

Draft
OEOSC Board Meeting

January 21, 2007, 10:15 a.m. – 1:00 p.m.
Fairmont Hotel, Cupertino Room
170 South Market Street, San Jose, CA 95113

Present	Participants (8/15 + 4 Alt.)	Representing
<input checked="" type="checkbox"/>	Voting OEOSC Members	
<input checked="" type="checkbox"/>	David Aikens	Chairperson (Zygo Corporation)
<input type="checkbox"/>	Sidney Braginsky	Olympus America, Inc., Retired, Alternate
<input type="checkbox"/>	Charles Campbell	OLA (Consultant), Alternate
<input checked="" type="checkbox"/>	Walter Czajkowski	APOMA (Edmund Optics)
<input checked="" type="checkbox"/>	Marla Dowell	Chairperson Elect, IEEE/LEOS (NIST)
<input checked="" type="checkbox"/>	Lincoln Endelman	SPIE (Endelman Enterprises), Alternate
<input type="checkbox"/>	Thomas Germer	NIST
<input checked="" type="checkbox"/>	Hal Johnson	Past Chairperson, Director (Harold Johnson Optical Lab)
<input checked="" type="checkbox"/>	Gene Kohlenberg	Secretary (OEOSC)
<input type="checkbox"/>	Albert C. Parr	NIST (Alternate)
<input type="checkbox"/>	James Peyton	International Imaging Industry Association
<input checked="" type="checkbox"/>	William Royall (Phone)	Treasurer (Eastman Kodak Company)
<input type="checkbox"/>	Ronald Scotti	SPIE
<input checked="" type="checkbox"/>	Lee Shuett (Phone)	Director (Nikon Inc.)
<input type="checkbox"/>	George Steares	Olympus America Inc.
<input type="checkbox"/>	Paul Shumate	IEEE-LEOS
<input type="checkbox"/>	William Strackbein	OPIA
<input type="checkbox"/>	Daniel Torgersen	OLA (Walman Optical)
<input type="checkbox"/>	Alan Tourtlotte	OSA
	Observers (6)	
<input checked="" type="checkbox"/>	Gordon Boulton	JDS Uniphase Corporation
<input checked="" type="checkbox"/>	Andrei Brundeld	Xyratex
<input checked="" type="checkbox"/>	Allen Krisiloff	Triptar Lens Co. Inc.
<input checked="" type="checkbox"/>	Stephen J. Martinek	4D Technology Corporation
<input checked="" type="checkbox"/>	Peter Z. Takacs	Brookhaven National Lab
<input checked="" type="checkbox"/>	Steven VanKerkhove	Corning Tropel

Welcome and Introductions:

D. Aikens opened the meeting at 10:32 a.m.

Approval of the Agenda:

M. Dowell moved that the draft agenda modified on the be approved. L. Endelman seconded the motion, which carried.

Approval of October 9, 2006 OEOSC Board Meeting Minutes:

D. Aikens asked if there were any additions or corrections to the minutes. H. Johnson moved that the draft minutes be accepted. L. Endelman seconded the motion, which carried.

Reports

Financial Budget. W. Royall reviewed income and expenses for 2006. He noted that OEOSC had an \$11,403.51 increase in assets for the year.

Income	
2006 Fees	\$43,116.87
Training	\$12,229.55
Savings Interest	\$180.58
Sale of Standards	\$271.50
Other	\$1.92

OEOSC Board Meeting, October 9, 2006 10:15 a.m. – 1:00 p.m., Hyatt Regency Rochester, 125 East Main Street, Rochester, NY 14604, Loftus C. Carson Room, Section B, Continued

Total \$56,800.42

Expenses

Administrative	\$24,171.24	Wages & Salary, travel, fees, other
Preparation of Standards	\$388.10	
Training	\$377.50	
ISO - Boulder	\$4,217.20	Does not include SC9 expenses
Dues	\$18,790.00	ANSI
Total	\$47,944.04	

End of 2006:

Checkbook balance	\$11,527.50
Savings balance	\$60,986.94
Total Cash	\$72,514.24

Change in Assets \$11,403.51

W. Royall said that training expense may increase if OEOSC begins paying trainers for the scratch and dig course. L. Endelman asked if OEOSC pays taxes. The Executive Director said that OEOSC is a “not for profit” corporation, and is exempt from paying taxes.

ANSI Five-Year Audit of ASC OP. The Secretary said that the OEOSC response to the ANSI auditor's report was completed December 13, 2006. The revised ASC OP Operating Procedures will be submitted following approval by OP and endorsement by the OEOSC Board of Directors. When they are approved, then OP will be accredited for another five years.

Nominating Committee Report. W. Czajkowski, Chairperson of the Nominating Committee stated that the Nominating Committee is proposing the following slate of officers and directors to take office following the annual meeting on January 21, 2007:

- Allen Krisiloff – Chairperson Elect for 2007 – 2008, Allen is President of Triptar Lens, Rochester, NY
- Hal Johnson – Director for 2007 – 2008
- Lee Shuett – Director for 2007 – 2008
- Marla Dowell – Chairperson for 2007 – 2008
- Bill Royall – OEOSC treasurer for 2007 – 2008

The Secretary stated that no additional nominations were received for any of these positions. The Chairperson directed the Secretary to cast one unanimous ballot for the slate. Those nominated were elected.

