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Minutes

Annual Business Meeting

8 November 2013
Davis, California

0. Attendance:
 - a. Executive Committee Members: Angelo Arcchi, Ron Daubach, Hyman Kaplan, James Leland, Alan Lewis, Cameron Miller, Yoshi Ohno.
 - b. Others: Ellen Carter, Ray Chock, Jianzhong Jiao, Michael Krames, Kathleen Muray, Michael Poplawski, David Sliney
 - c. Regrets: Ron Gibbons, Mark Duffy, Phil Wychorski.

1. Call to Order

The meeting was called to order by President Alan Laird Lewis at approximately 10:30 AM. Lewis opened by extending congratulations to Dr. Yoshi Ohno on his election to the Presidency of CIE, with term to begin in 2015. Lewis also introduced Randi Myers of Underwriters Laboratories (UL). UL has agreed to assume the role of Secretariat for CIE-USA, and Myers has assumed responsibility for this role. She will become available as a resource to CIE-USA effective January 2014.

2. Approval of Agenda: The agenda was reviewed and approved unanimously.

3. Officers' Reports

- a. President

Lewis presented an oral report to the members present, with highlights as-follows: It has been a trying two years since our last business meeting (in Q4 2011). No meetings were held in 2012, except by conference call. In order to ensure reasonable attendance, it's necessary to hold the business meeting in conjunction with a technical session. The efforts of the Executive Committee over the past two years have been focused primarily on budgetary issues. Approximately one year ago, CIE-USA (as the US National Committee of the CIE), was suspended by the CIE for being more than 2 years in arrears with its dues. The history of this problem is long and complex.... The main point is that

now “we are getting our act together.” No membership invoices have yet been sent out for 2013, but these will be sent out soon.

Lewis expressed frustration with a general lack of response from EC members over the past two years; we need to increase the level of participation and activity on the part of the Executive Committee.

Regarding the brief period of suspension in Q1 2013, Lewis remarked that “Suspension got everybody’s attention.” This was true of the CIE Board of Administration (BA) as well as the CIE-USA. There has been a real change in the relationship between CIE-USA and the international body. Through the good work of Yoshi Ohno, Lorne Whitehead, Martina Paul and CIE President Ann Webb, the CIE BA was able to come up with an innovative way to get us out of suspension. This involves making periodic partial payments to maintain a grace period.... There is a tradeoff, however: During the grace period, we sacrifice the income that CIE-USA would ordinarily receive from U.S. sales of CIE publications. *Discussion:* The income lost is relatively small compared to our annual dues.

Our bills are significant: Annual dues are approximately \$45k per year (depending on the US Dollar to Euro exchange rate).... Lewis outlined the potential consequences of a failure to support and maintain CIE-USA: The U.S. would lose all representation in the CIE; this includes both individual memberships in CIE Technical Committees (TCs) and the right to vote on proposed CIE publications – or revisions to existing publications.

Lewis outlined the EC’s strategy to restore CIE-USA to financial viability: To pursue multi-tiered corporate sponsorship, as well as aggressively pursuing support from various U.S. Government agencies with a critical interest in the work of the CIE, including appropriate agencies of the DOE, DOT, EPA, NIH, etc. Large companies (annual revenue \geq \$200M) would be asked to make an annual contribution at the \$5000 level; smaller companies at the \$1000 level. (Dues for individual members would remain at \$75 per year.)

Discussion: Should there be an option for a lower level of corporate support? Lewis presented the rationale that \$1000 represented the typical cost for an individual to travel to attend a meeting; therefore, this seems like an appropriate minimum level of support. Ron Daubach asked: What are the benefits for each membership level? This led to a lively discussion, which continued off and on throughout the remainder of the meeting; key points are summarized below.

b. Senior Vice President (Technical)

Cameron Miller stated that he had no report to present at this time.

c. Secretary

Jim Leland presented the Secretary’s report [see attached outline], including a review of EC meetings and activities since the last CIE-USA business meeting in 2011, recent election results and vacancies on the Executive Committee, an overview of official correspondence in 2012-2013, and an outline of new membership initiatives. In conclusion, Leland stressed that – despite our recent temporary suspension – “Rumors of the death of CIE-USA are greatly exaggerated.” CIE-USA was reinstated in Q1 2013,

with a credible plan to maintain its status going forward. In the long-term, this plan includes funding from the National Academy of Sciences, which may cover some or all of CIE-USA's national dues. In the short-term, we will use the grace period granted by CIE to re-build our membership, according to the new dues structure proposed and approved in 2013.

