

Draft
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

Present	Participants (9/15 + 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 checked="" type="checkbox"/>	Thomas Germer	NIST
<input 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	Treasurer (Eastman Kodak Company)
<input type="checkbox"/>	Ronald Scotti	SPIE
<input checked="" type="checkbox"/>	Lee Shuett	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 checked="" type="checkbox"/>	Alan Tourtlotte	OSA
Observers (2)		
<input checked="" type="checkbox"/>	Gordon Boulton	JDS Uniphase Corporation
<input checked="" type="checkbox"/>	Allen Krisiloff	Triptar Lens Co. Inc.

Welcome and Introductions:

D. Aikens opened the meeting at 10:19 a.m.

Approval of the Agenda:

M. Dowell moved that the draft agenda stored on the OEOSC website be approved. L. Shuett seconded the motion.

Approval of January 22, 2006 OEOSC Board Meeting Minutes:

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

Reports

Financial Budget. W. Royall reminded the group that the report is on the OEOSC web site, and he had paper copies for those attending in person. It was a good year financially even though we had expenses for the Boulder ISO/TC 172/SC 1 and SC 9 meetings he previous June. M. Dowell and NIST did a good job of keeping the expenses down.

EXPENSES	Sum - ACCTS	BUDGET MONTH									Total Result	Budget	74% of year completed	
		ACCT #	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug				Sep
Exec. Director	101		\$1,400.00	\$1,400.00	\$1,400.00	\$1,400.00	\$1,400.00	\$1,400.00	\$1,400.00	\$1,400.00	\$1,400.00	\$12,600.00	\$16,800.00	75%
Admin. Asst.	102		\$250.00	\$312.50	\$362.50	\$312.50	\$400.00	\$262.50	\$225.00	\$150.00	\$137.50	\$2,412.50	\$4,900.00	49%
Admin. Exp.	200		\$7.02	\$11.47	\$2.33	\$15.39	\$1.70	\$13.75	\$19.65	\$7.80		\$79.11	\$100.00	79%
Preparation of Standards	201				\$30.00	\$36.65						\$66.65	\$0.00	
Travel	300		\$1,859.62				\$1,151.40					\$3,011.02	\$5,900.00	51%
ISO Trip Support	301						\$1,042.59					\$1,042.59	\$2,500.00	42%
ANSI/TAG Dues	400		\$18,790.00									\$18,790.00	\$17,750.00	106%
Board Expenses	500		\$19.00	\$455.32		\$10.00		\$50.00				\$534.32	\$450.00	119%
Refresh/Room Charges	501		\$55.85	\$571.80				\$164.04				\$781.69	\$50.00	1,563%
Credit Card Fees	502		\$0.65	\$53.26	\$2.01							\$55.92	\$300.00	19%
Training Expenses	503					\$53.27	\$314.13	\$10.10				\$377.50	\$0.00	
ISO Boulder Meeting	500							\$4,674.61				\$4,674.61	\$0.00	
Total Result			\$22,382.14	\$2,804.35	\$1,795.84	\$1,827.81	\$2,115.83	\$5,758.99	\$1,644.65	\$1,557.80	\$1,537.50	\$44,425.91	\$48,750.00	91%

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D. Aikens asked how many copies of the standard were printed. The secretary said that he printed 100. He said that he had not presented the printing bill yet. It will be about \$325. There was a \$30 copyright fee in March and \$32.10 for cover paper and \$4.55 postage to mail the standard to the Copyright Office in April for a total of \$66.65.

D. Aikens also asked for details concerning the training expenses. In April there was a \$53.27 shipping charge to send the Scratch and Dig Demo Attaché Case from G. Boultsbee to D. Aikens for the next class. In May it cost \$9.45 to ship copies of the standard to D. Aikens for his training class, and \$304.68 for his trip expenses.

L. Shuett asked what was included in “other receipts.” W. Royall replied that training was included, and the Secretary added that sales of standards fell in that category, too.

