

Draft Minutes
 Tuesday, August 27 2007, 2:00 p.m. — 5:00 p.m.
 Marriott Hotel and Marina, Encinitas Room
 333 West Harbor Drive, San Diego, CA, 92101

Present	Participants (10/17 + 3 Alt.)	Representing
<input checked="" type="checkbox"/>	Voting OEOSC Members	
<input checked="" type="checkbox"/>	David Aikens	Past Chairperson (Zygo Corporation)
<input type="checkbox"/>	Charles Campbell	OLA (Consultant), Alternate
<input checked="" type="checkbox"/>	Walter Czajkowski	APOMA (Edmund Optics)
<input checked="" type="checkbox"/>	Walter Czajkowski	Director (APOMA)
<input checked="" type="checkbox"/>	Marla Dowell	Chairperson (IEEE/LEOS)
<input checked="" type="checkbox"/>	Marla Dowell	IEEE/LEOS (NIST)
<input checked="" type="checkbox"/>	Lincoln Endelman	SPIE (Endelman Enterprises), Alternate
<input type="checkbox"/>	Thomas Germer	NIST
<input type="checkbox"/>	Hal Johnson	Director (Harold Johnson Optical Lab)
<input checked="" type="checkbox"/>	Gene Kohlenberg	Secretary (OEOSC)
<input checked="" type="checkbox"/>	Allen Krisiloff	Chairperson-Elect (Triptar Lens Co. Inc.)
<input type="checkbox"/>	James Peyton	International Imaging Industry Association
<input checked="" type="checkbox"/>	William Royall (by phone)	Treasurer (Eastman Kodak Company)
<input type="checkbox"/>	Ronald Scotti	SPIE
<input type="checkbox"/>	Lee Shuett	Director (Nikon Inc.)
<input type="checkbox"/>	George Steares	Olympus America Inc.
<input type="checkbox"/>	Rich Linke	IEEE/LEOS, Alternate
<input type="checkbox"/>	William Strackbein	OPIA
<input type="checkbox"/>	Daniel Torgersen	OLA (Walman Optical)
<input checked="" type="checkbox"/>	Alan Tourtlotte (by phone)	OSA
Observers (2)		
<input checked="" type="checkbox"/>	Gordon Boulton	JDS Uniphase Corporation
<input checked="" type="checkbox"/>	Bruce Netherton	Lockheed Martin

Welcome and Introductions:

M. Dowell opened the meeting at 1:14 p.m.

Approval of the Agenda:

D. Aikens moved that the draft agenda posted on the website be approved. L. Endelman seconded the motion, which carried.

Approval of May 15, 2007 OEOSC Board Meeting Minutes:

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

Reports

Financial Budget. W. Royall submitted an income and expense report for the first six months of 2007.

Income	April Report	August Report
2005 Fees		500.00
2006 Fees	188.00	688.00
2007 Fees	22,264.00	26,761.75
Training	4,100.43	4,100.43
Savings Interest	191.31	406.78
Sale of Standards	122.50	122.50
Total	26,866.24	32,579.46

OEO SC Board Meeting, May 17, 2007, 2:00 p.m. – 5:00 p.m., Continued

Expenses	April Report	August Report	Comments
Administrative	10,116.11	15,529.02	Wages & Salary, fees, other
ISO Trip Support		3,674.64	Paris
Preparation of Standards	0	161.90	
Training	64.63	64.63	
Dues	19,180.00	19,180.00	ANSI
Total	29,360.74	38,610.19	

Cash on Hand	End of April, 2007	End of July, 2007
Checkbook balance	26,665.74	8,862.69
Savings balance	43,729.05	57,844.52
Total Cash	70,394.79	66,707.21