W. Czajkowski asked the Board to thank D. Aikens for his leadership as Chairperson. Everyone concurred.

ANSI/OEOSC OP Meeting Report. G. Boulton discussed the outcome of the Optical Imperfection meeting, and S. VanKerkhove reported on the Wavefront Measurement Standard meeting. The associated minutes will be posted on the OEOSC web site. S. VanKerkhove stated that during the OP Business meeting, the committee decided to meet with the military to determine how to have OP optical standards approved for military application. The committee also looked at the Interest Category for each participant and changed some from “Optical Producer” to “Industrial User.”

Other Business

Audit of OEOSC 2004 Finances. L. Shuett submitted the results of the 2004 and 2005 OEOSC participation receipts. The report is posted on the OEOSC web site. Five persons did not respond, while 11 did. The OEOSC records were confirmed to be accurate.

Endorsement of ANSI/OEOSC OP Operating Procedures. The OP Operating Procedures had to be updated to accommodate new ANSI requirements. OP approved the changes, and the Board was asked to endorse them. M. Dowell moved that the Board endorse the procedures and S. VanKerkhove seconded the motion. The secretary noted that he had changed the approval rate for a standard from two-thirds approval to a simple majority because it has been his experience the OP participants are negligent in submitting ballots to approve OP standards. The motion to endorse carried unanimously.

Review OEOSC Bylaws Concerning Board Meeting Quorum. Since the Board has had difficulty in maintaining quorums at its meetings, the secretary prepared a proposed change to the OEOSC Bylaws saying that “Officers and Directors may submit a signed proxy to the Executive Director at least seven days before the meeting to designate and authorize a member of the Board to” vote on his or her behalf. M. Dowell moved that the change to the bylaws be approved, L. Endelman seconded the motion, which carried unanimously.

Business Model. At the last meeting the Board decided that it would not change the current business model. R. Parks had suggested that OP adopt ISO standards and release them as national standards. D. Aikens asked G. Boulton if ISO 9211

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is being adopted widely in US. He has recommended it to customers and they have added it to their specifications. JDSU has published a 300 page document on optical filters, and updated it to reference ISO standards and OP3.001. G. Boulton said that ISO 9211-1 and -2 is being balloted for revision; -3 is in FDIS for revision.

G. Kohlenberg explained that the fees paid to ANSI for management of national standards increase from \$1,500 for one to three approved standards to \$3,250 for four to 54 approved standards. D. Aikens suggested that OP not rush to adopt until it goes over the 3 standard hurdle. W. Czajkowski suggested that combine the documents so that OP stays under the three hurdle. D. Aikens asked the Board if OP should issue 9211 as a single standard, or wait a few years. G. Boulton wouldn't be able to work on combining them in the near future. S. VanKerkhove was in favor of issuing it as a test case for acceptance by the US optics industry. A. Krisiloff agreed that it should be issued as test case. S. Martinek didn't understand why OEO SC wants to make money by selling standards. D. Aikens said that OEO SC needs to be able to subsidize the cost that delegates incur attending ISO meetings and OEO SC needs to be able to continue inviting TC 172 committees to the US for meetings. Another question asked is, "Does it serve the optics community better to issue a national standard rather than just telling companies that the ISO standard exists?" P. Takacs responded that OEO SC could provide one stop shopping for optical standards. L. Endelman questioned if a US company would need to reference the ISO standard if selling products in Europe rather than referencing OEO SC's ANSI standard. D. Aikens asked if optical manufacturers are not using ISO because there is no ANSI endorsement of the ISO standard. D. Aikens questioned if US optics companies would find it easier if OEO SC endorses standards so that companies know which are important. W. Royall said that his general impression is that in the interest of communication and standardization, it would be better to use an ISO standard. His tendency would be to buy and use the ISO standard. Endelman thought that it would be easier to revise a standard if it were a US standard.

D. Aikens asked the Secretary to put this subject on the agenda for the next meeting. M. Dowell volunteered to look at what needs to be done to merge the documents.

Election of Officers and Directors. D. Aikens instructed the Secretary to cast a single ballot for the those listed on the Nominating Committee report.

Appointment of Nominating Committee for 2008 Election.

Teleconference M. Dowell, at May 15 afternoon, W. Czajkowski seconded.

One-Hour Briefing. The topic came up at the last Board meeting; OP could benefit from a one-hour version of the scratch and dig presentation that could be presented to executives. An example is the proposed presentation at Irvine Valley College. OP could wrap the glass standard into the briefing. G. Boulton was asked to create the draft. He will work on it this year. D. Aikens asked if any one else would be willing to participate in a phone conference to review the draft. S. Martinek said that OEO SC could do webcasting. D. Aikens said should also consider a course for glass standards covering the international arena. What about understanding ISO 10110, history, etc. D. Aikens said that many are attending scratch and dig class to understand the ISO standard rather than the US versions. M. Dowell said that such a presentation would establish OEO SC as the authority in optics standards. D. Aikens would like to do them all, but we do not have the bandwidth to handle them all. A. Krisiloff said that he would look at the glass standard. D. Aikens will look at ISO 10110 tutorial; S. Martinek offered to work with D. Aikens. S. Martinek said that there are three parallel presentation venues during Photonics West.

D. Aikens suggested starting with the one-hour course.

D. Aikens asked Secretary to revisit ANSI concerning permission to continue using ISO 10110 material in training class. This is free advertising to the ISO standards.

Next Meeting

M. Dowell moved that the Board meet again on May 15 in Rochester, NY. She would participate by phone. H. Johnson seconded the motion. The motion carried.

Adjournment:

As there was no further business to come before the Board, S. VanKerkhove moved that the meeting be adjourned. M. Dowell seconded the motion. The meeting was adjourned at 12:37 p.m.