

Draft Minutes v2  
**OEOSC Annual Board Meeting**  
Monday, January 23rd, 14:00 – 17:30 PST  
(Held in conjunction with Photonics West)  
Intercontinental Hotel  
888 Howard St.  
San Francisco, CA 94103  
Twin Peaks Room

**Welcome and Introductions:**

A. Krisiloff opened the meeting at 14:02. In attendance were A Krisiloff (chair), Hal Johnson (chair elect), Marla Dowel (past chair), Walt Czajkowski (director #1 and APOMA), Bill Royall (treasurer), Donna Howland (director #2, by phone), and Dave Aikens (secretary). Rick Plimpton was representing Optimax. Paul Dewa of Corning, Doug Hoover of Reichert, Charles Gaugh of Davidson Optronics and Gordon Boulton of JDSU were observing. Of the eight board members, seven were present. Of the three corporate sponsors, two were present. Quorum was established.

A. Krisiloff opened the meeting with introductions.

**Approval of the Agenda:**

W. Czajkowski moved to adopt the draft agenda v03. H. Johnson seconded the motion, which carried.

**Approval of May 9, 2011 OEOSC Board Meeting Minutes:**

H. Johnson moved to accept the minutes from the previous meetings, and Rick Plympton seconded, and the motion carried.

**Financial Reports**

**Treasurers Report.** W. Royall presented the Treasurer's report. In 2011, we had an income of \$65,158. and expenses of \$59,319, for a net change of assets of \$5,839. The treasurer's report is available on the OEOSC website for those interested in the details.

The coming year, we expect slightly higher expenses and \$10k less in income due to the lower training revenue. But on a two-year basis, the corporation is forecast to continue to have a net gain in assets.

**Financial Audit.** A. Krisiloff reviewed the history of financial audits, and explained that we usually have a board member review the books to confirm that our accounts receivable are in order. The alternative is to hire a CPA and do a full blown financial audit. R. Plympton moved that A. Krisiloff appoint someone in the first half of CY2012 to review the books and report at the next meeting. W. Czajkowski seconded the motion and it carried.

**Pricing for ASCOP and ISO standard in OEOSC's catalog.** D. Aikens presented two possible pricing scenarios for the new standards that we are expecting to publish over 2012 and 2013. The committee felt that lower pricing was better for our community, and the revenue was not a significant part of our plan. W. Royall moved to accept the "Nearest \$25" pricing, but with a maximum price of \$75. W. Czajkowski seconded the motion and it carried.

Action: A. Krisiloff will discuss the method used for invoicing and selecting interest areas with G. Kohlenberg and see if there is a method to improve.

**Legal Updates**

**Executive Director's Contract.** A. Krisiloff reviewed the Executive Director's contract. R. Plympton moved we accept the Executive Director's contract. D. Howland seconded and the motion carried.

**SPIE-OEOSC standards training agreement.** D. Howland moved that the Executive Director should negotiate an extension of the duration and, if necessary, the terms of the SPIE-OEOSC standards training agreement to extend through

2013. W. Royall seconded the motion and it carried.

**Bonding of Individuals Who Handle Money.** W. Royall will investigate whether we have bonding insurance, and if not, make sure we get some.

**Corporate Status.** D. Aikens reported that S. Martinek has agreed to assume responsibility for being the principle contact in Arizona. The paperwork for changing our principle contact and address has been filed with the state, which allowed us to file our 2010 and 2011 annual reports. We are now once again in good standing.

**ANSI Audit Overview.** D. Aikens reported that there will be an audit in 2012, in October. We will probably have a fairly difficult time of it due to the transition, but we will just have to take our lumps.

**OEOSC Bylaws** A. Krisiloff reported that there are issue with the OEOSC bylaws that will need to be addressed in the coming months, but we are not prepared to discuss them at this time.

Break 15:15 to 15:30.

### **ASC/OP Accredited (American) Standards Committee on Optics.**

**Review of Standards Activities.** H. Johnson summarized the activities of ASC/OP in 2011 and the plans for activities in 2012.

**Review of membership of ASC/OP.** The membership of the ASC/OP was reviewed and found to be in acceptable balance. W. Czajkowski moved to accept the membership list as shown (need to fix this), and W. Royall seconded the motion, which carried.

