



Memorandum

From: Alexandre Y. Fong, President, and Jim Pearson, Executive Director
To: FPC Board of Directors
Date: August 21, 2008
Subject: Meeting Minutes, FPC Board of Directors – 8/21/08

Attendees: Voting members: A. Fong, G. Burdge, D. Killinger, M. Morris, D. Pape, R. Pini, G. Quarles, E. Ushkowitz, R. Williamson
Non-Voting: J. Pearson, E. Schons, E. Van Stryland

1. Call to order. The meeting was called to order at 3:05pm by President Alex Fong. The agenda was approved as distributed. The meeting was held via teleconference, with web assist to view documents. Since 9 of the 13 voting members were present, a quorum was confirmed.
2. Treasurer's Report. Dennis Pape reviewed the financial status of the cluster. For January through July 2008, income = \$24,385.23 (includes \$15,000 from FHTCC for Photonics Research Project) with expenses = \$3,451.65. The projection for year-end is income = \$26,193.43, expenses = \$19,911.40 (including \$15,000 for Photonics Research Project, providing a net income for the year of \$6, 282.03 and an ending cash balance of \$11,400.86.
3. Budget projection for 2009. Dennis Pape reviewed a preliminary budget outlook for CY2009: income = \$13,666.40, expenses = \$8,782.40, providing a net income for the year of \$4,884.00. No questions or suggested changes were made. This budget will be updated for review and approval at the next board meeting in December 2008.
4. Executive Director services. Jim Pearson recused himself from the meeting for this and the next agenda items. Alex lead the discussion regarding the appointment of Jim Pearson to Executive Director (ED) and compensation.
 - Proposed setting goals based on: Increasing revenue via advertising (i.e. newsletter, website, etc...), membership growth, coordination of training programs, business development initiatives, trade show and other events
 - Alex made a motion to approve appointment of an ED, which was seconded by Greg Quarles. Motion passed unanimously.
5. Executive Director compensation. Alex made a motion to approve compensation of the ED for the interim budget at the rate of \$500/month (through December 08) which was seconded by Geoff Burdge. Motion passed unanimously. It was agreed to reconvene the BoD in December to review and approve the 2009 FY budget and set the ED goals and objectives, as Jim's employment plans ought to be more clear by then.
6. Technician needs survey. Results of the Technician Training Survey were discussed.
 - Several suggestions were made regarding outreach programs to stimulate interest in high school students pursuit of careers in optics and photonics:
 - packaging of photonics career presentation materials for distribution to guidance/career counselors (work with OSA)
 - FPC member participation in America's Education Week Teach-In's



- FPC- and/or company-sponsored scholarships for photonics students (possible interested companies include LMMFC and NGC/LS).
 - It was noted that board member Randy Berridge has recently joined Workforce Florida at the invitation of Governor Crist. This may present an opportunity to bring the need for photonics technician training to this important state group for attention and possible funding.
 - A suggestion was made that the FPC should work with the FHTCC to get a Photonics Tech Camp restarted. This program targets science and math teachers and guidance/career counselors and could help in getting more students to enroll in photonics programs after graduating from high school. **ACTION:** Jim Pearson and Ed Schons will look into this.
7. **NAICS update.** A periodic review of the North American Industry Classification System (NAICS) will start this fall, providing an opportunity to make changes in the system.
- A discussion was held on whether the FPC should make some serious effort to get some classification codes for optics and photonics explicitly into the NAICS system. This has been tried twice before with leadership from SPIE, but insufficient industry support was obtained for those efforts.
 - It was noted that one difficulty will be justifying adding new classification codes while NAICS is trying to reduce the number of categories. In the last window of opportunity, a consultant group to OSA said that this would be an expensive effort (at least if those consultants were hired) and OSA chose not to pursue it at that time.
 - The general consensus of the board is that having optics and photonics better defined and at a reasonably high level in the classification system would be a valuable asset for several things including product marketing, employee recruiting and categorization, identifying the size and significance of the industry to legislators, etc.
 - Actions identified were:
 - (Jim Pearson) Get the other photonics clusters and the societies (SPIE, OSA, LIA, SID, OIDA, APOMA, IEEE-LEOS) to join a coordinated effort to get the NAICS codes changed. It will be best if a society like SPIE or OSA with their greater resources leads this effort. The clusters, and the society corporate affiliates programs, can provide both contacts and a means for rapid communication to companies.
 - (Jim Pearson) Develop a communication to explain the issue and opportunity and begin communications via email.
8. **General Members Meeting.** Alex discussed the General Members Meeting for October 2. The meeting will have a seminar by Tom Jelnick from On Target Communications on how to improve website effectiveness, and a tour of the host company facilities. Location will be either LMMFC or Optronics in Orlando – details on the meeting to be sent by the first week of September.
9. **Next FPC board meeting.** The next meeting will be scheduled for early December 2008. Jim and Alex will establish the date. We may have a face-face meeting at one of the member's sites or another telecon meeting.
10. **Adjournment.** Meeting adjourned at 4:10pm.