



COMMISSION INTERNATIONALE DE L'ECLAIRAGE
INTERNATIONAL COMMISSION ON ILLUMINATION
INTERNATIONALE BELEUCHTUNGSKOMMISSION

2005 CIE/USA Annual Meeting

29 October 2005, 8:30 – 10:15, Holiday Inn, Wickliffe, OH

MINUTES

1. Call to order

The Meeting was called to order by President Rolf Bergman

Executive:

Rolf Bergman - President
Carl Andersen – Vice President
Ronald Gibbons – Secretary
Richard Stark – Director
Jay Rennilson – Immediate Past President

Members

Jack Hsai – Past CIE President
Tom Lemons
Larry Leetzow
Ian Lewin
Kathleen Muray
Ellen Carter
Terry McGowen
Norb Johnson
Jon Hart
Alan Lewis – Past President

2. Approval of Agenda

The agenda was reviewed with no additions.

Motion: Approval of Agenda with no additions. Moved by: A.Lewis Seconded by: C. Andersen, Motion Passes.

3. Review and Approve Minutes of 23 October 2004 (on web)

The minutes were reviewed with no corrections.

Motion: Approval of Minutes with no corrections. Moved by: J. Rennilson Seconded by: A. Lewis, Motion Passes.

4. Officers' Reports:

A. President – Rolf Bergman

The president presented his report orally. He summarized his year in terms of three items. The first was finances where we have raised the dues to account for these changes. With the increase in dues we have had a slide in the number of members so profit was not as expected. Some work to align the committee with another organization was undertaken but this does not seem viable. The next step would be the alignment of the group with a government agency. This has been pursued. The third method of the dealing with the challenge is to work with the CIE in restructuring.

A sub-committee will be established for the dealing with the membership issues. This will be accomplished.

Rolf was able to attend the Mid-Year meeting in Spain.

Rolf also spent sometime working with the website. A change in ISP has been accomplished and opened new avenues in terms of dealing with the processing of credit cards. This will be pursued.

B. Vice President (Technical Council) – Carl Andersen

The Vice President presented his report orally. He reviewed the results of the Technical Council. We must find ways of getting emerging technologies and industries involved in the CIE as the documents might influence their industry. Carl has taken in the task of contacting these organizations in order to have them involved in the committee.

The CIE in general has been very active in producing documents. It is important to have the US members to support both the national committee and the CIE Central Bureau.

The Technical session was successful. Carl thanked Jim Love for his assistance in developing the program and the speakers for their contributions. Carl requested that topics for the next technical session be submitted as soon as possible so that quality speakers can be contacted.

C. Secretary – Ron Gibbons

The Secretary presented his report orally. Three Mailings were made this year. He discussed problems with the mailing list and the delivery of the CIE Mailings. This will be worked out with the Treasurer. The email address list is also out of date and needs to be updated.

There was discussion that the ballot should be sent separately from a CIE News mailing to highlight the importance of the Ballot.

D. Treasurer's report – Jim Sultan

The treasurer could not attend the meeting.

A summary of the treasurer's report was presented.

The treasurer was new this year and some glitches were encountered. These will be corrected in the coming years.

Motion: Acceptance of the Reports of the Officers. Moved by J Rennilson. Seconded by A. Lewis. Passed.

5. Committee Reports:

A. Nominating – J Rennilson

Two Members were nominated for the Executive Committee. Kathleen Muray and Larry Leetzow were nominated as directors. These were balloted this September.

No members were recommended for lifetime membership. These will be accepted.

The tellers' committee results were presented. Nineteen ballots were received and both candidates were accepted.

Richard Stark and James Leland as out going members of the board were thanked for their contribution to the USNC.

Motion: It was moved that the reports of the Nominating Committee and the results of the Teller's report be accepted by the membership. Moved by: T. Lemons. Seconded by; Alan Lewis. Passed.

B. Standards – Phil Wychorski

The committee chair was not able to attend the meeting.

The report was presented earlier in the Executive Council meeting.

It was discussed that the CIE does not have up-to-date procedures by which the prepare documents. They are not following their own procedures. Tom Lemons described issues with the CIE document preparation procedures and felt that these should be documented. A letter was sent last year by the USNC requested that CIE Central Bureau update their procedures. No acknowledgement was received in response to this letter.

Motion: Acceptance of the Reports of the Standards Committee. Moved by J. Rennilson. Seconded by Ian Lewin. Passed.

C. Publication Sales, TechStreet webshop – Tom Lemons

Tom Lemons reported on the publication sales. He reviewed the outcome of the Executive Council which was the development of a committee consisting of Norb Johnson and Richard Stark to review the activities in publication sales. He has asked that these committee members review and comment on his report and that the National committee send any comments to the group as input to their activities.