W. Royall said that OEO SC is in a good financial position at this point in the year since most of the major expenses have already been paid. M. Dowell noted that the Treasurer’s report listed \$3,674.64 for ISO Trip Support, but the financial budget only listed \$1,182.93. W. Royall said that he had grouped the Executive Director's Travel expense into the ISO Trip Support figure. M. Dowell then asked if there would be an additional \$2,400 pending for the ISO Trip Support. W. Royall said that an additional \$1,500 was submitted by R. Williamson in August. The Secretary said that an additional \$1,000 would be submitted by A. Krisiloff. M. Dowell added that there would be a \$1,200 submission by G. Boultee for the upcoming Japan meeting. The total ISO Trip Support budget item will be \$4,882.93 by the end of the year. The combined Travel and ISO Trip Support line items budget is \$8,400; the year-end total of these two line items is expected to be \$10,568, which indicates a \$2,168 overrun.

M. Dowell noted that there was a -\$6,000 change in assets since the first of the year. She asked if the Treasurer was concerned. He replied that the timing of the Paris travel expenses contributed to that. He said that he would be concerned if the Olympus Corporate Sponsorship were ended. The Secretary said that Olympus will no longer be a corporate sponsor.

D. Aikens asked what additional training revenue could be expected for 2007. The spring receipts are expected in August and there will be some income from the fall session. The magnitude of those receipts is not yet known.

Outstanding Fees to be Collected for 2007. The Secretary presented a list of participants who had not paid their participation fees as of this meeting. He has received replies from some of them, and presumed that most of the outstanding balance will be received. With the fourth quarter payment from OLA, OEO SC should be receiving an additional \$9,000 by the end of the year. M. Morrill had reported that he was looking for someone in the company who could authorize payment of his fee. M. Dowell suggested that B. Netherton would be in a better position to pursue support from Lockheed Martin. B. Netherton said that OEO SC should expect support from Lockheed Martin.

Outstanding Fees To Be Collected for 2007						
Company	Title	Last	First	Middle	COMMENTS	Fee Range
Brookhaven National Lab.	Dr.	Takacs	Peter			\$100.00 *****
Cen. for Opt. Mat. Sci. and Eng. Tech.	Dr.	Ballato	John		This is the Participation Fee for Kathleen Richardson	\$100.00 *****
Center for Precision Metrology	Ms.	Davies	Angela	D.		\$100.00 *****
Corning Tropel	Mr.	VanKerkhove	Steven			\$500.00 150-249
Davidson Optronics, Inc.	Mr.	Bailey	Sam			\$100.00 1-19
Davidson Optronics, Inc.	Mr.	Gaugh	Charles			\$25.00 1-19
Gage-Line Technology, Inc	Mr.	Dombrowski	Frank			\$100.00 1-19
IEEE LEOS	Mr.	Linke	Rich			\$2,000.00 *****
Kimberly-Clark	Mr.	Johnson	David	W.		\$750.00 250-more
Lockheed Martin Space Systems Company	Mr.	Morrill	Michael	E.		\$750.00 250-more
Standard Textile Co. Inc.	Mr.	Bushman	Bradley	J.		\$750.00 250-more
Triptar Lens Co., Inc.	Mr.	Krisiloff	Allen			\$50.00 1-19
University of Central Florida	Dr.	Pearson	James	E.	Replacing Eric Van Stryland	\$100.00 *****
Wavefront Sciences	Dr.	Neal	Daniel	R.		\$150.00 20-74
Xyratex	Mr.	Brunfeld	Andrei			\$100.00 1-19
Xyratex	Mr.	Clark	Bryan			\$100.00 1-19

Outstanding \$5,775.00

D. Aikens asked B. Netherton if he was pursuing corporate sponsorship of OEO SC. B. Netherton replied that he was. D. Aikens then said that J. McGuire should do the same at Northrop Grumman to keep the two companies in balance. If they are to become corporate sponsors, then they may request that their company logos be placed on the OEO SC website to show their support.

ANSI OP Meeting Reports

Optical Imperfections. The major topic was Northrop Grumman's gage R&R study of the current optical

surface appearance visual testing process. Brysen imperfection references were cut to provide pseudo test samples. Six optical inspectors evaluated the samples using the normal testing technique. The current technique failed the gage R&R evaluation, especially for the number 10 scratches. The report is on the OEOSC website.