**ASCOP Secretary.** D. Aikens continues to serve as secretary of ASCOP, but has been using D. Takaki to help out with the preparation of standards and other administrative work. D. Howland moved that D. Aikens continue to serve as secretary, but that D. Takaki be paid for her time at the same rate as M. Stolberg, up to \$2000 in 2012. H. Johnson seconded, and the motion carried with six in favor, and one abstention (D. Aikens).

**ASCOP Leader.** M. Dowell moved that H. Johnson be nominated as Chairman of ASCOP, and that W. Czajkowski be nominated as Vice Chair. R. Plympton seconded and the motion carried.

**ASCOP Bylaws.** ASC/OP has chosen to letter ballot a change to their operating procedures to bring it up to date with what we have been doing, and into alignment with the new model procedures.

Action: D. Aikens will determine if OEOSC needs to ratify those changes, and if so, circulate a letter ballot for OEOSC as appropriate.

### **TAG to ISO TC172: ISO Technical Committee.**

**Review of Standards Activities.** H. Johnson summarized the activities of ASC/OP in 2011 and the plans for activities in 2012.

**Review of membership of ASC/OP and TAG.** The membership of the TAG was reviewed overall and by SC. SC1 and SC3 were found to be acceptable, but SC4, SC5, SC7 and SC9 were found to be less than desirable. R. Plympton moved that the TAG be directed to rebalance these sub-committees through outreach.

**TAG Secretary:** Michele Stolberg continues to be doing a great job as TAG secretary, and should continue doing so.

**TAG Leader:** Lee Shuett has retired as TAG leader, and a replacement needs to be nominated by OEOSC and approved by the TAG. M. Dowell moved that A. Krisiloff be nominated as TAG leader. W. Royall seconded the motion and it carried.

At 15:58, H. Johnson, W. Czajkowski, P. Dewa, K. Richardson and C. Gaugh left the meeting due to pressing

engagements.

**SC7 situation.** A. Krisiloff reviewed the situation with SC7 and the events of the past year, and the fact that there may be issues within SC7's operation under C. Campbell. There was a specific issue associated with a standard which Bausch and Lomb sought to campaign against, and they were not successful at getting the SC7 TAG to help them with their efforts. C. Campbell is simultaneously lobbying to move the SC7 TAG to a different secretary, such as ANSI Z80.

**TAG Bylaws.** We need to revise the TAG Operating Procedures to be more consistent with how we operate, and to create term limits for individual TAG SC leaders. M. Dowell moved that A. Krisiloff revise TAG operating procedures to fix inconsistencies, bring them into alignment with current operating methods, and create term limits for leaders within the TAG. W. Royall seconded, and the motion carried.

## **General OEOSC Business**

**Press release list and process.** A. Krisiloff to compile a list for next meeting.

**Webinars with Optimax.** R. Plympton explained to the group that, every month, someone from Rochester will be giving a webinar on an optics technical topic. OEOSC is invited to participate, possibly with a webinar on Scratch and Dig, or Wavefront, or the status of standards. Concurrent with the webinar, we will publish an article on standards and standard activities. The Executive Director and the Chairman will work with R. Plympton to plan how to capitalize on this excellent opportunity.

**New Business.** R. Plympton asked if we have investigated whether there are any grants available from NIST or NASA or somewhere. R. Plympton also suggested that we could find more training opportunities, especially conventions that are off-year to OptiFab. Another possibility is to work with companies to help them get grant funding.

## **Election of the Board of Director**

**2012 Elections.** A. Krisiloff said that we constituted a nominating committee, but failed to meet. A. Krisiloff will convene a meeting of the nominating committee, and produce a slate of candidates.

**2013 Elections, Formation of the nominating committee.** R. Plympton moved that W. Czajkowski, A. Krisiloff and W. Royall will form a nominating committee to prepare a slate of candidates for the 2013 election. W. Royall seconded the motion, and it carried.

## **Next Meeting**

W. Royall moved that the next meeting be scheduled to be in conjunction with Photonics West in 2013. R. Plympton seconded and the motion carried.

## **Adjournment**

As there was no further business to come before the Board, R. Plympton moved that the meeting be adjourned. W. Royall seconded the motion, and it carried. The meeting was adjourned at 17:12.