

**Draft Minutes**  
**Annual Meeting of the TAG/ISO/TC172 — Optics and optical instruments**  
**19:00 to 21:00, February 3<sup>rd</sup>, 2013**

**Intercontinental San Francisco**  
**888 Howard Street, San Francisco, CA 94103**  
**Nob Hill Room**

	<b>Attendees: (9)</b>	<b>Representing:</b>	<b>Absent Leaders (3)</b>
Acting Tag Leader:	Allen Krisiloff	Triptar Lens Company, Inc.	
Admin:	Dave Aikens Allen Krisiloff	OEOC Executive Director OEOC Chairman	
SC1:	David Aikens William Royall	Leader SC1, Savvy Optics Corp. Individual	
SC3:	Gordon Boulton Leonard Hanssen	Leader SC 3, JDSU (Convener ISO/TC 172/SC 3/ WG 2) NIST	
SC4:	none	Leader SC4, Leupold & Stevens, Inc	Fritz Kaufman.
SC5:	Tom Coste Dennis Leiner	Leader SC5, Nikon Instruments, Inc. Lighthouse Imaging, LLC Lighthouse Imaging, LLC	Stanley Schwartz
SC6:		Leader SC6, none	
SC7:	Jeff Endres Amber Robinson	Leader SC7, Vision Council Vision Council	
SC9:	Dan Palmari	Leader SC9 Lockheed Martin Co.	Tom Leib

General TAG:

**1. Welcome and Introductions**

A. Krisiloff opened the meeting at 19:02 with introductions.

**2. Adoption of Agenda**

G. Boulton moved we accept the draft agenda. L. Hanssen seconded and the motion carried.

**3. Approval of Minutes of January 23, 2012 TAG Meeting**

W. Royall moved that the draft minutes of the previous Annual Meeting be approved; G. Boulton seconded the motion, which carried.

## **ANSI/OEOSC TAG to ISO/TC 172 Minutes**

### **4. Report on OEOSC status**

A. Krisiloff reported that the financial health of OEOSC was acceptable. We finished 2012 \$164 in the red, driven by one-time costs associated with the current SC7 appeal hearing. We continue to balance our budget using training as a source of outreach and revenue.

### **5. Report on ASC OP status**

D. Aikens (ASC OP Secretary) reported that ASC/OP had a strong building year. The operating procedures have been revised twice, and we are just completing our five year audit which has consumed a great deal of administrative attention. We have also significantly increased our participation and adding many new members by forming a Task Force 6 for IR Materials. Meetings to date have had as many as 50 or more attendees. While no new standards were published this year, there are eight standards that are close to being finished, and that are expected to be published in 2013. The IR Materials group intends to develop several standards as well, and as many as 18 standards total are expected in the next two years.

Since Jeff Endres is the ASC Z80 Secretary, he provided a brief report on the status of ASC Z80. Like OP, Z80 has just completed their own five year audit, and have a few items to attend to, but no major findings. In addition, Z80 had 55 delegates participate in ISO meetings in the spring and the fall. They are seeking more participation from instrument makers, but otherwise have excellent balance at this time.

### **6. (Items 7 – 13) Review of TC 172 Work by Subcommittee**

The **Annual Reports of the TAG Subcommittees** were reviewed. Since they are all documented in writing and will serve as the basis of the Annual Report, there is no need to reproduce them here. Some highlights:

D. Aikens reported that the US now is leading about half of the projects in SC1 WG1 and 2.

G. Boulton reported that SC3 has had a huge increase in participation, thanks to the forming of TF6.

D. Leiner reported that SC5 has had some issues associated with 8600 on Endoscope field of view, and suggested that there may be a need for a venue to create new American national standards.

D. Aikens reported that SC4 and 6 lack any level of participation from the US, and SC9 seems to be suffering flagging interest due to lower levels of relevant activity.

### **14. Review and approval of TAG Membership for balance**

The membership of the TAG was reviewed by sub-committee. The following were the result:

J. Endres moved that in SC1 G. Boulton and W. Royall should be changed to "Individual", and L. Hanssen should be added. In addition, WG4 has been disbanded, so the roster should be modified to reflect this. The rest of the membership should be accepted as it appears on the roster. D. Palmari seconded, and the motion carried.

W. Royall moved that in SC3 G. Boulton and W. Royall should be changed to "Individual". The rest of the membership should be accepted as it appears on the roster. G. Boulton seconded and the motion carried.

G. Boulton moved that OEOSC solicit new members for SC4, which is currently under-represented. The rest of the membership should be accepted as it appears on the roster. L. Hanssen seconded, and the motion carried.

W. Royall moved that L. Shuett be removed from SC5, since he is retired. The rest of the membership should be accepted as it appears on the roster. G. Boulton seconded, and the motion carried.

D. Palmari moved that in SC9, W. Royall should be changed to "individual" and L. Endleman should be removed as he is no longer participating. The rest of the membership should be accepted as it appears on the roster. G. Boulton seconded, and the motion carried.

D. Aikens moved that in SC7 Susie Leshner and Dan Torgenson should be removed, and Rick Tinson should be added as an additional representative of Z80. The rest of the membership should be accepted as it appears on the roster. J. Endres seconded and the motion carried.

**15. Reaffirmation of TAG Leadership**

J. Endres moved that A. Krisiloff be reaffirmed as acting TAG leader. D. Aikens seconded, and the motion carried.

**16. Review of protests and appeals**

A. Krisiloff informed the group that we currently have one protest in process. C. Campbell has protested his dismissal as SC7 leader. OEOSC responded to his protest, and Mr. Campbell has requested a hearing to review his protest and OEOSC's response. The hearing is scheduled for Tuesday, February 4<sup>th</sup>, and is not open to the public.

**17. New Business: Changes to TAG Operating Procedures**

Presuming a satisfactory resolution of the current appeal in SC7, we can now move to revise the TAG operating procedures to better reflect the level of responsibility and autonomy of the various groups and establish clear guidance on the appointment and removal of department leaders. A. Krisiloff said this will be his highest priority as TAG leader for the coming year.

**18. Objectives for the TAG in 2013**

Our objectives for 2013 are to clean up our operating procedures, and to encourage more participation in SC's 3, 4, and 6. The group should seek venues for advertisement, writing articles in LFW and other places, creating "goodfellow" awards, or take other imaginative steps to get greater participation in the TAG.

**19. Time and Place for Next TAG Meeting**

D. Aikens moved that the TAG meet in San Francisco, CA during SPIE's Photonics West in 2014, but not on Superbowl Sunday night. G. Boulbee seconded the motion, which passed.

**20. Adjournment**

Since no other business came before the committee, D. Aikens moved that the meeting be adjourned. W. Royall seconded and the motion carried. The meeting was adjourned at 21:16.