

Draft Minutes

ASC OP – Committee for Optics and Electro-Optical Instruments

(Held in conjunction with SPIE Photonics West)

Monday, February 4th, 2013 08:30 PST

Nob Hill Room, Intercontinental Hotel
888 Howard St., San Francisco, CA 94103

Welcome and Introductions

H. Johnson opened the meeting at 08:37 PST with introductions. In attendance were J. Tipps, A. Krisiloff, W. Czajkowski, W. Royall, G. Boulton, D. Aikens, M. Dowell. Also in attendance were T. Coste, L. Hanssen, and J. Endres, who were observing. Quorum was not established, as there are now 40 voting members of ASC OP. Therefore any resolutions will need to be confirmed with a letter ballot.

Adoption of Agenda

D. Aikens moved that the draft agenda be adopted, as modified, to include a discussion of an ASC OP Fellow position. M. Dowell seconded, and the motion carried.

Approval of the January 2012 ASC OP Meeting Draft Minutes

A. Krisiloff moved that the minutes to the previous meeting be accepted. M. Dowell seconded, and the motion carried.

Reports

TF 1 Optical Glass (H. Johnson)

H. Johnson reported that the formation of TF1 was in process, and that we are investigating the need for standards for plastic and molded optics. We will also want to revise OP3.001, which has been reaffirmed.

TF 2 Surface Imperfections Specifications (G. Boulton)

G. Boulton reported that Davidson was now selling standards comparison standards labeled OEOSC OP1.002, and based on the measurements of a SavvyInspectorTM, using a process similar to the Army implemented SOP from last year. He also said that the committee has resolved all the remaining major issues associated with the next draft of OP1.002, and that we can now move forward. He also said that the new draft of ISO 10110-7 and ISO 14997 has been proposed by the US which includes the use of the OP1.002 scratch and dig specification and measurement.

TF3 Wavefront Specifications (D. Aikens reporting for C. Evans)

OP1.004 failed to be adopted by ASC OP, and had one negative vote and comments. The comments have been referred to the project leader for consideration. D. Aikens will hold a telecom with the project leader, the negative voter, and M. Dowell to review the resolution of the comments. Likely this will result in a new draft for ballot at ASC OP.

TF4 American blueprint OP1.0110 drawing standards

D. Aikens reported that we have made great progress on many of the standards. OP1.0110-1 is complete and ready for publication, as is OP1.0110-10. We are currently balloting OP1.0110-9, -11, -12, and 9211-1, -2, and -3. OP1.0110-8 passed the TF on Sunday and will be balloted at the OP level soon, and 9211-4 is right behind it. All that remains for general release of the standard is OP1.0110-5, surface form.

TF5 Aspheric notation

D. Aikens reported for R. Youngworth that the committee is now working on OP1.006, an aspheric metrology standard, as well as continuing to work on ISO 10110-19 at the international level.

TF6 IR Materials

D. Aikens also reported for G. Wiese that the TF6 committee met at Optics and Photonics in San Diego, with more than 50 people in attendance. At that meeting, a series of projects were initiated to develop standards and to measure materials

properties, as well as secure funding. At PW on Sunday, the leaders of all the projects had a meeting to coordinate schedules and update each other on their status. In the end, we expect from 8 to 12 standards to be written by TF6 alone in the next two years.

Other Business

Review of membership for balance, classes and fees

The committee briefly reviewed the membership for balance and for compliance to activity requirements, and the current entries for members on the website roster. The following observations were made regarding the website:

G. Boulton is no longer with JDSU; JDSU should be dropped as they will not continue to participate, but Gordon will remain on the committee as an individual.

C. Evans' contact information on the website is incorrect.

W. Royall is no longer an alternate for RPO, but will remain on the committee as an individual.

C. Gough is no longer with Davidson, but will remain on the committee as an individual. Davidson will need to offer a new contact or be removed.

S. Bambrick has left OptiPro, and should be removed.

J. Tipps needs to be added to the list of Optimax alternates.

L. Hanssen should be added as an alternate for NIST, and could potentially take over as OSA representative.

K. Snyder of NGC should be dropped, and D. Howland's affiliation should be changed to "Electronic Systems".

Dave Aikens proposed that we make all of the above changes, and also accept the membership of Exotic Electro-Optics, Fairfield Crystal Technology, Lighthouse Imaging, Lockheed Martin, SAIC and Opto-Alignment Technology, while deleting Sara Mines (no longer with Lattice), LIGO (Patrick has left the field, and they have never paid), and Clemson (Kathleen has left, and there is no replacement). In addition he proposed that Ian Murray be replaced by Melissa Stout as primary representative of Exotic Electro-Optics (Ian is leaving EEO), and Garth Eliason be replaced by Bob Bush (Garth has left FLIR Precision Optics). He also proposed that we remove FLIR Systems, Inc and Universal Photonics, at the request of the members. Since there is no current contact for Davidson Optronics, Edmund Optics, or OptiPro, they should be solicited for a new contact, or be removed if none is available as of March 31, 2013. He proposed that Corning Tropol and Jenoptik Optical Systems be added as observers until they have paid their activity fee, when they can be activated as full members, and 4D Technologies, Engineering Synthesis, and Ophir-Photon should be converted to observer status until they have paid their outstanding activity fees. W. Czajkowski proposed that OIA be re-instated as an observer, since we now have a new email address for Clark Mulligan and he is looking into past due invoices, and that Jenoptik be added as a voting member since Nick Smith is very supportive of OEOSC, and Jay Kumler is very supportive as well, and can be expected to pay the activity fee that is due.

