

Meeting Minutes

OEOSC Annual Board Meeting

Tuesday, October 19, 2021

Joseph A. Floreano Rochester Riverside Convention Center, Room
Highland G and remote via Zoom

CALL TO ORDER AT 1:08 PM EDT: Jay Nelson, Chairperson OEOSC

Quorum is not present; only four voting members present at the start of the meeting

WELCOME AND INTRODUCTIONS

Jay Nelson, Edmund Optics (**Chair**)
Dennis Leiner, Leiner Optics (**Past Chair**)
Rick Plympton, Optimax Systems Inc.
(**Treasurer**) (**Joined @ 1:55pm**)
Eric Herman, Individual (**Chair Elect**) **Absent**
Dave Aikens, Savvy Optics Corp (**Secretary**)
Absent

Adam Phenis, AMP Optics (**Director**)
Michael Vitale, Vison Counsel (**Director**)
Michele Stolberg, Individual (**Observer**)
Marla Dowell, NIST (**Director**) **Absent**
Patrick Augino, Optimax Systems Inc.
(**Executive Director**)

RECORDING SECRETARY

Adam P.

ADOPTION OF AGENDA

Motion by Michael V. Second by Adam P. Passed 100%.

APPROVAL OF MEETING MINUTES FROM August 13th, 2021

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

Review of Action Items from May Meeting

Discuss seat appointment with APOMA board: (J. Nelson/P. Augino)

The APOMA board discussed a replacement for Walt C. at the last meeting and suggested Patrick A. replace Walt as APOMA's representative. If approved, Patrick would provide updates to APOMA's board on OEOSC's activities as well as represent APOMA's interests on OEOSC's board. Patrick A. indicated he would like to fill this role if the OEOSC board approves. NOTE: ASC OP would also need to approve via a majority vote as per ASC OP Procedures section 8.1.3 Single vote.

Action: Patrick A. to ask Dave A. to send ballot for approval to OEOSC BoD, (no quorum at this time during meeting)

Action: If BoD approves, Patrick A. will take steps necessary to comply with ASC OP Procedures section 8.1.3.

Sponsorship of OEOSC/TC/ISO meetings:

Patrick is aware of the need to send email to potential sponsors and anticipates completion date of early December. A discussion with Adam P. is needed prior to sending.

Action: Patrick A. to set meeting for discussion with Adam P.

Action: Patrick A. to send out email to members in December.

Determine strategy for targeted companies, discuss with SPIE:

Adam suggested a more formal letter be written with all board members signing. Dennis L. and Michael V. suggested the letter shared at the August 13th meeting might be a bit too long for an initial contact. The discussion focused on drafting a formal letter that is short, concise and highlights the value proposition that OEOSC provides. The formal letter should be written to allow for additional follow-up using the longer text shared at the August 13th meeting.

Action: Adam P. to draft the formal letter and circulate for review prior to December BoD meeting.

Action: Patrick A. to discuss with Rick, possible opportunities to increase SPIE support for OEOSC.

Adoption of ISO Standards:

Formatting is time-consuming as ANSI provides unformatted copies of the standards. ~10 hours of work is needed to ready each standard for ballot. Patrick is working to get two groups balloted and published in 2022. The first group of standards should go out for ballot to the ASC OP membership in December. A question was raised as to how much revenue OEOSC receives from each sale of a standard. A definitive answer was not known, Patrick A. took the action to reach out to ANSI for clarification.

Action: Patrick A. to contact ANSI for clarification on revenue sharing agreement with regard to sale of standards.

Action: Patrick A. to continue working toward adoption as per priority list reviewed at August BoD meeting.

Review of OEOSC Financials

Patrick A. presented for Rick P. Sales of standards increased in Q2. However, projected income was adjusted from \$4K to \$2.5K, which is closer to historical amounts. Training also increased. To date expenses are relatively close to budgeted amounts set in early 2021. Currently cash flow is showing a ~\$9K loss. OEOSC is expecting a significant bump in training due to in-person Optifab. If training forecast comes to fruition, OEOSC will have positive cash flow in 2021. Exact training income should be known by December meeting. If there is a deficit, OEOSC has funds to cover a small loss.