INCOME										
Sum - AMOUNT	MONTH REC									
INVOICE YR	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total Result
2004					\$150.00					\$150.00
2005		0			\$150.00					\$150.00
2006	\$2,525.00	\$19,201.00	\$10,125.00	\$0.00	\$4,825.00	\$0.00	\$100.00	\$3,275.00	\$0.00	\$40,051.00
2007		0								\$0.00
Total Result	\$2,525.00	\$19,201.00	\$10,125.00	\$0.00	\$5,125.00	\$0.00	\$100.00	\$3,275.00	\$0.00	\$40,351.00

Transfers between savings (-) and checkbook (+)	MONTH REC									
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total Result
	\$16,600.00	(\$15,198.50)	(\$15,108.69)	\$0.00	\$250.00	\$0.00	\$7,900.00	(\$3,273.00)	\$0.00	(\$8,830.19)

Other Receipts	MONTH REC										
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total Result	
			\$993.50	\$5,108.69	\$0.00	\$75.42	\$0.00	\$0.00	\$98.00	\$0.00	\$6,275.61

Savings Interest	Month									
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total Result
	\$58.80	\$52.26	\$107.21	\$118.31	\$121.19	\$118.29	\$109.84	\$111.43	\$109.76	\$907.09

Beginning Savings Bal.	\$47,850.61	(+)
Beginning Check Bal.	\$13,518.00	(+)
2005 checks cleared in 2006	\$1,759.13	(-)
2006 fees received in 2005	\$0.00	(-)
1/1/2006 Net	\$59,609.48	
Fees Received in 2006	\$40,351.00	(+)
Other Receipts	\$6,275.61	(+)
Savings Interest	\$907.09	(+)
EXPENSES	\$44,425.91	(-)
09/29/2006 Net	\$62,717.27	
Checks and fees not cleared by 09/29/06	\$1,537.50	(+)
Deposits not recorded by 09/29/06		(-)
2007 Fees Collected in 2006	\$0.00	(+)
Transfers from/to Savings	(\$8,830.19)	(+)
Savings Interest	\$907.09	(-)
Beginning Savings Bal.	\$47,850.61	(-)
		DATE
CHECKBOOK BAL	\$6,666.88	09/29/06
SAVINGS ACCOUNT BAL	\$57,587.89	
MONTHLY CASH ON HAND	\$64,254.77	

W. Royall reported that the detail behind these figures are available on the OEOSC web site.

D. Aikens asked if there were any outstanding receivables. The Secretary said that Newport Franklin still owed \$5,000. The LEOMA portion of the support for the SC 9 portion of the Boulder meetings will also be coming in. It should be \$1,500.

D. Aikens thanked OSA for generously providing refreshments and room arrangements for the two days of meetings.

BSR/OEOSC OP1.002 Status. The Secretary reported that the standard has now been released. The certificate of copyright has been received. There has been one sale of the standard through the ANSI web site. A copy of the standard is given to students of the scratch and dig class. So about 80 copies will be distributed to students that participated in the last year.

D. Aikens added that during the ASC OP business meeting the group decided to attempt to look for outreach opportunities, especially through university education programs. Perhaps other persons teaching short courses could be recruited to include the use of the standard.

Policy on Training Reimbursement. The draft of the training reimbursement policy that is located on the OEOSC web site was reviewed at the earlier ASC OP meeting. The changes that resulted during the last January meeting were incorporated into the document. ASC OP has accepted the policy and asks that the Board endorse it. D. Aikens asked if OEOSC would be able to work with OSA if the opportunity became available. A. Tourtlotte said that such a relationship could be explored. W. Royall moved that the Board endorse the policy. A. Tourtlotte seconded the motion, which carried.

unanimously.