It was also agreed that an update publication price list on the web.

Motion: Acceptance of the Reports of the Publication Committee. Moved by E. Carter. Seconded by Alan Lewis. Passed.

D. Web Site – Rolf Bergman

Rolf reviewed the progress of the Web Site. There were issues with the website going down during this year. The domain name and the web hosting were secured for the next few years. We switched to a different host service which provides the templates to create

a webshop. We continue to need a credit card processing company. PayPal seems to be the most desirable of all of the services. It will likely cost 2.9% of the sales.

A discussion was also held about the need to update the website design. Several options are being considered.

A website committee will be established as part of the actions from the Executive Council. This committee will include Alan Lewis and possibly Richard Austin and other interested individuals.

Motion: Acceptance of the Reports on the Website. Moved by C. Andersen. Seconded by Alan Lewis. Passed.

E. Newsletter – Ron Gibbons

As mentioned, previously there have been problems with the mailing lists. These will be corrected and improved. The ballot will also be separated from the newsletter in following years

F. Finance – James Sultan

The budget for 2005/2006 was presented. Richard Austin has been appointed as an auditor of the finances for this coming year.

Motion: Acceptance of the Budget with an amendment to add a line for the contribution of the CIE for the electronic sales of the amount of \$4000. Moved by T. Lemons. Seconded By C. Andersen.

Discussion about the motion was such that this would include the tracking of this line item. It was also mentioned that this is not a cash transaction it is a reduction in the dues and is not a line item that should be tracked. It is not something that can be tracked.

An amendment was proposed which removed the modification for the \$4000 line item but directed the reduction from the CIE be applied to the reduction of the amount transferred from reserves. The new motion reads:

Motion: Acceptance of the Budget with a stipulation that the Credit from the CIE be applied to reduce the transfer from reserves. This amendment was accepted by the movers and seconders.

Passed with one abstaining (N. Johnson).

A second motion was brought forth:

Motion: Change the line item Post Office Box be changed to Corporate Office Expenses. Moved N. Johnson, Second C. Andersen: Passed.

A third motion was presented by Terry McGowen.

Motion: That the CIE/USA proceed to pay 50% of the amount billed for its 2005 dues to the CIE Central Bureau. This payment and percentage amount is to continue, with reviews by the CIE/USA Executive Committee two times each year, until a solution to the CIE/USA financial crisis is found and implemented. Moved by: T. McGowen, Seconded by J. Rennilson.

Amendment: That the CIE/USA proceed to make a partial payment of the amount billed for its annual dues to the CIE Central Bureau. This partial payment is to continue, with reviews by the CIE/USA Executive Committee two times each year, until a solution to the CIE/USA financial crisis is found and implemented. Frequent communication with the CIE Central Bureau on this matter is required. Accepted by movers and seconders. Passed

6. Old Business

A. Items remaining from mid-year Executive Committee meeting in Tucson as reviewed and proposed from the Executive Committee Meeting on October 27, 2005

The action items from the Executive Council Meeting were reviewed.

7. New Business

A discussion about the fiscal year of the USNC being from July to June. The possibility of changing the fiscal year to a calendar year. It was recommended that this be included in the Mid Year Meeting Agenda. Recommendations from the membership will be sought.

8. Next Annual Meeting

A. San Diego – October 20, 2006, Hosted by Richard Austin and Gamma Scientific.

9. Adjourn

Motion: Move to Adjourn. Moved by J. Rennilson. Seconded by A. Lewis. Passed

Motion Summary

Item	Motion
2	Approval of Agenda with no additions
3	Approval of Minutes with the noted corrections.
4	Acceptance of the Reports of the Officers
5A	It was moved that the reports of the Nominating Committee and the results of the Teller's report be accepted by the membership
5B	Acceptance of the Reports of the Standards Committee
5C	Acceptance of the Reports of the Website Committee
5D	Acceptance of the Report of the Newsletter Committee
5E	Acceptance of the Budget with a stipulation that the Credit from the CIE be applied to reduce the transfer from reserves.
5E	Change the line item Post Office Box be changed to Corporate Office Expenses.
5E	That the CIE/USA proceed to make a partial payment of the amount billed for its annual dues to the CIE Central Bureau. This partial payment is to continue, with reviews by the CIE/USA Executive Committee two times each year, until a solution to the CIE/USA financial crisis is found and implemented. Frequent communication with the CIE Central Bureau on this matter is required. Accepted by movers and seconders.
9	Adjourn

President's Report

This past year was a real learning experience for me. I took over as President last October with just two years service as a board member, so I did not have much experience in the organizational issues involved in CIE/USA. In addition the lack of a quorum at last year annual meeting in Montreal left some questions on what had to be done to make the organizational jobs official. I took over an organization that has serious financial issues that need to be resolved during my four years if CIE/USA is to be viable. While I did not come up with any solutions for our funding crisis I do have some recommendations that will help solve the problem. Together, we need to add new Contributing Organizations and Constituent Members and find new ways to raise money for the organization.

