.00%

Activity	Hours	
Meetings	73.8	11.00%
TAG Gene	63.4	9.00%
TF 2	59.4	8.00%
Membership	41.5	6.00%
TF 3	33.4	5.00%
Budget	30.4	4.00%
TF 1	27.4	4.00%
OP	17	2.00%
Board	15.3	2.00%
Training	13.4	2.00%
Sales	11.6	2.00%
Misc	7.6	1.00%
Web	5.8	1.00%
Database	5.4	1.00%
Invoices	4.2	1.00%
Prepare Stds	0.5	0.00%
Total Result	698.7	100.00%

Financial Budget. W. Royall went through his Treasurer's report. The report appears below.

**OEOSC
Treasurer's Report for 2009**

Income	
2008 Fees	0
2009 Fees	35736
Training	22397
Savings Interest	92
CD Interest	293
Sale of Standards	1869
Other (Melles Griot class notes)	175
Total	60562

Expenses		
Administrative	25734	Wages & Salary, travel, fees, other
ISO Trip Support	4500	
Preparation of Standards	516	

Training	7955	
Dues	20344	ANSI
Total	59049	

End of December, 2009:

Checkbook balance	9556.77
Savings balance	55333.26
CD balance	20671.7
Total Cash	85561.73
Beginning Balance	77702.28
Ending Balance	79215.23
Change in *Assets*	1512.25

**William E. Royall
January 18, 2010**

Expenses as Percent of Budget (100% of the budget year completed)

Expense	\$ Spent	Total Budgeted	Percent Spent
Administrative	25734	28508	90.00%
ISO Trip Support	4500	3000	150.00%
Preparation of Standards	516	500	103.00%
Training	7955	5000	159.00%
Dues	20344	20344	100.00%
Total	59049	57352	103.00%

103% of the annual budget was spent

Training yielded a total income of \$22,397.36 against expenses of \$7,955.42 (282%)

ANSI OP Meeting Reports

Optical Imperfections. G. Boulton reported that the letter to the military was sent in January. D. Aikens will maintain communication with the military. A. Krisiloff presented his draft. The group agreed in principle with the organization of the material, but were more interested in more modest edits. Discussed the passing of 40 W tungsten light bulbs. Tungsten halogen bulbs may be a viable replacement. D. Aikens discussed instrumentation for measuring scratch brightness. Next meeting will be in San Diego in August.

Optical Wavefront Measurement. P. Takacs discussed the two draft standards, OP1.004, the deterministic measurement and OP1.005, statistical description of wavefront measurement. OP1.004 will be submitted to the Task Force for ballot. OP1.005 needs some more work which will be presented at Jackson, WY.

Adoption of ISO 10110-1 and -10 as an American National Standard (ANS). D. Aikens said that OP1.110-1 and OP1.110-10 are in the balloting phase. He hoped that most of this series will be ready for release by 2011.

One-Hour Briefing / Tutorial / Class. A. Krisiloff said this project is on hold until he has time to revisit it. If anyone else has time to work on this project, he would be happy to hand the project over to a new leader.

R. Plympton suggested that a promotional video could be created.

ANSI/OEOSC OP3.001, Optical Glass Class. A. Krisiloff said that the optical glass class is also on hold.

Other Business

Proposal to write an article re ANSI/OEOSC Standards progress to create awareness. R. Plympton said that he has a person who can be available to write promotional articles for OEOSC.

Appointment of Search Committee for New Executive Director/Secretary. Since G. Kohlenberg has decided that he wants to resign in 2010, A. Krisiloff asked if anyone at the meeting would be interested in volunteering to serve on the search committee. D. Aikens and H. Johnson volunteered. A. Krisiloff said that these two and he would be the committee. D. Aikens asked if G. Kohlenberg could assist. He said that he could.

A. Krisiloff asked G. Kohlenberg when he wanted to quit. G. Kohlenberg said that his fall will be busy, so it would be nice to be finished by then.

Report of Nominating Committee. G. Boulton presented the slate of officers for 2010. The slate consists of Secretary, Gene Kohlenberg, Director, David Aikens.

Election of Officers and Directors. A. Krisiloff said that since there were no other nominations at large, the slate is elected by acclamation.

Appointment of Nominating Committee for 2011 Election of Officers and Directors. M. Dowell suggested that the current nominating committee continue to serve in 2010. G. Boulton, M. Dowell and R. Plympton agreed to serve again.

ISO Behavioral Problems. There were three incidents at ISO meetings that was not considered appropriate. D. Aikens raised the issue to ISO management. Currently ISO has relieved the person of his duties. A. Krisiloff urged OEOSC members to bring any issue of concern to the Board. He does not want anyone to let any inappropriate behavior continue to the point that they would not want to continue participating on standards committees.

Copyright and the University of Arizona. D. Aikens said that he discovered ISO copyrighted material on a University of Arizona website. M. Dowell suggested that the web administrator should be contacted. D. Aikens suggested that the Chairperson contact Jim Burge at the University of Arizona.

Press Release List and Process. R. Plympton will give the Secretary a list of publishers for press release.

Liability and the Board of Directors. There was a question about individual liability for those serving on the Board of Directors. The Secretary confirmed that OEOSC does have liability insurance covering the Board and Officers.

Bylaws and Structures. A. Krisiloff suggested that the bylaws should be reviewed for possible updating. Recommendations will follow. R. Plympton said that as President of the Rochester OSA, he had participated in a review of their bylaws. There is a lawyer in Rochester who helps non-profit organizations with updating bylaws.

Next Meeting

D. Aikens moved that the Board next meet in San Francisco one year from this meeting. W. Czakowski 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. R. Plympton seconded the motion. The meeting was adjourned at 4:54 p.m.