

# Meeting Minutes

## OEOSC Annual Board Meeting

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Friday, February 26, 2021

Via Zoom

### **CALL TO ORDER AT 1:03 PST: Dennis Leiner, Chairperson OEOSC**

Meeting was recorded; a copy may be made available by contacting the OEOSC Executive Director

### **WELCOME AND INTRODUCTIONS**

Dennis Leiner, Leiner Optics (**Chairman**)  
Rick Plympton, Optimax Systems Inc. (**Treasurer**)  
Eric Herman, Individual (**Director**)  
Dave Aikens, Savvy Optics  
Patrick Augino, Optimax Systems Inc;  
Walt Czajkowski, APOMA  
Jay Nelson, Edmund Optics (**Chairman Elect**)

Allen Krisiloff, Triptar (**Executive Director**)  
Stacie Manuel, LLNL-NIF  
Michael Vitale, Vison Counsel (**Director**)  
Jessica DeGroote Nelson, Optimax Systems Inc. (**Past Chair**)  
Marla McDowell, NIST

### **RECORDING SECRETARY**

Adam P.

### **ADOPTION OF AGENDA**

Motion by Dave A. Second by Jessica N. Passed 100%.

### **APPROVAL OF MEETING MINUTES FROM FEBRUARY 3<sup>RD</sup>, 2020**

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

### **Executive Director Annual Report – Allen K.**

Allen summarized the Executive Director's report (Year 2020 Annual Report of the Executive Director.pdf). The following comments were noted.

Augmented and VR group has become primarily moved to an IEC advisor.

NIST did not rejoin as a sponsor but did join as a regular member at \$2500 a year.

Training revenue and sales of standards slowed down with presumption of impact due to COVID.

TC172 meetings in the USA were canceled and we have told them that we would entertain hosting future meetings when public health and economic environments return to normal.

### **Review of OEOSC Membership**

The OEOSC Membership list (membership list 2020DEC31.pdf) was presented. The following comments were noted.

Sponsors (Zemax) should be invited to board meetings. Habit has been to treat SPIE and OSA as very significant supporters with board meeting invites.

Zemax is not rejoining in 2021. OEOSC should consider staying engaged with them about the value that they create for not only themselves but also their customers.

Yellow lines in membership list mean that we should decide about dropping them from the list as they are not renewing. In the past, we have kept them engaged.

NGC has not renewed in a number of years. Donna Howland has been unresponsive.

UNCC will likely drop. Chris Evans has retired. Should reach out to Glenn Boreman.

*Action Rick to reach out to Glenn B, about rejoining*

Lockheed - Zdravko was OEOSC Secretary and has decided to stop participation. He tried to get a manager in his area to support OEOSC without any luck. Therefore they are not paying their invoice for 2020 or the future.

Burriss Optics Company is non-responsive.

Dennis - Should we adopt a uniform policy about non-paying companies, potentially make them observers? Conclusion is to do this in new by-laws

### **Appointment/approval of OEOSC Executive Director**

Bylaws stipulate that chairperson alone has the ability to choose the new Executive Director. Allen has decided to step down at close of contract at end of April.

Identified Patrick as new Executive Director and he has accepted it. Patrick is starting 3/1/2021 with a two-month transition period for Allen to guide and transfer.

Dave A. Motion to acclaim appointment of Patrick. Second by Rick P. Passed 100%

Dave made motion to thank Allen for 5+ years as Executive Director. Second by Rick P. Passed 100%  
The whole board thanked Allen for his contribution to OEOSC as Executive Director.

### **Appointment/approval of ASC OP and Tag Leadership**

Nominating committee met and conferred over changes of leadership.

Jessica pointed out that she was departing and was the only non-male member of leadership. Dave reached out to Marla M. who has volunteered.

No notifications for other nominees received by Adam P.

Eric Herman is Chairman elect. Others have agreed to maintain current roles.

Jay N. motion to accept slate of candidates. Second by Mike V. Passed 100%

### **Leadership roles**

Reviewed "OEOSC membership diagram 02-09-21.pdf"

ANSI owns the franchise to rep US at ISO.

OEOSC has bought the franchise for serving at TC172.

OEOSC is accredited standards writing body for ISO.

Discussed ISO, ANSI, The Vision Council, and OEOSC divisions.

### **Bylaws require annual reaffirmation of ASC and TAG leadership.ASC OP Leadership**

Leadership as of Dec 2019 presented.

There is not a current ASC OP Chair- Walt C. is currently acting in this role.

TF7 active at very low level with no formal meetings.