I found it takes more time than I expected to effectively manage this organization. We bungled the balloting form and the mailing of it quite badly; my apologies for that. My own assessment of my job for the first year is that I performed poorly. Fortunately, or maybe unfortunately, my boss can't fire me or cut my pay. Hopefully in the coming year I know more of what is expect and can give the organization the focused effort needed.

I wish to thank J. Rennilson for his guidance, especially at the beginning of the term. He promptly sent me the relevant materials and answered all the questions I had very willingly. My hat is off to him for the remarkable job he did in leading the CIE/USA and chairing a successful Quadrennial session in San Diego.

I also want to thank Herb Odle, our outgoing Treasurer. He has given me sound advice on a number of items based on his long experience with CIE/USA. He was the only 'old hand' of the officers that took over and I am grateful that we had at his experience. I had to talk Herb into remaining as Treasurer until this meeting and glad he agreed to do so. Herb works as hard for this organization as anyone mostly behind the scenes. He deserves our thanks for a job well done.

The following is a summary of the action items taken during the past year.

1. The Executive Committee, along with the Technical Council, met in Tucson, AZ on March 9, 2004 in conjunction with the International Dark Sky Association (IDA) annual meeting. The results of that meeting are posted on the web site at www.cie-usnc.org. The day after the Executive Committee meeting, CIE/USA and IDA jointly hosted a half-day symposium on Obtrusive Light, based on CIE Report 150. This seminar was later presented in early June in Denver, CO, during the American Astronomical Society meeting. Dave Crawford and Tom Lemons were the co-leaders of the symposium. While not all we had hoped for, especially financially, the symposium was valuable for what it accomplished locally and we should find other ways to give such symposia.
2. I have spent considerable time updating the CIE/USA website. Working with Rex Bechham, our webmaster, I removed much dated material, rearranged the content of the home page and created some new sub-pages for holding relevant CIE/USA material. There is still much work to be done on the website. I would like to bring some images in on the home page and organize the information better. Also the 'Want to Know More?' segment needs to be updated. If anyone would like to work with me or can suggest someone to work with me on upgrading the website please let me know.

3. I created a letter to send to the contributing organizations (CO) and constituent societies (CS) when they pay their annual dues. I also created one for those who are a year behind in their dues, but Herb Odle counseled that we should be careful in sending such. His experience says that we get little response from either CO's or CS's that are behind. I started to send these letters out but have stopped for the time being to reappraise the letter content based on the September 2004 decision by the CIE Board of Administration to give NCs a portion of the International membership dues for organizations that join CIE International. I hope to get some definitive ideas accepted at this annual meeting that we can use for future mailings that will benefit the CO's and CS's.
4. Terry McGowan and I, working with Penca Publishing, finished the mailing of the CD's containing the San Diego Quadrennial Proceedings and meeting minutes, including J. Rennilson's pictures of the event. You should have all received the CD recently.

Since we have a significant financial issue in funding CIE/USA I have the following recommendations for action:

1. Raise the annual individual membership dues from \$50 to \$75 (CIE/USA dues are the smallest of any technical society dues I know of and it has not been changed for at least 8 years.)
2. Similarly, raise the Constituent Society fee from \$750 to \$950.
3. Urge the Contributing Organizations to join CIE International at one of the three levels they have created, Gold - €8,000, Silver - €3000 and Supportive - €500. The CIE Board of Administration has agreed in its September, 2004 meeting to rebate the NCs of the companies €800, €400 and €250, respectively, for joining CIE International. In addition I recommend that CO dues be increased from \$300 to \$450. I do not expect many of our current CO's to join CIE International.
4. Sell software packages (Excel calculators, etc.) on the website for \$30-100, depending on content. I have talked to Yoshi Ohno at NIST and he supports providing such software programs. I have a number of these that I have created already that could be tailored for sale as well. It will take some time to make this work. In addition to preparing more user-friendly versions of the software, we need to find a way to do this over the web using credit card purchases.

