

Draft Minutes  
**OEOSC Annual Board Meeting**  
Monday, February 4<sup>th</sup>, 13:00 – 16:00 PST  
(Held in conjunction with Photonics West)  
Intercontinental Hotel  
888 Howard St.  
San Francisco, CA 94103  
Nob Hill Room

**Welcome and Introductions:**

A. Krisiloff opened the meeting at 13:02. In attendance were A Krisiloff (chair), Hal Johnson (chair elect), Marla Dowel (past chair and NIST), Walt Czajkowski (director #1 and APOMA), Bill Royall (treasurer), Donna Howland (director #2), and Dave Aikens (secretary). Rick Plimpton was representing Optimax. Joe Tipps, Jeff Endres, Amber Robinson, Ray Williamson and Gordon Boulton were observing. Of the eight board members, seven were present. Of the three corporate sponsors, all three were present. Quorum was established.

A. Krisiloff opened the meeting with introductions.

**Approval of the Agenda:**

H. Johnson moved to adopt the draft agenda as modified to add “Tuesday Hearing” after the Special Reports section. D. Howland seconded the motion, which carried.

**Approval of April 23, 2012 Special OEOSC Board Meeting Minutes:**

W. Royall moved to accept the minutes from the previous meeting, and M. Dowell seconded; the motion carried.

**Special Reports**

**Financial Review.** W. Royall presented the Treasurer’s report. The treasurer’s report will be available on the OEOSC website for those interested in the details. Our net was -\$563 versus a budget of -\$1425, for a favorable result of \$862. A. Krisiloff thanked the treasurer for his report.

Action: D. Aikens to add treasurer’s report to meeting documents website.

W. Royall also presented the 2013/2014 budget. This coming year, we expect slightly higher expenses associated with the ISO meetings in Gaithersburg, offset by higher income due to the training revenue for OptiFab. On a two-year basis, the corporation is forecast to continue to have a net gain in assets. D. Howland moved we accept the budget, and W. Czajkowski seconded; the motion carried.

**SC7 situation.** A. Krisiloff reviewed the history associated with SC7. More on this is contained in the minutes to the April 23 meeting, and in the discussion on Tuesday’s hearing, below.

**Tuesday Hearing**

A. Krisiloff explained that after his protest and OEOSC’s response, C. Campbell requested an appeal hearing, which was granted and scheduled for Tuesday, February 5<sup>th</sup>. We have hired a parliamentarian to chair the hearing, and will limit the event to a total of three hours. G. Boulton has offered to serve as time-keeper. D. Aikens, acting as Executive Director of OEOSC, proposed S. Martinek (4D), R. Plympton (Optimax), and K. Wood (retired) for the appeals panel. C. Campbell said that he thought K. Wood would be biased against him, so D. Aikens offered to replace Mr. Wood with Dr. R. Youngworth (Riyo, LLC), which Mr. Campbell accepted. A. Krisiloff volunteered to represent OEOSC at the hearing. D. Aikens requested that the board record their consent with the arrangements with the following resolution:

*RESOLUTION 1: Whereas Charles Campbell has requested a hearing regarding his complaint that OEOSC does not have the authority to remove him as a Department SC7 leader and*

*Whereas we are required to hold such a hearing with three appeals commissioners;*

*It is resolved that Rick Plympton, Steve Martinek and Dr. Rich Youngworth will be appointed as the appeals panel commissioners, and*

*Liz Guthridge will be appointed as parliamentarian/presider over the hearing, and*

*Allen Krisiloff will serve as representative of OEOSC.*

M. Dowell moved we accept the resolution as written above. D. Howland seconded the motion, and the motion carried with six in favor and one abstention (R. Plympton).

## **Legal Updates**

**Executive Director's Contract.** D. Aikens presented the 2013 Executive Director's contract, which is exactly the same as the previous year. H. Johnson moved we accept the Executive Director's contract. W. Czajkowski seconded and the motion carried with five in favor and two abstentions.

**Corporate Status.** D. Aikens reported that our annual report was filed and we remain an Arizona corporation in good standing.

Action: D. Aikens to investigate if there are any state law requirements regarding re-filing our bylaws if we should change them.

