

Meeting Minutes

OEOSC Annual Board Meeting

Friday, August 13, 2021
Via Zoom

CALL TO ORDER AT 07:02 AM 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**) **Absent**
Michael Vitale, Vison Counsel (**Director**)
Michele Stolberg, Individual
Marla Dowell, NIST (**Director**)
Patrick Augino, Optimax Systems Inc;
(**Executive Director**)

RECORDING SECRETARY

Jayson N.

ADOPTION OF AGENDA

Motion by Dave A. Second by Eric H. Passed 100%.

APPROVAL OF MEETING MINUTES FROM May 14th, 2021

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

Review of Action Items from May Meeting

Rick to discuss rejoining with Glen Boreman:

Rick P – Glenn wants to be supportive of OEOSC and would like to have someone from UNCC active in OEOSC. Perhaps Ed Morse? Ed participates on a task force, but is not interested in leading a group.

Rick P – Where do we need support in OEOSC?

Jay N – asked about someone to work on aspheres

Dave A – asked about someone to work with the TF3 Wavefront Group. Chris Evans? Angela Davies? Birgit (worked for Chris at UNCC). Matt Davies who is currently involved with ISO SC1 Drawing Notations?

Action: Rick maintain open channels with Glenn, look at personnel who may be interested in OEOSC

Discuss seat appointment with APOMA Board:

Walt – Not available for this meeting

Rick P – spoke with Mike Mandina, APOMA is relying heavily on Pat Augino

Dave A – APOMA seat is also ASC OP Chairperson

Michelle S – Works with APOMA. Will add topic to October BoD agenda

Action: Michelle to add topic for APOMA BoD agenda, August meeting

Action: Jayson to talk with Walt for an update

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

Dave A – Agreed to create a sponsorship plan for OEOSC to host the next TC 172 meeting.

Michael V – Believes the next SC7 meeting is in Paris and may not be part of the TC 172 meeting

Dave A – Much of his work is based on Michael's work. Dave took Michael's letter and changed the heading to OEOSC. Same pricing as Vision Council's work.

Dave A – Since this is a TC 172 and SC Plenary meeting, both sponsorships could be available. More opportunities for sponsorships. Send out to OEOSC members and gage interest.

Michael V – This enabled the VC to collect \$54k of the \$78k spent on the conference.

Jay N – The key will be assigning value to this effort

Eric H – Asked clarification on when the next in-person meeting would be held.

Dave A – Meeting is tentatively scheduled for Sept 2022 at the earliest, but probably push out to 2023.

Michael V – Any funds received for this effort must stay segregated for this purpose and not be reallocated, even if the event is pushed out 18 – 24 months.

Action: Pat A to send out to members, see if we have interest in participating. Send personal e-mails with documents. Requires a focused effort to be successful.

Create liaison with TC42:

Dave A. – Made great progress. Dave is an observer to this group. Key standard for this group (ISO 12223) is currently being revised. OEOSC is already plugged in. They are interested in collaborating with OEOSC on some of our standards.

Action: Remove from the watch list. Effort is in progress. Dave A to report back at annual meeting.

Determine strategy for targeted companies, discuss with SPIE:

Adam P – Unable to attend. Sent information to Pat

Pat A – Adam is currently working with John on this, needs a bit more time.

Dave A – Noted that Adam will be soliciting funding for the IR efforts at the same time OEOSC is soliciting for the TC 172 meeting. Need to keep separate so that no one gets both letters. Both efforts are very different

Action: Adam to update at October meeting

Action: Pat A to discuss with Adam before sending out the TC 172 letters

Prioritize ballot list, circulate to BoD members:

Dave A – Sent info to Pat this day. Shared spreadsheet with everyone. Standards are separated into 3 groups based on priority and current readiness.

Rick P – Asked how much time is needed for review based on ANSI standards.

Michelle – Noted that standards must be reviewed within a 5-year period. Penalties can be levied against OEOSC if this is not followed.

Action: Pat to discuss with Dave, understand which need pins, which need cleanup, which are superseded and need to be removed, etc., and send out ballots for vote.

Action: Pat to look at documents, note proper amount of time for review of ballots, which ballots need review under 5 year rule

Review of OEOSC Financials

Pat A – all 2020 and 2021 data has been secured from Allen as of June 2021. Using a freeware software version to keep financial records. Remaining 2020 and new 2021 invoices went out by last week.

Dave A – Change terminology from “dues” to “fees”.