Further lively discussion ensued regarding the proposed membership categories, and the strategy for membership development.... The new CIE-USA policy that makes CIE-USA membership a prerequisite for TC membership [see attachment] was discussed. Yoshi Ohno suggested that we should publish this policy (e.g. via web link). There was general agreement that eligibility to participate in TCs was a key incentive for CIE-USA membership. David Sliney observed that in Division 6, it's generally difficult to recruit TC members; he stated that in this case, the requirement to pay CIE-USA dues might be a disincentive to potential TC members....

d. Treasurer

Lewis distributed a copy of the P&L statement [attached] prepared by Treasurer Ron Gibbons. CIE-USA's dues to the international organization are approximately \$90k in arrears; CIE-USA's annual dues are approximately \$45k per year. Lewis pointed out that CIE-USA has recently relied heavily on grants from stakeholders, and stated that this type of funding can't be counted upon going forward. *Discussion:* Aside from individual and organizational memberships, technical meetings and Symposia represent another potential source of income. Lewis observed that this is a good option, but coordination of such meetings requires manpower, which has recently been in short supply.... In the short-term, a drive to restore membership is the key. To support this drive, corporate paperwork and taxes first need to be updated, and an e-commerce system needs to be set-up to facilitate dues payments; Ron Gibbons is presently working on these items. We have a good email list, identifying recently active individual members, and supplementary lists of individual and organizational members past and present. Dues invoices will be sent out this month. *Discussion:* The new CIE-USA website has not recently been updated, for various reasons... It will be brought up-to-date soon. This is the responsibility of V.P. of Communications Ron Daubach. UL will assume responsibility for maintaining the website after Randi Myers comes on-board in January.

e. Standards Committee

Lewis presented a report submitted by Standards Committee Chairman Phil Wychorski [attached]. Phil was unable to attend the meeting for health reasons. *Discussion re: ISO/TC 274:* At present, there is no US/TAG (Technical Advisory Group) for this new ISO Technical Committee on Light and Lighting. Consequently, the US is not presently represented. The ANSI ISO team is seeking a US/TAG administrator, and participants; NEMA had expressed interest in this role, but there has been no action to date. Lewis stated that he doesn't expect that CIE-USA will be able to take on this responsibility, due to the associate financial obligations: The initiation fee is approximately \$10k, with annual dues of approximately \$5k/annum. Lewis noted that CIE-USA has been serving as the U.S. TAG for Joint ISO/CIE Standards under a "special

dispensation” from ANSI; this special arrangement may become obsolete when TC 274 comes on-line. Lewis has proposed a cooperative approach with NEMA: CIE-USA could staff the TAG if NEMA is able to foot the bill; the response to date has been inconclusive. *Discussion:* Jianzhong Jiao asks: What is the relationship between TC 274 and ISO/TC 34? Yoshi Ohno responds: The two do not overlap....

4. CIE Dues Situation and Planning
5. Review of Membership Categories and Dues; Recruitment

Lewis stated his intention to send a cover letter with each membership invoice, explaining the various membership categories, and the associated benefits. He reiterated the potential consequences of a failure to support and maintain CIE-USA. Angelo Arcchi suggested that “there has to be a carrot as well as a stick.” This met with general agreement.... Michael Krames volunteered to provide a list of contacts for potential new CIE-USA members.

Discussion re: CIE-USA membership categories, and associated benefits. Konstantinos Papamichael suggested that individual memberships should be clearly differentiated from corporate or organizational sponsorship. The dues paid by a supporting organization or sponsor would entitle that organization to a certain number of individual memberships. This met with general agreement, though there was disagreement about the best name for the sponsorship category (e.g. “sponsor” vs. “organizational member.”) After a lengthy discussion, a proposal was hammered-out (see outline below). When an apparent consensus was reached, Lewis moved that this proposal be accepted by the general membership, and referred to the Executive Committee for disposition. Arcchi seconded the motion, which passed unanimously.

