

Meeting Minutes

OEOSC Annual Board Meeting

Friday, May 14, 2021

Via Zoom

CALL TO ORDER AT 12:36 PST: Jay Nelson, Chairperson OEOSC

WELCOME AND INTRODUCTIONS

Jay Nelson, Edmund Optics **(Chair)**

Dennis Leiner, Leiner Optics **(Past Chair)**

Rick Plympton, Optimax Systems Inc. **(Treasurer)**

Eric Herman, Individual **(Chair Elect)**

Dave Aikens, Savvy Optics Corp **(Secretary)**

Adam Phenis, AMP Optics **(Director)**

Michael Vitale, Vison Counsel **(Director)**

Michele Stolberg, Individual

Marla Dowell, NIST **(Director)**

Patrick Augino, Optimax Systems Inc; **(Executive Director)**

RECORDING SECRETARY

Adam P.

ADOPTION OF AGENDA

Motion by Michael V. Second by Dennis L. Passed 100%.

APPROVAL OF MEETING MINUTES FROM FEBRUARY 3RD, 2020

Motion by Dave A. Second by Adam P. Passed 100%.

Review of Action Items from February Meeting

Rick to discuss rejoining with Glen Boreman:

Rick P – Rick is discussing rejoining with Glenn Boreman. Some discussions regarding time commitments and cost have taken place. Rick discussed the email he received from Richie Youngworth about building memberships and getting additional people involved in the organization. Rick will continue to work offline and provide an update to board at August meeting.

Action: Rick P to update again at next meeting.

Discuss seat appointment with APOMA Board:

Jay N. – Walt was unable to attend. He is actively working to find a replacement from APOMA. No solutions yet, however please reach out to Walt for additional details if desired.

Determine strategy for sponsorship of OEOSC/TC/ISO meetings:

Dave A. – OEOSC will need ~\$30K of sponsorships to cover costs of hosting next ISO meeting in US. He is planning to send an email blast for one company to sponsor the whole meeting. If no one commits to full sponsorship, lower levels will be offered. \$5k for specific SC's or \$2k for gold sponsor. Additional details to be presented at August BoD meeting.

Action: Dave A. To draft and present a sponsorship proposal at next Board Meeting

Discussion of Bylaws – Ballot Approved:

Jay N. – Bylaws vote was approved. Lots of great work done by Dave A. and Dennis L.. Jay thanked them for their time and commitment to getting them updated. Current bylaws state yearly review is needed, this may be too often. Patrick A. should consider revising to a 3-year review cycle with next revision. Bylaws also state cap on board members is 12 directors, we currently have 3. We might want to consider adding additional directors. Jay to lead topic at August meeting.

Action: Patrick A. to consider adding clause in next revision stating bylaws shall be reviewed every 3 years

Action: Patrick A., Dave A. and Dennis L. to determine before next annual board meeting if additional review is required.

Action: Jay N. to discuss adding additional directors to the board at August meeting

Determine Strategy for targeted companies, discuss with SPIE:

Adam P. – Adam met with NIST. He has one more meeting that is needed before reaching out to SPIE.

Action: Adam P. to provide update at next meeting

Create liaison with TC42:

Dave A. – Dave submitted an application to be a liaison with TC42. Eric noted he is a non-paying member of TC42 so he is

not permitted to attend meetings.

Action: Dave A. to continue conversations with TC42 to create formal joint working group

Patrick A. – At last meeting the Board did not recommend to the TAG or ASC OP that they need to add or drop membership. OEOSC provides membership guidance to TAG ASC OP. Reviewed List-of-members-on-20210510.pdf.

- Lighthouse Imaging joined in May, should recommend they be added to TAG and ASC OP
- Dave A. is in discussions with Blue Ridge and suggests leaving them for six more months
- Donna Howland in discussions with Dave A. Suggest leaving for six more months
- Lockheed Martin has not responded so recommend moving to observer status
- Burris should also be moved to observer status
- Line 6 & 7 (NIST) are same, make Marla Dowell POC
- Recommend moving Zemax to observer status

Motion by Dave A. to switch Zemax, Lockheed Martin and Burris to observer status Second by Eric H. Passed 100%.

Action: Adam P. to reach out to Facebook and Amazon about potential membership and/or possible board seats

Action: Marla D. to reach out to Apple regarding membership, Aizhong Zhang is a possible candidate.

Action: Dave A. to share standard language for reach out.

Action: Patrick A. to update membership list to correct The Vision Council and Michael Vitale.

Review of OEOSC Financials

Rick P. presented OEOSC-Financial-Update_05142021.pptx

OEOSC still needs to file 2020 taxes; Allen K/Patrick A are working with an accountant to complete.

Rick noted there were about 20 standards needing to be balloted, but they needed prioritization. Dave volunteered to prioritize the list and circulate to the board for comments. Marcia Smith is still available to help ASC OP as needed.

Action: Dave A. to prioritize ballot list and circulate to the Board

Action: Pat A. to engage Marcia to support balloting as needed

Reviewed 2020 Invoices, 28 paid, 11 still outstanding. 2021 invoices to be sent in June, back dues will be included where applicable.

Still need to onboard 3 additional sponsor level memberships in 2021.

Dave A. is doing more Zoom trainings. If Optifab meets in person then training revenue will be closer to \$10K.

Proposal/Board Resolution – 05-2021

Investigate, apply for and obtain OEOSC credit card.

Motion by Dave A. to pass resolution 05-2021, Second by Michael V. Passed 100%.

Committees:

Jay presented OEOSC Committees BoD Meeting 051421.pptx

Four committees being formed, Nominating Committee, Education Committee, Finance Committee and Website Committee.

Action: Dave A. to add Ray Williamson to Education and Outreach Committee

Action: Jay N. to add Michele to Website Committee

Additional items not on the Agenda:

Congratulations again to Dave A. for winning the SPIE A.E. Conrady Award.

Marla suggested trying to secure federal grant funding for Standards. There may be grant opportunities that OEOSC can apply for.

1. NIST measurement science and Engineering program - \$25k-\$75k. Has to be led by a university.
 - a. <https://www.nist.gov/news-events/news/2021/03/nist-announces-funding-2021-standards-curricula-development-program>
2. Pending legislation: If passed would provide funding to industry to send folks to standards meetings
 - a. <https://www.congress.gov/bill/117th-congress/senate-bill/1169>

Action Finance Committee – Review and work with the Education & Outreach Committee to apply if deemed appropriate

NEXT MEETING

Next meeting, Friday, August 13, 2021 at 10 EDT was suggested

ADJOURNED AT 1:30 PM PST: Motion by Dave A.; Second by Eric H. Passed 100%.