Rick P – presented OEOSC-Financial-Update_08132021.pptx. We are 8 months into 2021 and not even meeting half of our financial plan. Need in person Optifab to have a chance at meeting budget goals.

Rick P – We need to get standards out, balloted, to industry, creating interest

Dave A – As troubling as this is, it is an improvement from past years and reflects the good work by Rick and others.

OEOSC Board

Introduction of topic:

Jay N. – This is an action item from the May meeting. Looking to change the makeup of the board. Need to define focus of this effort and the desired outcome.

Board planning:

Dave A. – OEOSC had a tradition of large defense contractors on the board in the 1990's. None currently on the board. Need a focused effort to bring them back. Also reaching out to SpaceX and PlanetLabs. Need a strategic plan for the OEOSC BoD. Do we focus on market segments, participants in ISO standards committees, large and small companies, etc?

Marla D – Uses market reports for consideration of companies. Can OEOSC leverage resources within SPIE and OSA to identify companies we can contact and seek their support and participation. She has reached out to Apple, and they would like an informational briefing to review before making a decision.

Dave A – Can we reach out to Donna Howland at Northrup Grumman? Decision is to move ahead, this is viewed favorably by the Board.

Action: Pat to add this topic to the October meeting.

Action: Jay N set up group to sub-committee of the board, (Rick, Dave, Marla, Pat).

Action: Pat to call meeting of the sub-committee to prepare information prior to the October meeting for review by the OEOSC BoD.

Discuss potential BoD seats for Facebook, Amazon:

Adam P. – Unable to attend.

Pat A – Adam spoke with Ball, Facebook, and Amazon. They requested an official request letter with some supporting information. Include listing of membership discounts in request letter.

Action: Sub-committee to draft information for review.

Discuss potential BoD seats for Apple:

Marla D. – Waiting for response from Apple, anticipates they will request an informational briefing as well.

Action: Sub-committee to draft information for review.

Committee Updates – Website, Education, & Finance:

Website Committee:

Jay N – Gave general introduction. Introduced Website committee members, sent SOW to website designers for quote. Need to consider what does that work entail, what will it look like when complete, what are we hoping to accomplish, and what are the expected costs.

Jay N – Goal is to have website up by December so it is operational by Photonics West.

Dave A – Noted he just had his website redesigned, lower cost. Will send vendor info to Jay N for consideration.

Action: Jay N to send SOW to board members, along with proposals from vendors

Education and Outreach Committee

Dave A – Would like Education Policy up for vote at this meeting. Has been on the website for 3 months, available for review. Was rewritten to reflect current focus. Committee has met once, are working through action items. Adding U of A was a goal that has been accomplished.

Dave A – Has control of the LinkedIn page, can make changes.

Dave A – Talking with Jennifer Michaels for creating new training modules

Finance Committee:

Rick P – Get financials from Allen, put on separate software. Pat did a lot of this work.

Pat A – Using “Gnucash” freeware. Open to changing to commercial software in the future.

Jay N – Good for short term. Thanks to this committee for their work.

Action: Long term goal is for this committee to consider other software, recommend whether to purchase new or maintain current package.

Education Policy – BoD vote

Dave A. – requested a voice vote on accepting the Education Policy previously circulated and posted on the OEOSC website

Dave A – Pat will get copies of every revised class for approval. Probably should move to the Education Committee instead of the Executive Director.

Proposal/Board Resolution – 08-2021

Accept revised Education Policy as written (20210304 updated training procedures proposed.pdf)

Motion by Rick P. to pass resolution 05-2021, Second by Eric H. Passed 100%.

Strategic Planning:

Dave A. – Suggest we group this into the Board sub-committee. “Strategic Planning Committee”

Action: Pat to assign sub-committee name, schedule meeting

Additional items not on the Agenda:

Michelle – Suggest that we look at TC 172 SC pages on the website to see who votes on ISO standards (ex., SigSauer, SC4) for names of people who are active

Action: Michelle to create list of active participants in TC 172, for sub-committee to consider

NEXT MEETING

Next meeting, In person at Optifab Conference, Rochester, New York, October 18 - 21, 2021

Final date and time TBD

Pat A – Talking with SPIE to reserve a room and time. Suggest reserve facilities for (2) two hour sessions. Needs virtual capability, make meeting hybrid.

ADJOURNED AT 8:22 AM PST: Motion by Dave A.; Second by Dennis L. Passed 100%.