Proposal:

- I. Noting that the benefits of CIE-USA membership already include:
 - a. Eligibility to be appointed to membership in CIE Technical Committees.
 - b. A 67% discount on CIE publications purchased via the CIE web shop.
- II. In addition to individual memberships, CIE-USA will establish four categories of “organizational membership” or “sponsorship” (label to be decided by the Executive Committee).
- III. The benefits of “sponsorship” will include:
 - a. Listing and recognition on the CIE-USA website.
 - b. Authorization to reference CIE-USA sponsorship in the organization’s own literature – according to a policy similar to that of the CIE.
 - c. A certain number of individual memberships (see table below)
- IV. The annual dues and variable benefits associated with each level of sponsorship will be as summarized in the following table:

Sponsorship Level	Annual Dues	Individual Memberships
Bronze	\$1k	3
Silver	\$3k	5
Gold	\$5k	7
Platinum	\$10k	10

Leland made a motion that the dues for individual membership be increased from \$75 to \$150 per year, which was seconded by Lewis for the purpose of consideration. *Discussion:* In response to the argument that \$75 was “too low” – i.e., much less than the typical dues for comparable organizations, Lewis argued that other organizations offered magazine subscriptions, and other benefits that CIE-USA does not. Lewis also pointed out that many individual members are academics or retirees.... Leland stated that he was convinced that the dues should remain at their present level, but did not withdraw his motion, out of respect for those who had spoken in favor. The motion was put to a vote, and failed (11-1, with 4 abstaining).

6. Revised Secretary Position – Underwriters Laboratories *(addressed above)*
7. ISO/TC 274 (Light and Lighting) Update *(addressed above)*

8. Election of Executive Committee Members (2) 2013-2015

Lewis requested nominations from the floor (and/or volunteers) to fill the two vacancies on the CIE-USA Executive Committee. Konstantinos Papamichael volunteered to serve, and was elected unanimously. No other nominations were offered; Lewis noted that the Executive Committee will nominate a candidate to fill the remaining vacancy; a ballot will be distributed accordingly.

Discussion re: Status of Secretariat: Ohno asked whether Randi Myers will assume the title of Secretary when she assumes the responsibilities of the Secretariat. Leland offered to step down as Secretary to make this possible, and to serve as Membership V.P. if needed. Lewis stated that this would be taken up in the Executive Committee meeting.

9. Election of Members for Life *(not addressed during the meeting)*
10. Other business *(none)*

The business meeting was adjourned at approximately 3:00 PM.

Respectfully submitted,
James E. Leland

Attachments:

CIE-USA Secretary's Report 2013

ECPD#001: CIE/USA Membership Requirement for Participation in the CIE

United States National Committee/CIE Profit & Loss, July 1, 2010 through November 7, 2013

USTAG Committee Report 06Nov2013R-1

1. Annual Business Meetings & Minutes

- a. Last annual business meeting minutes posted on CIE-USA website: 2010
- b. Last annual business meeting held: 2011 – minutes not available; will be reconstructed
- c. No annual business meeting held in 2012 – for various reasons....

2. Executive Committee meetings

- a. May 2 2012 - Teleconference
- b. December 11, 2012 - Teleconference
- c. Extensive correspondence and informal working meetings

3. Elections (see table below)

- a. Election results from Q4 2011
- b. Vacancies in 2012

4. Overview of official communications, including:

- a. *NC member code (67% discount!) for purchasing publications via the CIE Webshop*
- b. Announcement of new CIE Publications
- c. Ballots on CIE Draft Publications and proposed new activities
- d. US TAG reports from Phil Wychorski
- e. Correspondence with CIE Board and Central Bureau
 - i. Call for a new US TAG (ISO/PC274)
 - ii. Survey on CIE structure and financing
 - iii. CIE-USA Dues status, suspension, and reinstatement*

5. New development: UL will take on role of secretariat for CIE-USA, including

- a. Website hosting and maintenance
- b. Mailings
- c. Membership invoices

6. Membership Initiatives

- a. Membership invoices mailed out in 2012 – modest response
- b. New Dues structure propose by Alan Lewis; adopted by EC
- c. Handout: Sign-up sheet
- d. Quotes/Invoices for 2013 Dues, with Rationale, to be sent out in November
- e. Efforts to compile an *expanded* list of CIE-USA members and stakeholders include:
 - i. List of Webshop Sales Non Members US
 - ii. List of subscribers to the CIE-USA email reflector
 - iii. List of CIE TC Members from USA (Note new policy)
 - iv. Historical membership list(s) – circa 2002

