

Summary of Action Items

Actionee	Action	Due
D. Aikens	Upload latest version of one-hour short course	done
D. Aikens	Circulate Ballot to OP to ratify TF5	done
D. Aikens	Circulate Ballot to OP to ratify R. Youngworth as leader	done
D. Aikens	Prepare report showing payment status and type of member	done
M. Dowell	Download membership form from website, fill it in, and send it to Gene	April 15, 2011
D. Aikens	Discuss NGC membership status with D. Howland	done
D. Aikens	Look into upgrading our membership process	done
Everyone	Review NWP for wavefront standard. Names of participants. Adopt as ANS	done
A. Krisiloff	Circulate comparison table of -2, -3, -4 and -18 to committee	done
D. Aikens	Notify DIN of intent to offer NWP for ISO 14997	June 15, 2011
D. Aikens	Review B46.1-2009 and report back to TF2	done
Everyone	Send Krisiloff thoughts on five year plan for environmental and data transfer standards	May 1, 2011
W. Royall	Review whatever is disappearing from inactivation of MIL standards	May 9, 2011
A. Krisiloff	Contact M. Morris on diffractive optics standards participation	May 9, 2011
D. Aikens	Revise ASC OP operating procedures and membership table and circulate for ballot	August 15, 2011
D. Aikens	Revise membership lists consistent with the new rules	May 30, 2011