Respectfully Submitted,
Rolf S. Bergman, President

Budget 2005 – 2006

Revenue	2005-06	2006-07
Constituent Society Dues	\$8,100	
Contributing Organization Dues	\$9,000	
Government Dues	\$800	
Individual Member Dues	\$8,500	
Interest	\$1,640	
Publication Sales	\$6,000	
Meeting Revenues	\$3,850	
Transfer From Reserves	\$13,180	
Total Revenues	\$51,070	
Expenses		
CIE Dues	\$36,000	
Office Expenses	\$500	
Meeting Costs	\$2,500	
Travel Reimbursement	\$1,000	\$5,000
Printing and Mailing	\$2,400	
Incorporation Dues	\$200	
Insurance	\$1,200	
Web Maintenance	\$4,000	
Publications Costs	\$3,000	
Post Office Box	\$270	
Total Expenses	\$51,070	

CIE/USA STANDARDS COMMITTEE REPORT

October 27, 2005

The CIE/USA Standards Committee has completed a number of tasks since the October 2004 CIE/USA Annual Meeting in Bloomington, MN. A summary of the committees' activities is as follows:

1. On January 11, 2005 the CIE/USA Standards Committee distributed two CIE Draft Standards (DS's) for review and comments only. The documents are as follows:
 - CIE DS 014-1.2/E:2004 "Colorimetry – Part 1: CIE Standard Colorimetric Observer"
 - CIE DS 014-2.2/E:2004 "Colorimetry – Part 2: CIE Standard Illuminants"Both documents were distributed by Email and all comments were due to the CIE USA Standards chairman no later than March 25, 2005. All comments received were reviewed at the April 6, 2005 CIE USA Executive Committee and Technical Council meetings. The CIE/USA President transmitted two pages of comments to the CIE Central Bureau prior to the due date of May 15, 2005.
2. On March 21, 2005 the CIE/USA Standards Committee distributed a CIE Division 1 Technical Committee 1-57 document known as CIE Draft Standard 014-4.1 Colorimetry – Part 4: CIE 1976 Lab Colour Space" for review and comment. This is a CIE Division 1 internal document that will be balloted with CIE Division 1 and then sent to the CIE Central Bureau for distribution to all CIE National Committees later in 2005. All comments were due no later than May 6, 2005. One page of comments was forwarded to CIE Division 1 Technical Committee 1-57.
3. On April 6, 2005 the CIE/USA Standards Committee presented a Spring 2005 Standards Committee Report at the CIE/USA Executive Committee and Technical Council meetings in Tucson, AZ.
4. On June 22, 2005 and September 9, 2005 the CIE/USA Standards Committee distributed CIE Draft Standard 019.2/E:2005 Photocarcinogenesis Action Spectrum (Non-Melanoma Skin cancers) for review and comment only. Both notifications were distributed via Email and all comments were due to the CIE USA Standards chairman no later than September 23, 2005. The CIE/USA President submitted the CIE/USA response on October 21, 2005.

5. Current List of CIE Standards and Draft Standards

<u>Standard Number</u>	<u>Title</u>
ISO 10526/CIE S005/E	CIE Standard Illuminants for Colorimetry (1999)
ISO/CIE 10527/E	Colorimetric Observers (1991) CIE S002 (1986)
CIE S003	CIE Standard Overcast Sky and Clear Sky (1996)
CIE S004-2001	Colours of Signal Lights (2001)
ISO 16508/CIE S006.1/E	Road Traffic Lights – Photometric Properties of 200 mm Roundel Signals (1999)

ISO 17166/CIE S007/E	Erythema Reference Action Spectrum and Standard Erythema Dose (1999)
ISO 8995:2002/ CIE S008/E:2001	Lighting of Indoor Work Places
CIE Standard S 009/E:2002	Photobiological Safety of Lamps and Lamp Systems
ISO 23539:2005(E)/CIE S010/E:2004	Photometry – The CIE System of Physical Photometry
ISO 23603:2005(E)/CIE S012/E:2004	Standard Method of Assessing the Spectral Quality of Daylight Simulators for Visual Appraisal and Measurement of Colour
CIE Standard S 013/E:2003	International Standard Global Solar UV Index
ISO 15469:2004/CIE S 011/E:2003	Spatial Distribution of Daylight – CIE standard General Sky
CIE S015/E:2005	Lighting of Outdoor Work Places
CIE S016/E:2005	Lighting of Outdoor Work Places – Lighting Requirements for Safety and Security
CIE DS 014.1-2/E:2004	Colorimetry – Part 1: CIE Standards Colorimetric Observers
CIE DS 014.2/E:2004	Colorimetry – Part 2: CIE Standard Illuminants
CIE DS 019.2/E:2005	Photocarcinogenesis Action Spectrum (Non-Melanoma Skin Cancers)