After making the proposed changes in the spreadsheet, we will have 39 voting members, 16 of which were producers, 13 were general interest, and 10 were user-industrial, which is balanced. A. Krisloff moved we conduct a letter ballot to ratify the changes as shown in the new membership spreadsheet, as well as any other resolutions the committee should come to during the meeting. L. Hanssen seconded, and the motion carried.

RESOLUTION 1: *In accordance with the membership review of ASC OP conducted at Photonics West, the following members will be accepted as full voting members to ASC OP: Exotic Electro-Optics, Fairfield Crystal Technology, Lighthouse Imaging, Lockheed Martin, SAIC, Jenoptik Optical Systems, and Opto-Alignment Technology. The following members will be inactivated: LIGO, Clemson, FLIR Systems Inc, and Universal Photonics. The following members will be converted to observer status until their participation fees are current: 4D Technologies, Engineering Synthesis, Corning Tropol, and Ophir-Photon. OIA will be re-instated as an observer. Finally, Davidson Optronics, Edmund Optics and OptiPro will be removed if no contact is identified by March 31, 2013.*

RESOLUTION 2: *The membership list, as modified above, is accepted for balance. No outreach for representation to improve the balance is required at this time.*

J. Endres, representing the Vision Council, offered that the trade association participation fees were too low, and the corporate participation fees might be too high. Perhaps we could consider changing them. The issue shall be referred to the OEOSC BOD for consideration.

Proposed new membership type: Fellow

D. Aikens proposed that ASC OP create a new membership class called “ASC OP Fellow”. This would allow members like G. Boulton and W. Royall to continue to participate in spite of having retired from their previous positions at sponsoring companies. Since these fellows consistently contribute comments and vote, they are quite valuable to the organization. D. Aikens will write a detailed proposal for consideration at the next meeting.

Action: D. Aikens to write a proposal for the position ASC OP Fellow.

Review and approval of resolutions of TF’s

There were no resolutions to come before the committee.

Review and approval of TF committees and chairpersons

The current TF list was reviewed. The TF’s shown in the following table were all acceptable to the committee and the chairpersons were acceptable as well. D. Howland proposed we have M. Dowell become TF 3 leader, if C. Evans was no longer able to serve. D. Aikens will discuss with M. Dowell and C. Evans by teleconference and determine the best strategy, and make the change to the proposed list if appropriate. G. Boulton moved that we circulate a resolution affirming the TF Leaders and scope as modified, after Aikens, Dowell, and Evans have their telecon meeting and determined the TF 3 leader. J. Tipps seconded, and the motion carried.

RESOLUTION 3: In accordance with the review at Photonics West, the following TF committees and chairpersons are approved for 2013.

Task Force	Title	Chairperson
TF 1	Optical Glass	Hal Johnson
TF 2	Optical Surface Imperfections	Gordon Boulton
TF 3	Wavefront Measurement	Dr. Chris Evans or Marla Dowell
TF 4	Conversion of ISO 10110 into American National Standards	Dave Aikens
TF 5	Aspheric Optics	Rich Youngworth
TF 6	IR Materials	Gary Wiese and Dave Aikens

Structure of OP and consensus bodies

D. Aikens explained that we currently have issues getting ballots approved, because we have too many non-voting members of the OP. We need to either split the OP into two groups (OP1 and OP3) or we need to start creating consensus bodies when we start new standards development projects. M. Dowell observed that there was some cross-over of the new members getting involved in existing committees, and that this could be a significant improvement as the group becomes stronger. She also observed that it comes with difficulty because new people don’t understand the way the voting system works, and unintentionally derail ballots, as we saw with OP1.004. D. Aikens mentioned that, during the audit it was recommended that we have some form of training or orientation for new members, to help them understand how the pOP is structured and the way the consensus building process for ANSI works, as compared to the way ISO or other committees work. It is on his list of things to do.

D. Aikens also explained that, during the audit, he raised this concern with the auditors. They suggested the procedures be modified to allow the creation of a new consensus body when a new standard development project was started. That way everyone in ASC OP would be surveyed as to whether they wished to actively participate, remain informed, or to not participate. This would be a lot of work to set up, but it could really make balloting much easier.

The chairman suggested we leave things as they are for now, but that we be prepared to do something more radical at the next meeting.

Action: D. Aikens to prepare a “welcome to ASC OP” packet.

Results of ANSI audit and resulting new ASC procedures

D. Aikens reported on the results of the ANSI audit. The audit report, the OEOSC response, and the new procedures were reviewed and found acceptable to everyone. M Dowell moved that we circulate a resolution accepting the recommended changes. Allen Krisiloff seconded, and the motion carried.

RESOLUTION 4: *The new procedures dated 1-25-13 will be adopted for ASC OP, per the advice of the auditors and the Executive Director, subject to approval by ANSI.*

ISO TC172/SC1 Mirror committee action review

Due to the limited time, this item was tabled. We will follow up with the mirror committee by correspondence.

Time and Place for Next OP Meeting

A. Krisiloff moved that we meet next in San Francisco in conjunction with Photonics West in January, 2014. M. Dowell seconded, and the motion carried.

Adjourn

Since there was no further business to come before the committee, M. Dowell moved that the meeting be adjourned. J. Tipps seconded the motion, and it carried. The meeting was adjourned at 11:37 PST.

Action Item Summary for February 2013 meeting:

Action: D. Aikens to write a proposal for the position ASC OP Fellow.

Action: D. Aikens to prepare a "welcome to ASC OP" packet.

Resolution summary for February 2013 meeting, all to be approved by letter ballot.

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