

DRAFT
OEOSC Meeting Minutes

January 24, 2005, 10:15 a.m. – 1:00 p.m.
Fairmont Hotel, Belvedere Room
170 South Market Street, San Jose, CA 95113

Attendees (10)

Voting OEOSC Members

Walter Czajkowski
Marla Dowell
Lincoln Endelman
Hal Johnson
Gene Kohlenberg
Richard Nasca
William Royall

Observers

Gordon Boulton
John Hamilton
Kathleen Richardson

Representing

Director (APOMA)
IEEE/LEOS (NIST)
SPIE (Consultant)
Past Chairperson (Harold Johnson Optical Lab)
Secretary (OEOSC)
Corning Tropel Corporation
Treasurer (Eastman Kodak Company)

JDS Uniphase Corporation
Northrop Grumman
Clemson and CREOL

Welcome and Introductions:

D. Aikens was unable to attend the meeting because of bad weather. H. Johnson, Past Chairperson, opened the meeting at 10:22 a.m.

Approval of the Agenda:

W. Royall moved that the draft agenda distributed by e-mail be approved. W. Czajkowski seconded the motion, which carried.

Approval of August 2, 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 2004 OEOSC budget. Accounts are summarized here.

EXPENSES				
Account	ACCT #	Grand Total	Budget	
Exec. Director	101	\$16,800.00	\$16,800.00	100%
Admin. Asst.	102	\$4,387.50	\$3,400.00	129%
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	\$4,603.26	\$5,300.00	87%
ISO Trip Support	301	\$0.00	\$5,000.00	0%
ANSI/TAG Dues	400	\$16,250.00	\$16,250.00	100%
Board Expenses	500	\$418.64	\$500.00	84%
Refresh/Room Charges	501	\$0.00	\$250.00	0%
Credit Card Fees	502	\$265.58	\$700.00	0%
	Grand Total	\$42,762.89	\$56,100.00	76%

The year-end balance is as follows:

1/1/2004 RESIDUAL	\$39,826.36
2003 FEES RECEIVED IN 2004	\$250.00
2004 FEES RECEIVED IN 2003	\$4,750.00
2004 FEES RECEIVED IN 2004	\$38,476.00
OTHER RECEIPTS	\$252.00
SAVINGS INTEREST	\$138.54
EXPENSES	\$42,762.89
12/31/2004 RESIDUAL	\$40,930.01

W. Czajkowski moved that the report be accepted as presented. R. Nasca seconded the motion, which carried.

ASC OP Report: Since most of those attending the Board meeting had also attended the ASC OP meeting, a summary of that meeting was not given.

Membership Status: G. Kohlenberg reported that he finally had made contact with a person in the accounting area of FDA, and that the FDA had made a direct deposit into the OEOSC bank account in December. He assumes that it is for 2003 fees. A person who now is responsible for paying fees is researching why the 2004 fee was not paid.

Yajun Li has notified us that his company has decided not to continue supporting his participation on ASC OP.

Training for Use of Imperfection Standard: L. Endelman reported that more than 30 have signed up for the class. J. Hamilton and W. Royall will teach the course because D. Aikens was unable to travel to San Jose. G. Kohlenberg stated that he would contact Kathleen Robinson of SPIE to arrange payment for the course. OEOSC will send a copy of the approved standard to attendees when the standard is released.

New Business:

Election of Officers: W. Czajkowski reported that the Nominating Committee has proposed that D. Aikens be reelected as Chairperson, W. Royall continue as Treasurer, L. Shuett continue as Director, and that H. Johnson be elected Director. W. Royall moved that the Nominating committee recommendations be adopted. M. Dowell seconded the motion. The slate of officers was elected.

Termination of COM Support: G. Kohlenberg reported that the Center for Optics Manufacturing was being closed by the University of Rochester. We were originally given until March, when the secretary was scheduled to go on maternity leave, to find a new web server. However, she experienced complications and was ordered to bed. G. Kohlenberg opened an account at Genesee Gateway and started to recreate the website there. OEOSC will pay \$60 per year to GGW. GGW is managed by volunteers for nonprofit organizations such as OEOSC. Until the new location is operational, M. Stolberg will e-mail documents to committee members. There may be a small incremental increase in M. Stolberg's labor, but an increase in that budget item was included in the 2005 proposed budget.

Gerald Wolf Request for Honorary Status: Dr. Wolf, Convener of ISO/TC 172/SC 9/WG 4, has retired from the State University of New York and is petitioning the Board to grant him Honorary status. R. Hartmann is another member who has been granted Honorary status. After a brief discussion, L. Endelman moved that G. Wolf be made an Honorary member. M. Dowell seconded the motion; the Board passed the motion.

ASC OP Reaffirmation of Operating Procedures: G. Kohlenberg stated that ANSI has eliminated the model procedures annex from their guide to the management of the development of national standards. Therefore, he had to customize those operating procedures to be specific for OP. The OP committee accepted the modified procedures, and recommended that the OEOSC Board ratify them. G. Kohlenberg distributed the modified procedures and noted that he left the original six-week balloting period in them. However, he recommended to the Board that the voting period be reduced to 30 days. W. Royall moved that the revised ASC OP Operating procedures be adopted. W. Czajkowski seconded the motion. The motion carried unanimously.

Invitation to ISO/TC 172/SC 1 to meet in the US in 2006: G. Kohlenberg reminded the Board that the US will probably be asked to host the 2006 ISO/TC 172/SC 1 meeting. He was asked in 2004 if the US would host in 2005, but he stated that he would have to get permission before offering such an invitation. (Germany then offered to host in 2005.) The custom is for the hosting country to provide morning and afternoon coffee breaks and a social event one evening along with a tour of some local site of interest. (Germany is planning to take everyone on tour of the Jena optics facility in Weimar, Germany.)

M. Dowell offered to provide meeting rooms in Boulder at NIST for a 2006 meeting. She could also lead a tour of the NIST facilities including the atomic clock. She stated that on occasion her group hosts similar size meetings. A dinner at a nearby restaurant for 40 persons would be about \$2,000, and transportation to the restaurant would be about \$100. She offered to check into coffee break costs. G. Kohlenberg was asked to ask L. Endelman and J. Oberheuser if SPIE and OSA could help with expenses.

Other Business:

Business Models: M. Dowell asked if this item could be tabled until the next meeting so that there would be sufficient time to discuss it. However, she could not attend the next meeting if it were held in Rochester at Optifab in May. The Board asked the secretary to arrange a teleconference in the near future. A decision concerning an invitation to ISO would also be made during the teleconference.

Next Meeting:

The Board agreed to set the next meeting during the teleconference.

Adjournment:

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