

Approved
OEOSC Board Meeting

May 2, 2005, 10:15 a.m. – 1:00 p.m.
Rochester Riverside Convention Center, Aqueduct B
East Main Street, Rochester, NY 14604

Attendees (9)

Voting OEOSC Members

David Aikens (by phone)
Walter Czajkowski
Marla Dowell (by phone)
Hal Johnson
Gene Kohlenberg
Joseph Oberheuser
William Royall
Lee Shuett (by phone)

Observers

Gordon Boulton

Representing

Chairperson (Zygo Corporation)
Director, APOMA
IEEE/LEOS (NIST)
Past Chairperson, Director (Harold Johnson Optical Lab)
Secretary (OEOSC)
OSA (ITT Defense A/C Division)
Treasurer (Eastman Kodak Company)
Director (Nikon Inc.)

JDS Uniphase Corporation

Welcome and Introductions:

D. Aikens opened the meeting at 10:22 a.m.

Approval of the Agenda:

L. Shuett moved that the draft agenda stored on the OEOSC website be approved with the corrected time. M. Dowell seconded the motion, which carried.

Approval of January 24, 2005 OEOSC Board Annual Meeting Minutes:

D. Aikens asked if there were any additions or corrections to the minutes. W. Royall moved that the draft minutes be accepted. M. Dowell seconded the motion, which carried.

Reports

G. Kohlenberg forgot to send out a copy of the budget, so W. Royall described the budget in more detail.

EXPENSES	Actual	BUDGET MONTH					24% of year completed
Account	ACCT #	JAN	FEB	MAR	Grand Total	Budget	
Exec. Director	101	\$1,400.00	\$1,400.00	\$1,400.00	\$4,200.00	\$16,800.00	25%
Admin. Asst.	102	\$412.50	\$650.00	\$475.00	\$1,537.50	\$4,900.00	31%
Admin. Exp.	200	\$8.37	\$3.41	\$20.62	\$32.40	\$100.00	32%
Travel	300	\$1,307.01	\$0.00	\$0.00	\$1,307.01	\$5,900.00	22%
ISO Trip Support	301	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0%
ANSI/TAG Dues	400	\$17,750.00	\$0.00	\$0.00	\$17,750.00	\$17,750.00	100%
Board Expenses	500	\$60.00	\$0.00	\$195.00	\$255.00	\$450.00	57%
Refresh/Room Charges	501	\$293.90	\$0.00	\$0.00	\$293.90	\$50.00	588%
Credit Card Fees	502	\$29.03	\$23.98	\$0.00	\$53.01	\$300.00	18%

Beginning Savings Bal	\$32,721.54 (+)
Beginning Check Bal	\$11,533.47 (+)
2004 checks cleared in 2005	\$1,750.00 (-)
2005 fees received in 2004	\$1,575.00 (-)
1/1/2005 RESIDUAL	\$40,930.01

2004 Fees Received in 2005	\$0.00 (+)	
2005 Fees Received in 2004	\$1,575.00 (+)	
2005 Fees Received in 2005	\$22,189.00 (+)	
Other Receipts	\$0.00 (+)	
Savings Interest	\$70.24 (+)	
EXPENSES	\$25,428.82 (-)	
03/31/2005 RESIDUAL	\$39,335.43	
Checks and fees not cleared by 03/31/05	\$1,897.15 (+)	
Deposits not recorded by 03/31/05	(-)	
2006 Fees Collected in 2005	\$0.00 (+)	
Transfers from/to Savings	\$3,349.00 (+)	
Savings Interest	\$70.24 (-)	
Beginning Savings Bal	\$32,721.54 (-)	
		DATE
CHECKBOOK BAL	\$11,789.80	3/31/2005
SAVINGS ACCOUNT BAL	\$29,442.78	

D. Aikens asked if OEOSC has received and money from the course given in January. The secretary said not. He had received a note from Kathleen Robinson from SPIE that she needed him to sign some documents. He said that he would try to see her if she is attending Optifab in Rochester.

H. Johnson moved moved that the budget report be accepted; J. Oberheuser seconded the motion, which carried unanimously.

Other Business:

Reaffirmation of ASC OP Procedures: G. Kohlenberg reported that ASC OP is asking the Board to reaffirm the updated procedures. ANSI had requested that the modifications be made, namely, remove any reference to the old model procedures, to include a statement granting committee members who missed a meeting where issues concerning a draft standard were voted upon the right to vote, to remove reference to the executive Board, and to include OP's policies in the document. W. Royall moved that the procedures be reaffirmed; L. Shuett seconded the motion. The motion carried unanimously. The secretary will now submit the document to ANSI.

Invitation to ISO/TC 172/SC 1 to meet in the US in 2006: G. Kohlenberg reviewed the issue by saying that he had been asked at the St. Petersburg meeting in 2004 if the US could host a future meeting. He replied that he would have to get authorization from the OEOSC Board. The Board discussed the options during the March 8, 2005 conference call meeting. The Board agreed to host the meeting during the March meeting. M. Dowell has secured meeting rooms at NIST so there will be no charge. The person who handles meetings in Bolder has just returned to work, and Marla will get a cost estimate for the dinner and transportation. We are assuming that there may be as many as 75 attending the meetings and 100 attending the evening dinner. We would need to take \$6,000 -\$10,000 out of budget to cover this. M. Dowell asked if SPIE could be approached to help sponsor the event. The secretary said that he would go to J. Oberheuser and L. Endelman to ask if they would approach OSA and SPIE with such a request. D. Aikens asked the Director to solicit \$2,000 each from SPIE, OSA, and IEEE. SC 5 would prefer a June meeting. Breck Hitz had suggested June also. SC 1 has met in April, May and June. M. Dowell suggested that June would be preferred because it snowed in Colorado in April. W. Royall moved that OEOSC notify ANSI that it would be willing to host a meeting in 2006 for ISO/TC 172/SC 1, 5, 9. OEOSC would budget \$6,000 to \$10,000 for the event. J. Oberheuser seconded the motion, which carried unanimously.