Executive Director OEOSC is Secretary for ASC OP

Walt is exiting APOMA board membership in March timeframe. Encourages board to elect a new ASC OP Chair

There has been no ASC OP Chair for a year and a lot of motion has stopped for many of the task forces.

Agreement that ASC OP chair should be different from TAG Leader

Jessica N. volunteered for a year.

Vice Chair - TBD representative from APOMA. *Action Walt C. will discuss with APOMA board to gauge interest.*

### **TAG Leadership**

SC6 (Geodetic Instruments) not on list and Ed Moore is taking up leadership

Allen stepping down as TAG leader. Dave Aikens is interested.

### **2021 ASCOP/TAG Leadership Slate**

ASC OP Chair – Jessica N.

ASC OP vice chair – TBD, APOMA

ASC Secretary is Allen until May 1 and then transfers to Pat A.

TAG Leader - Dave A.

Add SC6 with leader as Ed Moore

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

### **Annual Financial Reports**

Financial report needs to be updated as Zemax did not renew. \$20k on Sponsors is actually \$15k

Lost SPIE O+P and it has impacted financials.

\$20k less than anticipated

Uncollectable Receivable (Expense) due to ER Precision. Number may be a little bigger and is due to unpaid dues.

We will likely end in the RED by ~\$5k

We have a surplus to cover negative

Have previously discussed budget being on 2 year cycle to account for significant training from Optifab

Allen relayed conversations about ANSI dues with ANSI in the past about reducing membership fees.

ANSI did not raise dues in 2020 as they had been increasing them by 3-4% per year.

May be worth trying again.

Anticipate that dues will remain flat. 6 Sponsors (\$5k) may be a bit aggressive.

2021 is an Optifab year. If Optifab happens, training and sales of standards is anticipated to be higher once travel opens up. Potential for IODC. Dave Aikens is planning to donate his A.E. Conrady honorarium to OEOSC.

Training expenses are expected to be lower because biggest expense is shipping to and from SPIE PW. Dave is confident that he can get \$10k in training profit into the organization.

ISO trip expenses - Unsure if it will happen in 2021.

2021 net profit anticipated to be \$19k, but requires 3 corporate sponsors to join.

Allen had potential sponsors for TC meeting that was scheduled in 2020. Idea was to offer some kind of incentive for companies. That could be signs or time for a speech to explain what they could offer to the international world. Some informal yesses were given from Ophthalmic and Microscopy world. Two main incentives - (1) support standards and help maintain American involvement and leadership and (2) advertising. Dennis said that sponsorships are quite popular with other boards that he is on.

*Action Dave A. - Come up with some kind of strategy for this. Schott (\$10k?), Intuitive, etc...*

Mike Vitale will help with what they have done for The Vision Council

Allen to share what he had.

Need to ensure that any funds for a meeting is for a future meeting that occurs after the pandemic

Dave motioned to accept budget. Second by Jessica N. Passed 100%

## **Bylaws**

Dave and Dennis have been working on update

*Action Dave A. - Send revised bylaws out as a ballot by correspondence for vote to voting membership according to 2007 bylaws*

## **Additional Items Not On the Agenda**

### ***Revision to training procedures***

*Action Dave A. to send out*

### ***Status of standards that need to go out for ballot.***

Allen has a list and a few manuscripts and will get ready for distribution - ASC OP.

Responsibility will fall to Patrick to adopt ISO standards as national standards

## **ASC OP Procedures need to be balloted and approved**

### **Adam presented sponsorship grant ideas for TF6 to get money to NIST**

*Action Adam P - Come up with strategy, targeted companies, and then present. Also contact SPIE, copy Jessica N., Dave A., and Jay N.*

Mike told board this is a great idea. He cautioned them to make sure that the sponsors understand what we are spending the money on. OEOSC needs to map out what the money will be used for and make sure the money goes into a separate bucket. Key is to have a small pool of money to entice additional people.

Need to discuss with SPIE to see what they say. SPIE may fund...Get SPIE's position

### ***TC42/TC172***

Eric - Noticed that TC42 has a lot of optics related standards. They are setup on their own and we do not have any work with them. Suggested that we try to get a liaison with them. Eric is a joint member of TC172 and TC42, but needs to check.

*Action Dave A. and Eric H. to reach out and work to create liaison.*

## **NEXT MEETING**

Next OEOSC Board meeting to take place after Patrick is Executive Director

Next meeting TBD, Friday, May 14<sup>th</sup> 2021 at 1pm PST was suggested

*Action Jay N. determine date/time and announce next Board meeting.*

**ADJOURNED AT 3:06 PM PST:** Motion by Dave A.; Second by Adam P. Passed 100%.