The updated draft of OP1.002 was reviewed with the intent of adding additional scratch grades below the current grade A limit.

The Task Force had been contemplating a round-robin test using Davidson Optronics supplied artifacts made with the Davidson scribing machines. Participating companies would evaluate these samples using their in-house test methods. Results among the companies would be compared. The Northrop Grumman report leads the Task Force to believe that there would not be a good correlation among companies for the evaluation of the same test samples. This round robin is being abandoned.

Optical Wavefront Measurement. S. VanKerkhove was not there so BSR/OEOSC OP1.005 was not addressed. There was a lengthy discussion about Power Spectral Distribution. There is a draft of BSR/OEOSC OP1.004, adapted from ISO 10110-8 which will be addressed at the next meeting.

ASC OP Business Meeting. This was a joint meeting with the ANSI/OEOSC TAG to ISO/TC 172/SC 1. The key decision was to form a Task Force to release the ISO 10110 standard as a national standard. The Task Force decided not to update ASME Y14.18 at the current time.

Other Business

Change in Post Office Box Size. The Secretary reported that the Panorama Plaza post office has been remodeled; as a result new boxes were installed. The numbering of the new boxes did not correspond to the sizes of the old boxes. As a result, the OEOSC box is a size larger than before. The larger box is \$96 per year as opposed to the current \$56 OEOSC pays. If we choose to go back to the smaller box, then the OEOSC address would have to change. A. Krisiloff asked what mail is delivered to that box. The Secretary replied that all participation fee checks are sent to that address; all ANSI correspondence and any other mail sent to OEOSC goes to that address. W. Czajkowski moved to retain the current box number. A. Krisiloff seconded the motion. The motion was approved with one negative vote from D. Aikens.

Business Model.

Adopting ISO standards. D. Aikens noted that OP has the option to adopt ISO 10110 as a national standard, which OEOSC could then sell. There would be a royalty to ISO based upon the percentage of the standard that is original to the ISO version. OEOSC sells electronic versions of its standards through ANSI for a fee. But there could still be a significant revenue stream from the sale of the ISO 10110 set. M. Dowell said that it is as important to receive the publicity for OEOSC from the announcement of the availability of the US version of the standard. In addition ISO has been urging the US to adopt ISO standards for several years. After adopting an ISO standard, then the US TAG would have more leverage to get the changes it wants to the international version.

D. Aikens asked what were the required steps to adopt the standard. The Secretary replied that the Task Force would report to him that they are ready to ballot the document as a national standard. The secretary will need the foreword to the national version; he will then format the document, and circulate it with a ballot to ASC OP. D. Aikens suggested that ISO 10110-1 and 10 could be circulated without any change to the technical content. D. Aikens is acting Task Force Leader and will call a phone conference to begin the process. The Board agreed to urge ASC OP to proceed with to adopt ISO 10110 as a national standard.

IEEE/LEOS Funding. M. Dowell attended the IEEE/LEOS board meeting in May. LEOS has funding to do things such as develop optical short courses, and funds to provide tuition for students to attend short courses.

L. Endelman moved that the Board approve M. Dowell to approach IEEE/LEOS with a proposal; D. Aikens seconded the motion which carried unanimously.

Sid Braginsky challenge to change the business model. A. Krisiloff said that D. Aikens, M. Dowell and he held a conference call about a month ago to formalize some thinking following Sid Braginsky's challenge to update the business model now that the Corporate Sponsor category no longer has participants. A. Krisiloff had pulled together some OEOSC financial information to present to some CEOs in the Rochester area. His goal was to get some of them to join the effort to sponsor optical standards development. His goal was to make them understand the finances required to manage standards, and to let them know what projects are on the table. He used some graphs that he prepared to get some parties in the Rochester area interested in optical standards. JML, a mid-level optical-production house, said that they are very interested in standards. They are always having issues about standards. They need more information to see that their support of OEOSC would yield fruit.