Short Course Considerations: W. Royall had concern about uniformity in presentation of course. The course becomes the official opinion of OEOSC. We need to firm up details about the course. G. Boultee concerned that all instructors give consistent interpretation. Since it is becoming part of our business model, we need to scrutinize the course carefully. We need an instructor's course. G. Boultee suggested that W. Royall e-mail his notes concerning this issue to the group to be used as a basis for determining how the course will be conducted.

The course will next be presented at 1:30 on August 1st in San Diego, CA. The group agreed hold a conference call to review material on June 10th at 10:00 a.m. EDT. **Each person shall submit his or her comments to D. Aikens and G. Kohlenberg by the end of May with copies to the entire ASC OP committee.**

Business Models:

D. Aikens prepared a spreadsheet to estimate how OEOSC to generate revenue. He laid out a simplified estimate of revenue from the various memberships and participation fees. He noted that nominal changes to the makeup of participation has little effect on revenue. There has to be another source of revenue to protect OEOSC from eventual bankruptcy. One potential lucrative source of revenue could be presentation of in-house standards courses such as the scratch and dig class.

Another possible revenue producer could be a Webinar course. Participants would join a conference call and view presentation material on an associated website. The instructor would be live. If this style of presentation becomes popular, then perhaps we could hire a retiree to manage the Webinar course. This could be a substantial revenue generator. We would

need volunteers to teach the course on site.

G. Kohlenberg said that SPIE does offer CD-ROM courses, and we could work through them to develop such a course.

All of this assumes that we have only the scratch and dig material to present. However, we could consider developing a course covering the optical glass standard, and perhaps ISO 10110 training. Two courses taught in the same day would be less costly because trip expenses would be spread over two classes.

Creating and teaching such classes could supplant participation fees.

D. Aikens asked if anyone had other ideas. G. Boulton said that he would like to present the course in his organization. He would not need the demonstration box. His company would pay a flat fee for the right to present the class. D. Aikens said that OEOSC members could license the right to present the course once for, say, \$920.

L. Shuett said that there is another model in industry whereby you train the trainer for one particular fee. The certified trainer would then buy the materials from OEOSC to present the course. OEOSC would then charge a much lower fee to the persons who sit through the course taught by the certified trainer. For example, the trainer could be charged \$500 to be certified, and then the class participants would be charged \$50 for the class. OEOSC would sell the shrink-wrapped class materials.

W. Royall noted that if OEOSC participants were charged a significantly lower fee for the course, organizations might be encouraged to join OEOSC.

D. Aikens said another opportunity would be to offer trainer certification on scratch and dig inspection. The certified inspectors would have the right to train others in their respective organizations. L. Shuett agreed to look at similar certification programs to see what would be involved in developing such a program.

G. Boulton asked if he was correct in assuming that OEOSC would not receive any revenue from the attendees of the training classes. L. Shuett said that the certified trainer would buy all of the course materials from OEOSC, so that OEOSC would continue to get revenue.

G. Kohlenberg told D. Aikens that OEOSC would need a memorandum of understanding that OEOSC would have the copyright of the scratch and dig material. D. Aikens will determine what his intellectual property rights are for technical development that he does on his own time.

G. Boulton said that he wanted this issue resolved quickly so that he could present the course in his company soon. Part of the rationale for his participation in this meeting is that he would be able to arrange to teach the scratch and dig course in house.

L. Shuett moved that OEOSC members pay \$920 for a license to give the scratch and dig course once in house; the member would reproduce the materials as part of the license. H. Johnson seconded the motion. W. Czajkowski said that APOMA may be interested in supporting this type of training program. The motion carried.

Action items: Dave will update his business model, and to send out the latest revision of the class material. L. Shuett will examine the laser safety training methods. Volunteers are sought for looking at Webinar and CD-ROM courses.

Scratch and dig calculator:

D. Aikens described a scratch and dig spreadsheet calculator that Northrop Grumman has developed. It is convenient and elegant. J. Hamilton has suggested that it may be a product that OEOSC could sell.

M. Dowell suggested that a \$10 - \$15 charge would probably be attractive, however it should be more sophisticated than a spread sheet so that equations could not be accidentally changed. D. Aikens asked G. Kohlenberg to seek permission from J. Hamilton to send the calculator to Board and ASC OP for evaluation.

L. Shuett asked the secretary how we could sell a \$10 item if we no longer are accepting credit cards. The secretary said that we were still accepting American Express, and he could look into adopting PayPal as a payment method using VISA, MasterCard and Discover. **He determine if our web provider would allow us to sell through our website.** The web service is provided only to non profit organizations.

Next Meeting:

Dowell moved that the Board meet in San Diego, CA at 10:15 p.m. on August 1st. W. Czajkowski seconded the motion. The motion carried. The Chairperson suggested that we not meet in Tucson. G. Kohlenberg was asked to contact A. Tourlotte and thank him for arranging meeting accommodations in Tucson, but the Board has decided to only meet three times in 2005.

Adjournment

As there was no further business to come before the Board, L. Shuett moved that the meeting be adjourned. M. Dowell seconded the motion. The meeting was adjourned at 12:17 p.m.