7. Message: *Rumors of the death of CIE-USA are greatly exaggerated.*

Talking Points re: CIE-USA Status

- a. CIE-USA is **presently in good standing** with CIE.
 - i. Reinstated Q1 2013, with
 - ii. Credible plan to maintain status going forward

- b. Funding Plans
 - i. **Long term:** CIE-USA is actively pursuing major **funding from the NAS**
 - ii. **Short term:**
 - 1. CIE Board has approved a partial **payment plan**....
 - 2. Our **new dues structure** is expected to cover our basic obligations:
 - a. We'll be sending out **2013 membership** invoices this month.
 - b. ...and working to **expand membership in 2014**.

- c. **Yoshi Ohno (NIST) will assume the Presidency of CIE in 2015.**

Executive Committee as listed on website:

President	Alan L. Lewis, O.D., Ph.D.
Senior Vice-President	Cameron Miller, Ph.D.
Vice-President Communication	Ronald Daubach, Ph.D.
Vice-President Membership	(open)
Past President	Thomas M. Lemons
Secretary	James Leland
Treasurer	Ronald Gibbons, Ph.D.
2009-2012	John Scarangelo
2009-2012	Pete Strasser
2010-2013	Philip Wychorski
2010-2013	Mark Duffy, Ph.D.
2011-2014	Angelo Arrechi, P.E.
2011-2014	Hyman Kaplan
NIST	Yoshi Ohno, Ph.D.
CIE International Liaison	Alan Lewis, O.D., Ph.D.



CIE/USA EXECUTIVE COMMITTEE POLICY DOCUMENT

ECPD# 001

DATE: 03/20/2011

TITLE: CIE/USA Membership Requirement for Participation in the CIE

U.S. citizens or residents that wish to participate in any CIE committee or reportership, or who wish to be appointed and/or elected to any CIE position are required to be a member in good standing of the United States National Committee of the CIE (CIE/USA). CIE/USA membership is required for each year for an individual who is a participant in activities in the CIE and the CIE/USA.

The CIE/USA Technical Council has the responsibility to insure that all U.S. citizens and residents that are participating in the CIE are also current members of the CIE/USA. The Technical Council shall maintain a list of all individuals participating in the CIE and present a semi-annual report to the Executive Committee listing the member's name, address (paper and email) and which committee and/or position the individual holds within the CIE. The Technical Council upon learning that an individual is not a member of the CIE/USA will inform him/her of this ECPD and request that they join the CIE/USA within the next 30 days. The Technical Council shall report to the Executive Committee any U.S. citizens and residents that are holding a position within the CIE and who are NOT a member of the CIE/USA.

The CIE/USA Executive Committee shall review the semi-annual list prepared by the Technical Council and any recommendations made by the Council. The Executive Committee shall inform the CIE Central Bureau of any U.S. citizens or residents that are not members of the CIE/USA and further state that these individuals "do not" represent the United States National Committee of the CIE. Furthermore, the CIE/USA Executive Committee recommends that these individuals be removed from their respective CIE position(s) until such a time as they have become members in good standing of the CIE/USA.