Currently there are no conclusions to this effort; this is just an update to the Board concerning what is being considered.

L. Endelman said that he had been visiting various exhibitors at conferences and had handed out OEOSC cards. He frequently was questioned as to what was OEOSC and what it is doing. He used the scratch and dig standard as an example, and the exhibitors indicated that they are interested in the standard. A. Krisiloff said that interest on the floor implies that company leaders should also be interested. L. Endelman said in many cases his

contacts said that they would pass the information upward to whomever was in authority. L. Endelman asked if he could have 50 of the OEOSC brochures with membership invoices that he could hand out. A. Krisiloff asked for ten copies. M. Dowell suggested that D. Aikens, A. Krisiloff and she communicate again to prepare a formal presentation for January.

L. Endelman said that it appears that we do not get to the right person in a company who can commit employees to supporting standards development. A. Krisiloff suggested that there could be several factors contributing to lack of participation.

1. The wrong person was contacted;
2. they were not given a compelling argument;
3. perhaps they did not have material to read about US standards development.

Perhaps previous failure to attract new support was the failure of a coordinated advertising effort; the three chairpersons will try to develop a more effective advertising campaign. L. Endelman thought that more support from government agencies should be available. M. Dowell said that that will not happen because NIST is the only government agency that has a standards charter, and standards work does not happen coherently in NIST. There is no official NIST representative at this meeting. L. Endelman said that Robert Faaland is on SC 9; M. Dowell countered that he is an FDA person, not NIST. L. Endelman said that previously OEOSC wanted to get the Department of Commerce involved. M. Dowell said that NIST is part of the Department of Commerce.

The Secretary said that a few years ago OEOSC hired a publicist, but nothing came of it. The person was not given a new contract for a second year. A. Krisiloff said that expert input is required for a compelling advertising campaign, so the chairpersons are going to try take a crack at it.

G. Boulton noted that the two most recent participants are graduates of the scratch and dig course. M. Dowell suggested that OEOSC should put together half-page articles about OEOSC short courses for Optics and Photonics News. M. Dowell asked if similar courses were being scheduled at OSA conferences. The Secretary said that A. Tourtlotte is looking into the possibility. A. Tourtlotte said that when he passed the request upward he added a note that such a class would be part of a strategic decision, not just a meetings decision. He hoped to get an answer in the near future. He said that he has also been requesting a technical person from OSA to participate in addition to himself. The two issues could be tied together.

G. Boulton suggested the OEOSC brochure and an application form could be handed out at each training session. D. Aikens thought that giving out his OEOSC business card after the class when students approached him worked well, too.

One-Hour Briefing / Tutorial / Class. G. Boulton said that the first draft is 30 – 50% complete. He hoped to have it completed by October. M. Dowell suggested that the Board set up a conference call in October to review the draft.

ANSI/OEOSC OP3.001, Optical Glass. A. Krisiloff had nothing further to report.

ISO 10110, Optical Drawings. D. Aikens reported that he had written a synopsis of the course and submitted it to SPIE, who agreed that this would be a useful course. He offered to give A. Tourtlotte the synopsis for OSA to review. He has written about 50 viewgraphs, which is 20% of the course. M. Dowell asked if the Board had to review the material before authorizing its presentation. D. Aikens replied that the training policy is vague in this area.

B. Netherton suggested that ISO 10110 be compared with the US GD&T system. He said that he had an excellent source for such a comparison.

L. Endelman suggested that our version of ISO 10110 should reference ISO 9000. D. Aikens noted that several in the room were puzzled by such a suggestion, but L. Endelman has a good idea. If ISO 9000 is studied, all standards flow out of it. D. Aikens said that he would love to be able to say that if your company is ISO 9000 certified then you should be using ISO 10110.

Training Reimbursement Policy. M. Dowell said that now that D. Aikens is self-employed and he has to keep better track of his time. To recognize this necessity, he, and she prepared an updated training policy to accommodate instructors from various employment situations. The pertinent changes include

1. an increase in instructor fees from \$400 to \$1,000;
2. delineation of intellectual property and the payment of royalties;
3. reduction of in-house charge from \$5,000 to \$4,500

G. Kohlenberg asked why the \$5,000 had been reduced. D. Aikens said that OEOSC had not been able to sell the class at the \$5,000 level.

