

**DRAFT**

OEOSC Meeting Minutes

**March 8, 2005, 2:00 a.m. – 3:00 p.m.**

Conference Phone Call

**Attendees (11)**

**Voting OEOSC Members**

David Aikens  
Marla Dowell  
Lincoln Endelman  
Gene Kohlenberg  
Richard Nasca  
Joseph Oberheuser  
William Royall  
Lee Shuett  
Alan Tourtlotte

**Observers**

Gordon Boultsbee  
Andrei Brunfeld

**Representing**

Chairperson (Zygo Corporation)  
IEEE/LEOS (NIST)  
SPIE (Consultant)  
Secretary (OEOSC)  
Corning Tropel Corporation  
OSA (ITT Defense A/C Division)  
Treasurer (Eastman Kodak Company)  
Director (Nikon Inc.)  
OSA

JDS Uniphase Corporation  
Xyratex

**Welcome and Introductions:**

D. Aikens opened the meeting at 2:07 p.m.

**Approval of the Agenda:**

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

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

G. Kohlenberg asked if there were any additions or corrections to the minutes. L. Shuett asked why no COM charges were incurred in 2004. G. Kohlenberg stated that COM had never actually charged OEOSC for any service, and 2004 was no exception. W. Royall moved that the draft minutes be accepted. M. Dowell seconded the motion, which carried.

**Other Business:**

**Invitation to ISO/TC 172/SC 1 to meet in the US in 2006:** G. Kohlenberg noted that he had been asked last year if the U.S. could host an SC 1 meeting. He told the committee chair that he would have to get permission. Breck Hitz contacted G. Kohlenberg saying that it is time for SC 9 to host a meeting. L. Shuett said that SC 5 also needs to issue an invitation to host the international committee. M. Dowell had offered to act as host to SC 1 and SC 9, but noted that room space would be tight for all three subcommittees. L. Endelman asked if the meetings could be staggered to use the rooms more efficiently. She said that the meetings would need to be held during the week. The building is open to the public from 7:00 a.m. To 6:00 p.m. Staggering may be possible. Options for lunch would be to eat in the cafeteria or at restaurants across the street. When she hosted an earlier conference she found that the cost of dinner was about \$45 per person in a good restaurant ten minutes out of Boulder. We could have a cash bar but not charge for the meal. D. Aikens asked M. Dowell to plan for 50 committee members each of three days and 70 guests for the evening social event, He also asked for an estimate using 75 committee members and, 100 dinner guests. M. Dowell has a meeting planning person who can help her. She will get the information back to G. Kohlenberg, who will make it available to the Board.

**Business Models:** D. Aikens noted the letter from ANSI that was in response to the one sent by the secretary did not offer any hope of financial relief. M. Dowell suggested that we change the business model so that committee participants pay a fee proportional to the cost of managing their particular subcommittee.

D. Aikens noted that the letter from SPIE pointed out that revenue from the short course may be a good means of supporting OEOSC activities. D. Aikens said that the course given in San Jose should have grossed about \$7,000 from the attendees. He noted that SPIE did not include the cost of the standard in the registration fee. SPIE charged attendees \$255 for preregistration and \$295 at the door. D. Aikens has gotten several calls concerning persons wanting to get copies of the presentation. R. Nasca said that they are expecting at least 40 at the course when it is given in Rochester. D. Aikens asked for clarification concerning the ownership of the course content. He asked if we should sell copies of the Power Point presentation on the OEOSC website. He asked that the secretary proceed to copyright the presentation.

A. Brunfeld asked if we could set up a website course, an interactive viewgraph presentation. There was concern that we don't undercut the presentations at SPIE conferences. M. Dowell thought that an Internet course should cost \$200. A PDF copy of the presentation should be priced at \$145, and we should charge \$195 for an interactive web course hosted by

an instructor. D. Aikens suggested that we could charge \$920 for an on site presentation. M. Dowell said we should have a fixed fee to go to site, plus a charge per attendee.

D. Aikens agreed to prepare a proposal and send it to the secretary who will distribute it to the Board.

D. Aikens also asked if we should consider John Hamilton's proposal concerning a scratch and dig calculator. The Board agreed to wait until the next meeting to discuss the calculator.

**Nominating Committee:** The Chairperson asked if there were any other business. The secretary pointed out that he needed to appoint the nominating committee. He appointed A. Tourtlotte, M Dowell and L. Endelman to form the committee.

#### **Next Meeting:**

The Chairperson suggested that the Board meet in Rochester during Optifab on May 2<sup>nd</sup>. M. Dowell said that she could not fly to Rochester, but could participate by phone. She would prefer that the following meeting be during the OSA annual meeting, rather than the SPIE annual meeting in San Diego the first week of August. A. Tourtlotte said that space will be tight in Tucson; he will get back to G. Kohlenberg to confirm if would could meet in Tucson. He asked that we consider an alternate day of the week.

J. Oberheuser moved that the Board meet in Rochester on May 2<sup>nd</sup>; R. Nasca seconded motion, which carried. The Chairperson said we should tentatively hold Oct. 17<sup>th</sup> for a future Board meeting.

#### **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 3:15 p.m.