

Draft Minutes v2
OEOSC Annual Board Meeting
Friday, July 11th, 2014, 14:00-15:30 EDT
(Held by teleconference)

Welcome and Introductions:

H. Johnson opened the meeting at 14:08. In attendance were H. Johnson (chair), Allen Krisiloff (past chair), Bill Royall (treasurer), Donna Howland (director #1), and Dave Aikens (secretary). Of the seven sitting board members, five were present. Quorum was established.

Approval of the Agenda:

A. Krisiloff moved to adopt the draft agenda. D. Howland seconded the motion, which carried.

Approval of previous Board Meeting Minutes:

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

Special Reports

Relieve Executive Director of some duties. D. Aikens provided a summary of the current situation for the Executive Director. Currently we are able to keep up with the day-to-day stuff, but the bigger tasks, like publishing the 12 new standards for ASC OP or revising the website, are still unstarted. D. Aikens said he sought some help and found a potential part-time worker, but that person has taken a full-time job and is gone. He is continuing to look for help. A. Krisiloff proposed that he could potentially take on the website maintenance part of the job, basically by hiring someone to do it, but would need to know how much money could be budgeted for that. D. Aikens reminded everyone that he had proposed breaking down the job description into three or four paid positions, and divide things up to get the work done that way, but the board didn't seem interested in this approach. The board at Photonics West preferred to follow Jeff Endres' proposed strategy of hiring a part-time worker to help out with the heavy lifting, and continue to have Dave Aikens serve as Executive director and ASC OP secretary, doing the more visionary and functional work, while the hourly person did the administrative work. A. Krisiloff again proposed just splitting the work into two parts, and dividing up the salary accordingly. Since our current strategy is unsustainable, we need to try something. A. Krisiloff will send everyone his "decomposition" of the Executive Director job from 2011, and D. Aikens will annotate it with an expected range of hours per year for each function. We will continue these discussions off-line, and try to reach a decision at Photonics West.

Financial Review. W. Royall presented the current financial status. We have spent the first half of 2014 revamping the Invoices, converting the database to Microsoft, and getting all the invoices sent out. We've gotten \$31k of our total expected dues of \$57k. In addition we have gotten some more royalty and training income. Our current checking account is at \$35k, Savings is at \$10k, and our money market account is at \$22k. We still have a couple more invoices to send out. Basically, we are financially stable, if not remarkably liquid, with about as much cash as we had in December 2013.

Replacement of Joe Tipps. Hal Johnson has appointed D. Howland to finish out Joe Tipps' term as Chair elect, and appointed Jessica Nelson to finish out the term of D. Howland as Director 1.

ISO trip support. The original 2014 budget for trip support was \$5000. So far we have four requests for support, for the SC1 meetings in Berlin; Krisiloff, Aikens, Williamson, Youngworth. We decided that, should more people request support for SC1 or SC3, we will just need to divide the pot further as a result.

Next Meeting

A. Krisiloff moved that the next meeting be held in one-half year, in San Francisco in conjunction with Photonics West 2015. W. Royall seconded and the motion carried.

Adjournment

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