

Approved
OEOSC Meeting Minutes

Monday, August 2, 2004 10:15 a.m. – 1:00 p.m.

Marriott Hotel City Center, Matchless Room
1701 California Street Denver, CO 80202

Attendees (8)

Voting OEOSC Members

David Aikens
Marla Dowell
Lincoln Endelman
Gene Kohlenberg
Joseph Oberheuser
William Royall
June Thompson

Representing

Zygo Corporation
IEEE/LEOS (NIST)
SPIE (Consultant)
Secretary (OEOSC)
OSA (ITT, Defense A/C Division)
Treasurer (Eastman Kodak Company)
SPIE

Observers

Gordon Boulton

JDS Uniphase Corporation

Welcome and Introductions:

D. Aikens opened the meeting at 10:30 a.m. He thanked SPIE for providing the room for the meeting. He asked each person to introduce him or her self.

Approval of the Agenda:

G. Boulton asked that discussion of when to hold the next several meetings be held before noon because he had to leave by then. W. Royall moved that the draft agenda distributed by e-mail be approved. J. Oberheuser seconded the motion, which carried.

Approval of January 26, 2004 OEOSC Board Meeting Minutes:

W. Royall moved that the draft minutes be accepted. M. Dowell seconded the motion, which carried.

Reports:

Financial Budget: W. Royall distributed copies of the OEOSC budget covering the first six months of 2004. Accounts are summarized here.

Account		Grand Total	Budget	
Exec. Director	101	\$8,400.00	\$16,800.00	50%
Admin. Asst.	102	\$2,437.50	\$3,400.00	72%
COM Labor Expenses	103	\$0.00	\$7,000.00	0%
Admin. Exp.	200	\$37.91	\$100.00	38%
COM Material Expenses	201	\$0.00	\$800.00	0%
Travel	300	\$4,017.84	\$5,300.00	76%
ISO Trip Support	301	\$0.00	\$5,000.00	0%
ANSI/TAG Dues	400	\$16,250.00	\$16,250.00	100%
Board Expenses	500	\$246.24	\$500.00	49%
Refresh/Room Charges	501	\$0.00	\$250.00	0%
Credit Card Fees	502	<u>\$232.80</u>	<u>\$700.00</u>	33%
Grand Total		\$31,622.29	\$56,100.00	56%

The budget balance for the first six months is as follows:

1/1/2004 RESIDUAL	\$39,826.36
2003 FEES RECEIVED IN 2004	\$100.00
2004 FEES RECEIVED IN 2003	\$4,750.00
2004 FEES RECEIVED IN 2004	\$22,526.00
OTHER RECEIPTS	\$168.00

SAVINGS INTEREST	\$21.76
EXPENSES	<u>\$31,622.29</u>
06/30/2004 RESIDUAL	\$35,769.83

It is assumed that COM will not collect labor and material costs for 2004. There will be no charge under the ISO Trip Support account. Credit Card Fees will be much lower than budgeted because OEOSC is no longer accepting credit card charges from VISA or MasterCard. This change is a result of an unreasonable monthly charge that has been instituted by VISA and MasterCard. OEOSC does still accept American Express charges in addition to checks. NIST has now paid its corporate sponsor membership for 2004, and it is assumed that they will continue to participate in 2005.

A savings account has been established to store funds that are not currently needed to pay bills. A line showing the interest earned has been added to the budget page.

J. Oberheuser moved that the report be accepted; L. Endelman seconded the motion, which carried unanimously.

ASC OP Report:

Selection of a New Chairperson: D. Aikens described the action items for OP.

The nominating committee is still considering three candidates for the position: Gordon Boulton, John Hamilton and William Royall. G. Kohlenberg was asked to distribute a description of the duties of the ASC OP Chairperson to the three candidates so that they may share the description with their respective managers.

Consideration of former PIMA Optical Standards: D. Aikens, the acting chairperson for ASC OP, listed the series of IT standards that were transferred to OP. These documents need to be considered for redesignation and reaffirmation, modification, or be withdrawn. At the urging of Eastman Kodak and Olympus America, OP decided to redesignate and reaffirm the following standards, which have no ISO equivalents:

- ANSI/PIMA IT3.111-1988, *Focal Length & Focal Distance*,
- ANSI/PIMA IT3.602-1997, *Focal Length & Focusing Scale*,
- ANSI/PIMA IT3.604-1999, *Distribution of Illuminance*.
- ANSI/PIMA IT3.619-1998, *Rangefinders*,
- ANSI/PIMA IT3.620-1999, *Camera Viewfinders*.