ISO/TC 172/SC 1, 9 Meetings in Boulder, CO. M. Dowell said that SC 9 had productive 2½ days of meetings. The subcommittee has reached a plateau, so they will not meet again until March 2008. They tried to convince the Australians to host the next meeting. The committee worked on wavefront standards covering Hartman/Shack sensors. The current method only approves using an integrating sphere for measuring dose. This is a poor method when a laser is involved; it is OK for a black body. The standard will have to be revised.

D. Aikens said that the SC 1 meeting went well for US. The US was not able to get changes to the wavefront standard, so they still are in disarray. P. Takacs has been made project leader for the revision of ISO 10110-8. The US was successful in getting changes to the asphere standard. G. Boultee suggested removing second measurement method in ISO 10110-7. The committee agreed. The US has been opposed to it since the standard was first adopted in 1997. SC 1 will meet in June, probably in Paris.

ANSI Five-Year Audit of ASC OP. The Secretary reported that 2006 is the year for an ANSI audit of ASC OP. He had to fill out an information survey in March, and a 1½ hour phone conference with the ANSI audit manager and the auditor in early June. He had to provide documentation of all of the activities of OP for the past five years by July 14. On October 23 there will be another 1½ hour meeting with them to go over the auditors draft report. Following the phone conference ANSI will submit a formal letter of the findings to which the Secretary will have to respond indicating OEOSC's actions to correct any violations reported by the auditor. The Secretary will upload a copy of the report so that the Board will be aware of the findings.

L. Shuett asked if the cost of the audit was included in the budget; he could not find it. The Secretary replied that ANSI now prorates the cost of the audit over five years so that charges to accredited standards committees are consistent from year to year.

Nominating Committee. W. Czajkowski reported that M. Dowell is now Chairperson Elect as a replacement for Rick Nasca, who had to resign. W. Royall is nominated to continue as Treasurer. L. Shuett is being nominated to continue as Director, as is H. Johnson. Both of them are on the committee L. Shuett agreed to continue. The Nominating Committee report is due on October 24. L. Shuett asked who W. Fester from Olympus replaced. The Secretary replied that he replace that he replaced George Steares.

D. Aikens asked about the Chairperson Elect position. G. Kohlenberg told W. Czajkowski that we would need a Chairperson Elect to come on board when M. Dowell becomes Chairperson at the end of the January meeting.

Other Business

Audit of OEOSC 2004 Finances. L. Shuett reminded the Board that he had a change in staff last January which did not work out. So he has been unable to complete the audit. He plans to complete it before the next meeting. The Secretary asked L. Shuett if he would also do the 2005 audit. L. Shuett asked the Secretary to send him the data for 2005.

Training Plan for 2007. D. Aikens reported that at the OP meetings the group decided to continue to teach the course at selected SPIE conferences. We approved a training policy that confirms our willingness to provide in-house training when SPIE requests such. The group also agreed to develop a one-hour scratch and dig over view that could be given at local chapters of OSA, etc. The first person who gets on a meeting schedule is responsible for pulling together a phone conference to prepare the lecture content.

L. Endelman asked if G. Kohlenberg had business cards that L. Endelman could hand out when he visits on conference floor. G. Kohlenberg will give him some in January. D. Aikens asked if trainers could get OEOSC business cards. G. Kohlenberg will print them.

W. Royall asked what was the 2007 training schedule. D. Aikens said that there would be three: Photonics West, Optifab, and Optics East. SPIE also has two companies that have inquired about in-house training. OEOSC should assume the same level of activity as in 2006 for budgetary planning. D. Aikens asked W. Royall if he could become a trainer. He replied that it may be a possibility. D. Aikens asked him to tag teach during Optifab. M. Dowell agreed to teach if the course is in Rocky Mountain.

Review OEOSC Bylaws Concerning Board Meeting Quorum. D. Aikens stated that this item was added at the last minute to the agenda because there was a problem of having a quorum at this meeting. The bylaws state

ARTICLE VII — Board of Directors

Section 5. A majority of the Board of Directors shall constitute a quorum for the transaction of business.