OEOSC Board Planning Committee Update

Patrick A. presented BoD_Planning_20211005_Rev3_BoD-20211019.pdf (available upon request) detailing suggestions for increasing the BoD to 12 and suggested individuals to fill the additional 4 director seats. If recommendations are adopted all TF's and SC's will have representation on the board. Jay N. will provide recommendations to the nominating committee (Adam P., Jessica N. and Dave A.) for circulation to the OEOSC membership. Information will need to be published and made available to entire membership for a minimum of 30 days.

Action: Jay N. to provide recommendations to nominating committee.

Note: Rick P. joined meeting at this point, quorum was achieved for remainder of meeting.

Committee Updates – Website, Education, & Finance

Website Committee:

Jay distributed the SOWs from three web designers to the BoD members. Quotes ranged from \$4k to \$35K for similar work. Recommendation is to proceed with Vertical Insight. This vendor has previously designed Optimax and APOMA's website. It is believed Vertical Insight's proposal provides the most value for the money. The lower cost proposal left uncertainty if the understood the need of the organization. Ideally, the new website would be ready for PW 2022 however, timeline is uncertain, likely will debut in late Q1 2022.

Action: Jay N. to work with Dave A. (secretary) to circulate ballot to BoD authorizing full amount of Vertical Insight's bid to begin work.

Note: BoD members are asked to respond quickly so, if approved, work can begin ASAP.

Education and Outreach Committee:

Dave A. was not present however, Jay N. provided a brief update. Dave A. provided meeting notes from the last meeting. There is a lot of work on training. Richie has put together a list of technical papers that should be included on the website. He has also developed a standards introduction presentation that was given at the U of A. Dave has done some similar work with U of R. We are getting more organized with our approach and we are picking up steam. For further information, please reach out to Dave A. Richie Y. or Jessica N.

Finance Committee:

Finances for OEOSC have been recreated and separated from previous Exec. Director. Patrick has done the heavy lifting to move this forward. He is using GnuCash, an open source software for tracking finances.

Action: Rick P. to set up periodic meeting to review finances with Finance Committee.

Membership:

Allen K. recently provided a full membership list. There appears to be some gaps in TF and SC assignments to members. It's important to balloting in ASC OP that all TF members receive and respond to ballots. Some ballots require 2/3 ballot response from members. Patrick A. is going to survey all TF leaders for active member status. Patrick A. will reach out accordingly if members are inactive to ensure they want to be included. OEOSC has invoiced ~\$35k in membership fees; we are down to ~\$7K in receivables. Patrick A. did reach out to outstanding 2020 receivables, most did not respond.

Action: Patrick A. to discuss active/inactive members with each TF leader.

Additional items not on the Agenda

Jay N. showed a Strategic Plan Proposal. He will provide a final version to the BoD for review prior to our next meeting in December. Jay would like to lead a discussion in December based on the final version regarding our strategic plan for OEOSC in 2022 and beyond.

Action: Jay N. to circulate final Strategic Plan Proposal to BoD. (alternatively may also provide to Patrick A. to be added on OEOSC website)

Patrick A. provided details of a surprise audit from ANSI. ANSI audits OEOSC/ASC OP every 5 years. The organization is due for recertification in 2022. It was previously thought the audit would kick off in January 2022; however, ANSI would like to have it completed in January 2022. ANSI provided Patrick A. with ANNEX B (27pg questionnaire) to be completed before the end of October. Patrick will meet with ANSI auditor in December for "pre-audit" meeting and full audit will be conducted in early January. Preparing for this audit needs to take priority for Patrick and may slow other activities. Rick suggested Patrick A. reach out to Dave A. as he has been through an audit with ANSI in the past.

Action: Patrick A. to reach out to Dave A. to discuss audit prep and pointers for a successful outcome.

Allen K. has been extremely helpful with the Exec Director transition, especially with the audit prep. To date financials, website, bank accounts, SPIE, and ANSI contacts have been transferred. OEOSC's 2020 taxes were filed in September. Allen's support will be required through the audit as it look back on standards activity for the past 5 years.

NEXT MEETING

Additional meeting scheduled for Friday, October 29, 2021 is not needed.

Action: Patrick A. to cancel meeting.

Next meeting, virtual within the first couple weeks of December.

Final date and time TBD

Action: Patrick A. to send Doodle poll for next meeting. Reserve and send meeting details accordingly.

ADJOURNED AT 2:32 PM PST: Motion by Adam P.; Second by Michael V. Passed 100%.