The committee also decided to keep the following ANSI standards that do have ISO equivalents:

- ANSI/PIMA IT3.606-1998, *Photographic Lenses – Aperture Calibration Method* because the ISO version has tighter tolerances,
- ANSI/PIMA IT3.615-1998, *Lenses and Lens Systems – Measurement Method for Veiling Glare* because the ANSI version provides the option to use a black slit target in addition to a spot target.

The committee decided to withdraw the following two standards

- ANSI/PIMA IT3.616-1999, *Antireflection Coatings for Photographic Lenses – Performance Specifications and Methods for Testing* because the ISO version covers all types of substrates,
- ANSI/PIMA IT3.613-1998, *Image Distortion – Methods and Measurements* because the ISO version is satisfactory.

ASME Y14.18: This standard covers optical drawings under the umbrella of the ASME general American drawing standard. It has not been reaffirmed or modified for many years. ASME has asked whether the standard should be continued. Harvey Pollicove was the chairperson of the Y14.18 committee in addition to being chairperson of ASC OP. It was his opinion that ASC OP should assume the responsibility for Y14.18. This subject will be added to the agenda of the next ASC OP meeting in San Jose.

Wavefront Standards: Wavefront analysis identifies the primary properties of optical elements. D. Aikens has asked that a new Task Force be formed to look into the development of a practical optical wavefront standard. The secretary is contacting the suggested group of experts who will be invited to participate on this Task Force.

Military acceptance of ANSI/OEOSC OP3.001-2001 as a military specification: D. Aikens reported that the military has accepted the *Optical Glass* standard as the preferred specification for military contracts.

W. Royall moved that the report be accepted; J. Oberheuser seconded the motion, which carried unanimously.

Nominating Committee for 2005: M. Dowell reported that there was no activity as yet. L. Shuett is the chairperson of the committee. The OEOSC Chair voiced concern that potential candidates for the vacating positions actually are able to attend meetings and contribute to the decision process. The secretary needs the slate of candidates by October 26, 2004 so that it can be distributed to the voting members.

Membership Status: G. Kohlenberg presented a list of those participants who have not paid their fees. He noted a problem with the purchasing system at the FDA. He stated that he would continue to try to resolve the problem so that OEOSC can receive the participation fees from three FDA representatives.

Ray Williamson, a consultant, has not paid his fees for 2002, 2003 and 2004. Michael Hale from VisuLux LLC has not paid fees for 2003 and 2004. The Board reviewed the bylaw procedures for those who have not paid their fees.

ARTICLE IV — Dues

Section 1. Membership dues shall be at rates established by majority vote of the Board of Directors. For the purpose of dues, the fiscal year shall begin on January 1.

Section 2. The Board of Directors may expel members for failure to pay dues within sixty (60) days of the beginning of the fiscal year.

W. Royall moved that the secretary be instructed to inform R. Williams and M. Hale that if their fees are not brought up to date within thirty days, their names will be removed from the distribution lists. J. Oberheuser seconded the motion. The motion carried unanimously.

Training for Use of Imperfection Standard: L. Endelman reported that a meeting with Kathleen Robinson from SPIE would follow the Board meeting. The purpose of informational meeting is to determine if OEOSC could hold a training course at Photonics West. OEOSC will determine the potential, benefits. The instructor would have to have the time to prepare the syllabus and handouts. Handout material would be the viewgraphs presented. The instructor would start by presenting the status of affairs with optical standards including ISO 10110, etc., before talking about OP1.002. A demonstration of imperfection testing could also be presented.

Minutes of the training meeting are attached to these minutes.

New Business:

Approval of 2005 – 2006 OEOSC Budget: W. Royall presented the 2005 and 2006 draft budgets. A copy of the draft is attached to these minutes. It is summarized below.