D. Aikens said that the first course was taught to get the information to the public. He wrote the first draft, which was then augmented by other OEOSC participants. D. Aikens transferred the copyright to OEOSC, which makes it possible for anyone to give the course on behalf of OEOSC. Since he was at conferences anyway, there were no transportation costs to teach the course. Now he has to provide his own transportation to any conference he attends, and cannot justify the cost in most instances. If he were to prepare a course on his own to be presented at an SPIE conference, he would have two choices:

1. take a flat fee payment based on honorarium + estimated travel;
2. take an honorarium + reimbursement for travel up to a specific amount.

These two options are offered for tax purposes. The honorarium is \$700 for a half day and \$1,300 for a full day.

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The original policy was written with the scratch and dig course in mind. OEOSC could contract with any person to develop and present a course. So an expanded reimbursement policy was necessary.

The Secretary voiced concern about the nebulous nature of the statement, "Should the instructor's employer agree to pay the costs associated with the instructors time away from home, the compensation will be credited to the employer's OEOSC membership fees account." Does this mean that the Secretary has to keep track of this over multiple years to deplete the credited amount? As an example, G. Boulton taught the course once, and the secretary had to keep track of that credit to use toward B. Catching's fee. Should any remainder of the credit be tracked and used the following year? If so a tracking system has to be set up to manage credit. M. Dowell suggested that it be reworded to say, "Therefore, when the course is scheduled by OEOSC ... instructors are entitled to receive reimbursement up to \$1,000 if they are not wholly reimbursed by their employer." D. Aikens suggested that the next sentence can be changed to, "The employer may request a credit for current year participation fees up to \$1,000."

A. Krisiloff said that he thought the policy was difficult to understand. He did not have any suggestions for improving it at the moment; however, there could be more than one organization contracting with OEOSC to provide these classes. The organizations would act as if they were a ticket agency. Sometimes the ticket agency is booking the course and other times OEOSC is booking on its own. The Secretary quoted Kathleen Robinson from SPIE, "I think we could have a yearly agreement between SPIE and OEOSC, and OEOSC could have a contract with the instructor for each event." A. Krisiloff restated the proposal saying that SPIE would treat OEOSC as their supplier. The Secretary continued stating that SPIE confirms that OEOSC owns the intellectual property.

L. Endelman said that OEOSC should contract authors to create the course for a fee and OEOSC would own the intellectual property. Then the author/instructor would pay OEOSC a fee to teach the course. D. Aikens said that the issue is complicated because there are royalties due to ISO for any directly quoted material. Since OEOSC is the ANSI member, it is the agency who would be paying the royalties, not the instructor.

The Secretary said that if the policy is not finished at this meeting, then the Board has to adopt an interim policy to cover the upcoming training session in Boston. Currently D. Aikens would travel to Boston and teach the course at his own expense because OEOSC instructors are volunteers. W. Czajkowski suggested that the SPIE policy be observed for the Boston class. M. Dowell volunteered to re-edit the policy to take all of the concerns into account, and distribute it for review.

W. Czajkowski moved that OEOSC adopts SPIE policy for the Boston SPIE conference. L. Endelman seconded the motion. D. Aikens abstained. The motion carried. A. Krisiloff moved that OEOSC authorize the Secretary to negotiate the 2008 training agreements on behalf of OEOSC. D. Aikens seconded the motion. The motion carried unanimously.

Next Meeting

D. Aikens moved that the Board meet again on January 21, 2008 in San Jose, CA.. A. Krisiloff seconded the motion. The motion carried unanimously.

Adjournment

As there was no further business to come before the Board, D. Aikens moved that the meeting be adjourned.

L. Endelman seconded the motion. The meeting was adjourned at 4:36 p.m.