

Meeting Minutes

OEOSC Annual Board Meeting

Monday, February 3, 2020

Stockton Room, 5th Fl, Intercontinental Hotel, 888 Howard St., San Francisco, CA

CALL TO ORDER AT 3:35 PM PST

Jay Nelson, Chairman Elect, called the meeting to order. (Dennis Leiner, Chairman, was unable to attend).

WELCOME AND INTRODUCTIONS

NGC, Donna Howland	AMP Optics, Adam Phenis (Director)
Edmund Optics, Jay Nelson (Chairman Elect)	Optimax, Rick Plympton (Treasurer)
APOMA, Walt Czajkowski	Optimax, Pat Augino
Individual, Eric Herman (Director)	Savvy Optics, Dave Aikens
Triptar, Allen Krisiloff (Executive Director)	NIST, Leonard Hanssen
The Vision Council, Mike Vitale (Director) by phone	

RECORDING SECRETARY

Walt C.

ADOPTION OF AGENDA

Motion by Rick P. Second by Adam P. Passed 100%.

APPROVAL OF PREVIOUS MEETING MINUTES

Motion by Rick P. Second by Adam P. Passed 100%. Eric H. abstained.

ANNUAL REPORT OF THE EXECUTIVE DIRECTOR

In the interest of time, Allen K. quickly summarized the written Executive Director's report. There were no comments or questions.

MEMBERSHIP REVIEW

The list of members was reviewed.

Rick P. will ask Sydor Optics about joining as a sponsor.

NIST is planning to rejoin this year as a regular member as a result of lobbying by Leonard H. and John Burnett in Gaithersburg.

SECRETARIES AND LEADERS OF ASCOP AND TAG

The list of secretaries and leaders were reviewed. Hal Johnson has retired; his replacement for the chairmanship of the ASCOP must be found. List of current leaders of the TAG and ASCOP were reviewed. Motion to confirm the current leadership roster was made by Eric H. Second by Adam P. 100% accepted.

ANNUAL FINANCIAL REPORTS

Accrued income for 2019 was \$91,338.17; accrued expenses totaled \$71,953.61. Net income was \$19,434.56. The year 2019 was an OPTIFAB year, so training income was high.

Cash on hand at the end of 2019 was \$80,663.58 just before payment of ANSI's \$34,355.00 membership dues. Therefore, the cash balance was effectively \$46,308.58.

During the discussion about the budget for the next two years, income targets were raised for regular and sponsor memberships. ISO trip support was zeroed because all ISO subcommittee meetings, except for SC7, will be held in the US in November. Special sponsorship income and special meeting expense budget lines for the US hosting of the November meetings were set at \$22,000.

Motion to approve the financial report and the budgets by Rick P. Second by Adam P. 100% accepted.

The approved financial report and budgets are appended to these minutes.

US HOSTING 2020 ISO MEETINGS IN NOVEMBER

It is the USA's turn to host the SC1 meeting this year. We were asked by the TC172 Secretariat to consider hosting a combined meeting of all the subcommittees (except SC7). In January, the Board approved a plan based upon The Vision Council's experience with hosting meetings of similar size.

Discussion revolved around how to structure sponsorships to maximize corporate interest in supporting the meetings. Suggestions included announcements about sponsoring organizations on websites, such as OEOSC, APOMA, and SPIE, and at the meeting, and speaking incentives during the social event for various levels of support. Possible ways to minimize expenses, such as scaling down the social event, were discussed, too. Sponsorship solicitations are planned to start in early March. About \$6,000 of sponsorship pledges have already been received.

TRAINING AND OUTREACH

Classes at Photonics West and Optifab through the revenue sharing agreement with SPIE, and on-site courses conducted by Dave A. netted about \$17,500. Dave will be teaching standards courses at the University of Rochester and expects to develop a longer term program to expose UofR optics students to standards.

We should plan to staff a booth at Optifab 2021.

NEW AND OTHER BUSINESS: CREATION OF A NEW DIRECTOR'S SEAT ON THE BOARD

Dave A. suggested that a new director's seat on the board should be created and dedicated to the coordination and development of training. The term of service should be two years.

Motion to create the new director's seat by Allen K. Second by Rick P. 100% approval.

Motion to elect Dave A. as the first Training Director by Allen K. Second by Adam P. 100% approval.

ANNUAL ELECTION

Slate of candidates accepted by acclamation.

ADJOURNED AT 5:21 PM

Motion to adjourn by Dave A. Second by Rick P. 100% approval.

OEOSC Balance Statement (estimated on 2020 JAN 22)

2019 DEC 31

Assets

PrimaryChecking	\$	80,663.58
ANSI Dues Reserved Expense	\$	34,355.00
Arvc Accounts Receivable	\$	39,461.82
Allowance for Uncollectible Receivables	\$	1,675.00
Undeposited Funds	\$	504.00
Pre-paid Insurance Travelers 9820PA204	\$	159.50
Paypal Escrow (Incoming Pool)	\$	-
ANSI Royalties Escrow	\$	400.00
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		\$157,218.90

Liabilities and Equity

APay Accounts Payable	\$	37,052.98
Starting Balances	\$	60,421.59
Retained Earnings	\$	59,744.33
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		\$ 157,218.90

OEOSC P&L Statement (estimated on 2020 JAN 22)