OEOSC PROJECTED 2004 BUDGET

Cash Reserve on 1/1/04	\$46,276
Projected 2004 Receipts	\$41,328
Projected 2004 Expenses	\$43,650
Cash Reserve on 1/1/05	\$43,954

OEOSC 2005 Draft Budget

Cash Reserve on 1/1/05	\$43,954
Projected 2005 Receipts	\$42,400
Projected 2005 Expenses	\$50,850
Cash Reserve on 1/1/06	\$35,504

OEOSC 2006 Draft Budget

Cash Reserve on 1/1/06	\$35,504
Projected 2006 Receipts	\$44,620
Projected 2006 Expenses	\$56,900
Cash Reserve on 1/1/07	\$23,224

The 2006 budget includes funds to cover the five-year ANSI audit of the administration of ASC OP. OEOSC will also need to host the ISO/TC 172/SC 1 international meeting. Receipts in 2006 increase because OLA is asked to cover the SC 7 portion of the ANSI audit. Projected receipts for 2004 – 2006 do not include any contributions from NIST because the status of NIST's future participation is not known at this time.

If the projected income and expenses are accurate, then OEOSC will have run out of resources within four years. The Chairperson stated that OEOSC must explore other business models than the one it is now following. The subject of business models was added to Other Business.

M. Dowell moved that the 2005 – 2006 draft budget be approved; J. Oberheuser seconded the motion, which carried unanimously.

Other Business

Administrative Assistant: G. Kohlenberg reported that at the last Board meeting in San Jose, a decision concerning continuing the Administrative Assistant position would be delayed until this August meeting. He noted that the Center for Optics Manufacturing at the University of Rochester would be hiring a new Director in the near future. The current Acting Director has agreed to continue supporting OEOSC at the level it has in the past. We do not know what the new Director will decide. In addition, the COM Director's secretary can resign by giving two weeks notice. This could put our ISO document management activities in jeopardy if she were to assume more of those responsibilities. Therefore, he recommended that OEOSC continue the position of Administrative Assistant. The Chairperson agreed with this recommendation.

Business Models: The U.S. Department of Commerce contends that standards development organizations should not charge for the distribution of standards. ANSI says standards administrating organizations should fund standards development with revenue derived from holding conferences and publishing technical journals. OSA and SPIE are the publishers and conference organizers for the optics industry. OEOSC's current business model shows that it will have insufficient resources to continue operation within the next four years. M. Dowell suggested that development of short courses covering optical standards could be one source of funding.

Potential Models:

1. D. Aikens said that in order for the existing business model to succeed, OEOSC would require increased funding from organizations such as SPIE and OSA. ANSI would need to lower the dues charged to OEOSC.
2. A second model would require that SPIE and OSA shoulder a larger responsibility for standards development. Perhaps OEOSC could be disbanded, and one of the professional societies could assume the secretariat responsibilities for ANSI/OEOSC TAG to ISO TC/172 and ASC OP.
3. A third model would involve aggressively developing and presenting optical standards training classes.
4. A fourth model would call for OEOSC to sell a product such as certified imperfection reference artifacts.

In order to begin dealing with the funding problem, D. Aikens asked

- the secretary to petition ANSI for relief in annual dues;
- J. Oberheuser and L. Endelman to determine if OSA and SPIE could pay increased participation fees;
- the secretary to contact OSA and SPIE Executive Directors to present the probability that the U.S. would be going out of optical standards development business within four years;
- M. Dowell to set up contact at NIST for D. Aikens to discuss funding issues.

Optical Imperfection Reference Standard: ASC OP needs a scratch and dig reference artifact to compliment the new standard. NIST could develop such a reference. M. Dowell said that in addition to NIST there is a calibration coordination group in the military. G. Kohlenberg remembered that Mr. Jeff Walden, Navy Engineering Group Representative for the Joint Technical Coordinating Group for Calibration & Measurement Technology (JTCCG-CMT) spoke at the 1999 OPIA conference. He is a potential contact for finding a developer of a reference artifact.

Next Meeting

The Board agreed to schedule the next three meetings at San Jose, CA (Photonics West), in January; at Baltimore, MD (CLEO), in May, and at Tucson, AZ (OSA Annual Meeting), in October.

Adjournment

As there was no more business to come before the Board, J. Oberheuser moved that the meeting be adjourned. W. Royall seconded the motion. The meeting was adjourned at 12:55 p.m.