

Draft Minutes
OEOSC Annual Board Meeting
(Held in conjunction with OptiFab)
Monday, May 9th, 2011, 13:30 – 17:30 EDT
Rochester Riverside Convention Center
123 East Main St. Rochester, NY 14604
Aqueduct Room (A/B)

Welcome and Introductions:

A. Krisiloff opened the meeting at 13:37. In attendance were A. Krisiloff (chair), Hal Johnson (chair elect), Walt Czajkowski (director #1 and APOMA), Bill Royall (treasurer), Donna Howland (director #2), Rick Plympton (Optimax), and Dave Aikens (secretary). Bob Schalk of Hardin Optical and Gordon Boulton of JDSU were observing. Of the seven board members, six were present. Of the three corporate sponsors, two were present. Quorum was established.

A. Krisiloff opened the meeting with a review for the members of the structure of the organization, and described how the organization is reflected in the current website.

Approval of the Agenda:

W. Royall moved to adopt the draft agenda v2. H. Johnson seconded the motion, which carried.

Approval of January 24, 2011 OEOSC Board Meeting Minutes:

The minutes were modified to add the slate report of the nominating committee. R. Plympton moved that the minutes be accepted with the modification. W. Royall seconded and the motion carried.

Special Reports

Financial Budget. W. Royall distributed paper copies of the new proposed budget. In the original budget proposed at the January meeting, we were showing a \$12k deficit in 2011 and 2012. The revenue side of the new budget has been revised to show the changes in the dues structure and the increase in training revenue for the new classes that were accredited in January. Two other changes on the expense side showed the decrease in the Executive Director travel budget and a reduction in cost for preparation of standards. D. Aikens observed that we may need to revise up the training expenses to be consistent with the increase in training revenue. The budget still shows Gene helping out with membership issues. He needs to be reminded to send out invoices ASAP.

The new version of the budget shows more than \$7k of surplus over two years. W. Royall recommended that we restore the compensation of the Executive Director to what it was prior to the January meeting. This has been done, effective July 1 in the new budget. D. Howland moved we accept the revised budget. W. Czajkowski seconded, and the motion passed unanimously. It will be posted on the website with these minutes.

SC7 situation. A. Krisiloff announced that problems continue to arise in SC7 and we will continue to have problems until we have clarified the organization structure and revised our procedures.

W. Royall moved to reorder the agenda to R3, revised to have the Legal Updates section pulled forward and move Bylaws and Structures to the end. D. Howland seconded, and it carried.

Legal Updates

Executive Director's Contract. A. Krisiloff walked the board through the new Executive Director's contract. He will provide it to D. Aikens, who will post it on the website. R. Plympton moved we accept the executive director's contract, revised to show the restoration of the salary to the original rate for the last six months of the year. D. Howland seconded the motion, which carried unanimously.

SPIE-OEOSC standards training agreement. D. Aikens announced that SPIE has accepted all of the courses currently available, including the new ones accredited at Photonics West, into the SPIE-OEOSC training agreement, and

made the agreement retroactive to January 1st.

Insurance. D. Aikens reported that there is no BOD insurance, and has never been any. The only insurance we have had was bonding insurance for the Treasurer and Executive Director. W. Czajkowski moved that OEOSC proceed to purchase bonding insurance for the Executive Director, past Executive Director, and Treasurer. H. Johnson seconded, and the motion carried.

In addition, A. Krisiloff offered to investigate the cost of BOD insurance and report back in January.

Break 15:15 to 15:35.

General OEOSC Business

Press Release List and Process. No progress has been made. This item was tabled to be dealt with by correspondence or at the next meeting.

Status of an article publicizing ANSI/OEOSC standards progress. No progress has been made. Still a good idea, but someone needs to write the article.

Aspheric Standards Topical Conference. This is not going to happen; OSA has elected to go it alone with a topical conference, and does not want OEOSC's help. We should continue to look for ways to add value to the efforts. R. Youngworth will maintain communication with J. Rolland about OSA and their plans for the micro-conference.

Standards progress reports

The following meeting reports were provided by the task force chairmen.

Optical Imperfections. G. Boulton reported that the optical imperfection work is continuing on the development of a new draft for OP1.002. In support of this, we would like to encourage the Military to endorse it as a correct interpretation of both MIL-PRF-13830B and MIL-F-48616/MIL-C-48497. D. Aikens was asked to find out who is the current custodian of MIL-F-48616 and MIL-C-48497A and report back to G. Boulton.

Optical Wavefront Measurement. No meeting since January. Next meeting scheduled for August by teleconference.

Adoption of ISO 10110-1 and -10 as an American National Standard (ANS). D. Aikens presented the proposed contract for the National Adoption of International Standards as proposed by ANSI. W. Royall asked if this agreement includes selling them through the ANSI online store. D. Aikens answered that that is a separate agreement, already in place. W. Royall moved to accept the contract. W. Czajkowski seconded, and the motion carried unanimously.

D. Aikens also announced that both OP1.0110-1 and -10 should be approved for publication this year, but the former needs to be revised to reflect our correct numbering system. D. Aikens was assigned the action item to determine what will be published for OP1.0110-1 and make sure it is correct.

Copyright and the University of Arizona. A. Krisiloff announced that he has followed up with ANSI to look into the U of A copyright infringement case. ANSI will contact U of A, and A. Krisiloff will follow up with them later in the year.

Bylaws and Structures

ANSI/OEOSC TAG to ISO/TC172 Procedures. A. Krisiloff recapped the current situation regarding SC7 in the TAG. He then proceeded to show a mapping of all the various organizations within ISO TC172, ASC OP, ANSI Z80, and so on. He will provide a copy to be posted onto the website.

A. Krisiloff committed to rewriting the procedures for TC172 TAG by October 1st. If for some reason he does not, D.

Aikens will do so in time for vote at the next TAG meeting.

ASC OP Balloting Procedures. D. Aikens led a discussion of the ASC OP balloting procedures. There was general agreement that the revised language better reflected the intent of the procedures, and what we are currently doing. D. Aikens will propose a new set of ASC OP procedures by correspondence.

D. Aikens was asked to release a new version of the front page for OEOSC, and post it to the website OEOSC.org. He will investigate document sharing regarding ANSI copyright rules, and see if either Meetup or GoogleDocs could be made to work.

R. Plympton offered to check into RIT for the possibility of getting the OEOSC website converted to a more modern editor through their classes.

Next Meeting

The next meeting has already been scheduled to be in conjunction with Photonics West in January, 2012.

Adjournment

As there was no further business to come before the Board, W. Royall moved that the meeting be adjourned. R. Plympton seconded the motion, and it carried. The meeting was adjourned at 17:30.