

Minutes for the Fall meeting of Optics-Ed

12/19/2002, Oak Grove High School, San Jose

1. ADMINISTRATIVE MATTERS

1.1 Attendees:

Robert Dahlgren (officer, OESC)

Edwin El-Kareh (officer, OESC)

Sydney Sukuta (OESC)

David Fong (OESC)

Heidi Black (OESC)

The meeting was opened by RD, who welcomed the group and thanked Heidi and Oak Grove HS for the facilities and snacks.

1.2 Chairman's Report

RD made a brief presentation of the status and progress of Optics-Ed. See the website <http://www.ewh.ieee.org/r6/scv/k-12/optic/OpticsEd5.pdf> presentation, which is incorporated to these minutes by reference.

In 2002, Optics-Ed has been established as an ad-hoc group, with a 13-member steering committee of people representing a variety of interested organizations. Optics-Ed has had zero overhead in 2002, because our web site, email reflectors, and non-profit fund have been generously provided by IEEE at no cost. An account has also been established at Radio Shack that will allow science teachers to procure supplies, by applying for a "Science NanoGrant."

The officers of Optics-Ed have commenced discussions with some of the national professional societies, to see how we might solidify our organization. As an ad-hoc group, Optics-Ed has no legal standing and is not really recognized by external organizations. There are myriad benefits to being under the wing of some meta-organization, such as credibility, structure, resources, and liability protection. If an adoptive organization could be found, bylaws would need to be drawn up and adopted that were in harmony with such a parent organization.

1.3 Treasurer's Report

Optics-Ed does not have a treasurer, so DF made the presentation as de facto Treasurer.

In 2002, Optics-Ed received \$520.00 in donations, and has disbursed \$420.00 to the Radio Shack account. There have been no purchases made on the Radio Shack account or otherwise. All other materials have been provided by volunteers.

1.4 Web/Email Report

EEK made a brief presentation of the Optics-Ed electronic presence. There are currently 97 addresses on the Optics-Ed reflector <optics-ed@ieee.org>

A www presence has been established. RD is acting webmaster for the web site at URL www.ewh.ieee.org/r6/scv/k-12/optics.html

1.5 Other Liaison's Reports Report

There were no reports from other organizations.

2. OLD BUSINESS

2.1 Organizational Motions

Several motions were introduced: please refer to the attached slides to see the full text of the motions. The motions below are preceded by a number, and followed by a pair of initials (e.g. PG = Paul Griffiths) which indicate the mover/seconded. The tally follows in the format [for/against/abstain]

2002A – Motion to form Optics-Ed	RD/PG	5/0/0	PASS
2002B – Motion to adopt agenda	RD/PG	5/0/0	PASS
2002C – Motion to approve February 2002minutes	RD/PG	5/0/0	PASS
2002D – Motion to adopt website and email list (there was a friendly amendment by DF to fix a broken link)	EEK/RD	5/0/0	PASS
2002E – Motion to form organizing committee, chaired by EEK, to prepare a resolution of formation and bylaws with a goal of voting in the February 2003 meeting	RD/HB	5/0/0	PASS

3. OFFICER ELECTIONS

3.1 Reduced set of officers

2002F – Motion to require only Chair, Vice Chair,
Treasurer and Secretary to be elected positions RD/SS 5/0/0 PASS

3.2 Officer Nominations

RD made the following nominations for 2003 elected officers:

Chair – Paul Griffiths
Vice Chair – Edwin El-Kareh
Treasurer – David Fong
Secretary – Heidi Black

3.3 Officer Elections

After the ballot, RD was pleased to announce the 2003 Optics-Ed officers

Chair – Paul Griffiths
Vice Chair – Edwin El-Kareh
Treasurer – David Fong
Secretary – Heidi Black

3.4 Appointed Officers

The new category of Appointed Officers created by motion 2002F can now be filled by the OESC:

Webmaster – open
List Manager – open
Promotion – open
Membership – open
Resources – open
Fundraising – open

4. NEW BUSINESS

4.1 Motions for new business and old projects

2002G – Motion to request a mail forwarding from IEEE DF/SS 5/0/0 PASS

2002H – Motion to authorize Project #2002-1, NanoGrant	EEK/SS	5/0/0	PASS
2002I – Motion to authorize NanoGrant form & flowchart	DF/SS	5/0/0	PASS
2002J – Motion authorizing disbursement to Radio Shack	EEK/DF	4/0/1	PASS
2002K – Motion to CLOSE Project #2002-2, Laser Kits	RD/EEK	5/0/0	PASS
2002L – Motion authorizing Project #2002-3, Resource Book. HB will be lead, and RD volunteered as editor. (There was discussion on this topic resulting in a friendly amendment by EEK to include a disclaimer)	RD/HB	5/0/0	PASS
2002M – Motion to form publication committee, chaired by SS to present a paper at ETOP’03 in Tucson	EEK/SS	5/0/0	PASS
2002N – Motion to endorse “Optics for Kids” site. (withdrawn for lack of a seconder)			

5. NEXT MEETING

Next Meeting Feb 20th at RAFT, 6-8PM

RD acknowledged the volunteers and donors for our projects, and thanked the attendees for coming.

2002O – Motion to Adjourn at 9:10 pm	RD/EEK	5/0/0	PASS
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6. ACTION ITEMS

EEK to chair Organization Committee per the motion 2002E

EEK talk to LEOS and other society executives

EEK chair organization committee

EEK obtain template for bylaws and draft resolution of formation

PG talk to OSA and other society executives

RD update officer list for 2003 on web – DONE

RD fix broken link for “Optics for Kids” – DONE

RD contact IEEE about mailing address – DONE

RD check on availability of RAFT for next meeting – DONE

RD modify NanoGrant form and send to HB – DONE

HB announce availability of NanoGrant to public school teachers

HB is “Optics-Ed Representative” for NanoGrant process

HB is lead on Project #2002-3, RD is editor of Project #2002-3

DF disburse \$420.00 to Radio Shack account – DONE

SS reply to OSA about presenting at ETOP – DONE

SS call meeting in January to write abstract

SS contact SJCC about student help

ALL volunteer for elected officers