2019

INCOME

Income, Training	\$	25,680.67
Income, _Dues (Sponsors)	\$	25,000.00
Income, _Dues (nonSponsors)	\$	22,550.00
Income, Services	\$	13,500.00
Income, Sale of Standards, Training	\$	2,700.00
Income, Sale of Standards, ANSI	\$	1,957.50
	\$	91,388.17

EXPENSES

ANSI Dues (400)	\$	33,635.00
Executive Director Fees (101)	\$	18,558.00
Training Expenses (503)	\$	8,153.06
TAG Administrative Assistant (102)	\$	7,472.50
ISO Trip Support Expenses (301)	\$	2,308.39
Travel (ExecDir) (300)	\$	500.00
Uncollectible Receivable (Expense)	\$	325.00
ASCOP Administrative Assistant (104)	\$	323.75
Credit Card Service Fees (502)	\$	232.95
Printing and Binding Standards (201)	\$	194.40
Financial and Legal Services	\$	156.98
Insurance, Expense	\$	55.49
Postage and Post Office	\$	27.70
Website	\$	10.39
General Administrative Expenses (200)	\$	10.00
Misc Expenses and Adjustments	\$	(10.00)
	\$	71,953.61

NET INCOME (LOSS)	\$	19,434.56
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OEOSC Profit and Loss Statements with Budgets (Budgets established on 2020 FEB 3)

2015 through 2019 actuals + 2019 through 2021 budgets

	Actuals 2019 *	Budgets		
		2019	2020	2021
INCOME				
Income, _Dues (nonSponsors)	\$ 22,550.00	\$ 23,000.00	\$ 25,000.00	\$ 25,000.00
Income, _Dues (Sponsors)	\$ 25,000.00	\$ 15,000.00	\$ 30,000.00	\$ 30,000.00
Income, Services	\$ 13,500.00	\$ 13,400.00	\$ 13,800.00	\$ 13,800.00
Income, Training	\$ 25,680.67	\$ 20,500.00	\$ 10,000.00	\$ 20,500.00
Income, ISO Meeting Sponsorships	\$ -	\$ -	\$ 22,000.00	\$ -
Income, Sale of Standards, ANSI	\$ 1,957.50	\$ 1,700.00	\$ 3,000.00	\$ 4,000.00
Income, Sale of Standards, Training	\$ 2,700.00	\$ 2,000.00	\$ 1,000.00	\$ 2,500.00
Income, Sale of Standards, Direct	\$ -	\$ 100.00	\$ 100.00	\$ 100.00
Income, CD Interest	\$ -	\$ -	\$ -	\$ -
Income, Misc	\$ -	\$ -	\$ -	\$ -
Income, Savings Interest	\$ -	\$ -	\$ -	\$ -
Total Income	\$ 91,388.17	\$ 75,700.00	\$ 104,900.00	\$ 95,900.00
EXPENSES				
ANSI Dues (400)	\$ 33,635.00	\$ 34,500.00	\$ 35,500.00	\$ 36,500.00
Executive Director Fees (101)	\$ 18,558.00	\$ 18,558.00	\$ 18,558.00	\$ 18,558.00
TAG Administrative Assistant (102)	\$ 7,472.50	\$ 7,200.00	\$ 7,400.00	\$ 7,400.00
ASCOP Admin Assistant	\$ 323.75	\$ 4,200.00	\$ 2,200.00	\$ 2,200.00
Training Expenses (503)	\$ 8,153.06	\$ 9,000.00	\$ 5,000.00	\$ 9,000.00
ISO Trip Support Expenses (301)	\$ 2,308.39	\$ 4,500.00	\$ -	\$ 3,500.00
US Hosting ISO meeting(s)			\$ 22,000.00	
Travel (OEOSC staff) (300)	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Website	\$ 10.39	\$ -	\$ 320.00	\$ -
Financial and Legal Services	\$ 156.98	\$ -	\$ 200.00	\$ 200.00
Meeting Room Charges (Refresh/Room) (501)	\$ -	\$ 110.00	\$ 110.00	\$ 110.00
Credit Card Service Fees (502)	\$ 232.95	\$ 150.00	\$ 500.00	\$ 250.00
Printing and Binding Standards (201)	\$ 194.40	\$ 150.00	\$ 200.00	\$ 200.00
Phone	\$ -	\$ 50.00	\$ 50.00	\$ 50.00
Postage and Post Office	\$ 27.70	\$ 50.00	\$ 50.00	\$ 50.00
Bank Charges (not Credit Card fees)	\$ -	\$ 10.00	\$ 10.00	\$ 10.00
General Administrative Expenses (200)	\$ 10.00	\$ 185.00	\$ 185.00	\$ 185.00
Insurance, Expense	\$ 55.49	\$ 54.67	\$ 54.67	\$ 54.67
Uncollectible Receivable (Expense)	\$ 325.00	\$ -	\$ -	\$ -
Misc Expense and Adjustments	\$ (10.00)	\$ -	\$ -	\$ -
Total Expenses	\$ 71,953.61	\$ 79,717.67	\$ 93,337.67	\$ 79,267.67
NET Profit (Loss)	\$ 19,434.56	\$ (4,017.67)	\$ 11,562.33	\$ 16,632.33

2019 *

Note 1: \$13,500 estimated for 2019 services provided to The Vision Council.

Note 2: \$1,957.50 estimated to be adjusted when ANSI's 2019Q4 royalty report arrives in February.