**ANSI Audit and Response.** D. Aikens reported that he had completed the audit with ANSI's auditors. He reviewed the audit report and his responses to the eight findings of the auditors. He also presented a new version of the ASC OP operating procedures, modified in order to address the required items. All three documents are on the website for those interested in the details. He proposed the following resolution:

*RESOLUTION 2: The new version of the operating procedures as circulated at the meeting or as modified as required by ANSI, are approved. Subject to the approval of ASC OP.*

W. Czajkowski moved that we accept the resolution. H. Johnson seconded the motion, and it carried.

## **General OEOSC Business.**

**Membership Review.** D. Aikens reviewed the current membership and the payment history. One new trade association, The Vision Council (TVC), has requested to join OEOSC. R. Plympton moved we accept TVC as a member. M. Dowell seconded the motion, and the motion carried. Dave Aikens then reviewed the rules regarding having a logo on the website, and noted that Dana has updated all the OEOSC pages we could find with the correct logos, some of which had been incorrect for half a decade or more. The Vision Council will need to be added, so all the footers need to be revised again. R. Plympton asked if the Optimax logo could be updated to their new logo, and provided a copy. M. Dowell suggested that IEEE should be on the footer, since they are a paying trade association member. Dave asked if OPIA should be added, since Clark Mulligan was expected to go ahead and pay his back dues, and everyone agreed that that was appropriate.

**Nominating Committee.** A. Krisiloff presented the findings of the nominating committee. Joe Tipps was nominated as Chair-elect, W. Royall was nominated to continue as Treasurer, and Walt Czajkowski was nominated to continue as Director #2. Jeff Endres of the Vision Council was nominated as Director #3. There were no other nominations received, and there were none from the floor. As the slate had only one candidate each, the chairman cast one vote in favor of the slate, electing them by acclamation. The new and returning members were welcomed to the board effective at the end of the meeting.

**TAG and ASC OP Officers.** M. Dowell moved that OEOSC ratify the election of A. Krisiloff as leader of the TAG.

W. Royall seconded, and the motion carried unanimously. The current ASC OP officers are Hal Johnson (chair), Walt Czajkowski (vice-chair) and Dave Aikens (secretary). M. Dowell moved that we accept the current ASC OP officers for another year. D. Howland seconded the motion, and it carried with three abstentions.

**Approval of revisions to accredited classes.** D. Aikens noted that all four of his OEOSC-accredited classes had been revised at least once, and needed to be re-approved. M. Dowell noted that most people had not had time to read them, and so likely were not in a position to approve them. She requested that the reapproval of the classes be done by letter ballot.

Action: D. Aikens to circulate a letter ballot to reaffirm accreditation of the classes.

D. Aikens also mentioned that Barb Koehingsberg had approached him regarding possibly accrediting her cleaning classes. Since we do not know her, it was suggested that we buy her book on cleaning and circulate it, and/or solicit her to join OEOSC. While we are at it, we should see if Parks and Kimmell would like to revise their book on ISO 10110.

Action: D. Aikens to buy a copy of Barb's book and circulate it.

Action: D. Aikens to ask R. Parks and R. Kimmell if they would like to revise their book on ISO 10110.

**Press Release and Article on OEOSC.** R. Plympton reported that the article D. Aikens wrote for Laser Focus World was published and was successful. He asked if we had any other opportunities to push the organization, especially to publicize the classes which are good for the organization. M. Dowell said that she could help with creating copy for magazines and articles, potentially.

## **Standards Development Progress Reports**

Since all of the attendees had also attended ASC OP, the standards development reports by task force were skipped. The reader is directed to the ASC OP Business Meeting minutes for a brief summary by task force.

## **Bylaws and Structures**

**TAG TC172 Operating Procedures.** A. Krisiloff said that no progress had been made due to the situation involving Charlie Campbell, but that work could begin in earnest now.

**ASC OP Procedures.** D. Aikens said that the procedure revisions were complete and awaiting ANSI and ASC OP approval, so he would not be making any changes in the near future, but that some problems remained associated with balloting.

**OEOSC Bylaws.** A. Krisiloff said that he had not completed the changes to the OEOSC Bylaws. D. Aikens offered that, since he was done with the ASC OP procedures, he could take on the bylaw changes. A. Krisiloff agreed to hand it off, so he could focus on the TAG procedures.

## **Other Business**

**Vision Expo.** J. Endres announced that the next Vision Expo was on March 15-17 at the Jarvis Center in New York. The show is hosted by the vision council, and the vision council invites all members of the board to come to the expo to experience how the Ophthalmic community differs from the rest of the optics community. A. Krisiloff said he planned to attend.

## **Next Meeting**

H. Johnson moved that the next meeting be held in one year, in San Francisco in conjunction with Photonics West 2014. R. Plympton seconded and the motion carried.

## **Adjournment**

As there was no further business to come before the Board, M. Dowell moved we adjourn. W. Royall seconded, and the motion carried.