OEOSC has a group of generous supporters who are given decision rights in exchange for their support. Some do not exercise their right, and that can cause a problem in achieving a quorum at meetings. D. Aikens saw two possible solutions to the quorum problem: change the make up of the Board, change the rule defining quorum. He does not wish to disrupt the inactive Board members who are content with the functioning of the Board to date.

L. Shuett asked if members of the Board could have proxy rights. Currently proxies are forbidden.

D. Aikens said that the simplest thing to do is to change a quorum to 40% of the Board. M. Dowell suggested that proxy rights be established so that the members of the Board would have an avenue to participate. The Secretary said that he would prefer that a proxy procedure be established first.

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L. Shuett said that Olympus and OPIA both participate on ISO/TC 172/SC 5. He thought that he could get both entities to grant him their proxies as leader of SC 5. He would be representing their interests on the Board. D. Aikens said that those votes would be all that usually would be needed in order to maintain a quorum. He recommended that Article V Meetings be increased by one section that would say that voting rights by proxy can be provided by writing to the Executive Director 48 hours in advance of the meeting. Lee Shuett suggested that the bylaws be changed in Article 7; add a new section after Section 5 to tie it in with the section on a meeting quorum.

At this point D. Aikens discovered Article IX , Section 4 Proxy Voting, which says that there shall be no proxy voting.

L. Endelman asked if the liability insurance would cover those voting by proxy. The Secretary replied that the liability insurance covers members of the Board for actions of the Board. So if the person was personally at the meeting would not matter. D. Aikens asked the Secretary to write a proposal and include recognition of phone attendance.

D. Aikens offered one final opportunity for anyone to voice opposition to proxy voting. There was none.

Business Models. D. Aikens saw no reason to change model unless someone has a strong opinion otherwise.

Adopting ISO Standards. Bob Parks had suggested that OEOC consider adopting ISO standards as US standards to provide another revenue stream. There would be a royalty paid to ISO. ISO is going exclusively to the PDF format for distributing standards. There will be no more paper documents. If we were to adopt an ISO standard, it would be sold through the ANSI e-store just as our two OP standards are sold. The amount of the royalty would depend upon how much the US changed the standard from the original ISO version.

A list of TC 172 standards was placed on the OEOC web site for the last meeting. Nothing more has been done with the list since.

D. Aikens suggested that a standard such as ISO 9211 could be used as a test case for the January meeting. What it would cost to release an ISO standard as a US version. He volunteered D. Aikens and G. Kohlenberg to do the test case. A. Krisiloff suggested that it is more important to determine if OP needs to make an ISO standard a US standard rather than simply looking to see how much money OEOC could make. D. Aikens replied that both issues need to be reviewed. We would have to determine if we could release standards that are useful to the industry while not increasing their purchase costs. A. Krisiloff asked if this would be a huge undertaking. D. Aikens replied that he did not think it would be that daunting. The Secretary said that the members of OP would have to take the time to read the documents and then decide whether to vote for them. D. Aikens said that if the US chose to modify the documents, then that could become a huge task. A. Krisiloff presumed that OP assumes that the American industry would accept the ISO documents. D. Aikens concurred. M. Dowell suggested that OP should determine how many of each ISO document were sold in the US last year to help firm up the business case.

L. Endelman asked if a US standard was adopted by ISO, would ISO pay royalty to the US. The Secretary presumed that ISO would not pay royalties. L. Endelman asked if a US company wanted to sell a product internationally, would they have to use an international standard? In the European Common Market that could be true if the receiving company required it. The CE mark is only mandatory requirement for European Common Market.

Next Meeting

L. Shuett moved that the Board hold the Annual Meeting in San Jose, CA at 10:15 a.m. on January 21, 2007. M. Dowell seconded the motion. The motion carried.

Adjournment:

As there was no further business to come before the Board, W. Royall moved that the meeting be adjourned. M. Dowell seconded the motion. The meeting was adjourned at 11:37 p.m.