United States National Committee/CIE

Profit & Loss

11/07/13

July 1, 2010 through November 7, 2013

Accrual Basis

	Jul '10 - Jun 11	Jul '11 - Jun 12	Jul '12 - Jun 13	Jul 1 - Nov 7, 13	TOTAL
Ordinary Income/Expense					
Income					
D.O.E. Grant	25,000.00	15,000.00	0.00	5,000.00	45,000.00
Meeting Income	4,505.00	0.00	0.00	0.00	4,505.00
Membership Dues					
Corporate Member	10,000.00	0.00	0.00	5,000.00	15,000.00
Indiv.	375.00	225.00	0.00	0.00	600.00
Membership Dues - Other	15,806.39	14,220.00	6,450.00	5,075.00	41,551.39
Total Membership Dues	26,181.39	14,445.00	6,450.00	10,075.00	57,151.39
Donations	1,350.00	0.00	0.00	0.00	1,350.00
Other Income	0.00	0.00	2.63	0.00	2.63
Interest Inc	0.47	0.00	0.00	0.00	0.47
Publication Sales	0.00	0.00	0.00	952.00	952.00
Total Income	57,036.86	29,445.00	6,452.63	16,027.00	108,961.49
Expense					
Foreign Transaction	-0.03	0.03	0.04	0.01	0.05
Communication Expenses	0.00	21.83	147.70	0.00	169.53
Bank Charge					
Credit Card Transaction Fee	0.00	93.25	67.91	2.96	164.12
Credit Card Monthly Fee	166.28	0.00	0.00	0.00	166.28
Transaction Charge	337.64	35.00	0.00	0.00	372.64
Bank Charge - Other	129.00	15.00	74.00	35.00	253.00
Total Bank Charge	632.92	143.25	141.91	37.96	956.04
Computer	159.50	0.00	0.00	0.00	159.50
Convention Expenses					
Annual Meeting	114.46	0.00	0.00	0.00	114.46
Convention Expenses - Other	2,000.00	2,607.23	0.00	0.00	4,607.23
Total Convention Expenses	2,114.46	2,607.23	0.00	0.00	4,721.69
Dues and Subscriptions					
CIE International Dues	110,270.00	41,135.85	41,661.00	0.00	193,066.85
ANSI Membership	495.00	0.00	495.00	0.00	990.00
Total Dues and Subscriptions	110,765.00	41,135.85	42,156.00	0.00	194,056.85
Insurance					
Liability	0.00	0.00	0.00	0.00	-0.00
Total Insurance	0.00	0.00	0.00	0.00	0.00
Interest Exp	0.00	0.00	5.91	0.00	5.91
Legal-Prof Fees	250.00	0.00	0.00	0.00	250.00
Misc	-55.91	0.00	0.00	0.00	-55.91
Office	179.24	612.68	0.00	0.00	791.92
Postage and Delivery					
PO Box	0.00	0.00	375.00	0.00	375.00
Postage and Delivery - Other	29.85	40.50	0.00	0.00	70.35
Total Postage and Delivery	29.85	40.50	375.00	0.00	445.35
Travel, Bus	500.00	0.00	0.00	0.00	500.00
Uncategorized Expenses	35.62	0.00	0.00	0.00	35.62
Website Services	635.01	975.00	880.00	0.00	2,490.01
Total Expense	115,245.66	45,536.37	43,706.56	37.97	204,526.56
Net Ordinary Income	-58,208.80	-16,091.37	-37,253.93	15,989.03	-95,565.07
Other Income/Expense					
Other Income					
Publication Credit	2,518.17	9,755.24	6,616.94	0.00	18,890.35
Total Other Income	2,518.17	9,755.24	6,616.94	0.00	18,890.35
Net Other Income	2,518.17	9,755.24	6,616.94	0.00	18,890.35
Net Income	-55,690.63	-6,336.13	-30,636.99	15,989.03	-76,674.72



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U.S. TAG for JOINT ISO/CIE STANDARDS COMMITTEE REPORT

November 6, 2013

Document #2013N04R

The U.S. TAG for Joint ISO/CIE Standards Committee has completed a number of tasks since the annual TAG meeting held on December 20, 2012. A summary of the committees' activities is as follows:

- 1. In November and December of 2012 ANSI published in the ANSI Standards Action the following announcement:**

“ISO/TC 274 Light and Lighting – The ISO Technical Management Board has created a new ISO Technical Committee on Light and Lighting (ISO/TC 274). The secretariat has been assigned to DIN (Germany). The new technical committee has the following scope: Standardization in the field of application of lighting in specific cases complementary to the work items of the International Commission on Illumination (CIE) and the coordination of drafts from the CIE, in accordance with the Council Resolution 19/1984 and Council Resolution 10/1989 concerning vision, photometry and colorimetry, involving natural and man-made radiation over the UV, the visible and the IR regions of the spectrum, and application subjects covering all usage of light, indoors and outdoors, energy efficiency, including environmental, non-visual biological and health effects. Organizations interested in serving as the US/TAG administrator or participating on the US/TAG should contact the ANSI ISO Team at isot@ansi.org”.

In January 2013 contact with ANSI revealed that NEMA was possibly interested in becoming the U.S. TAG Administrator for ISO TC 274. An attempt was made to set up a meeting with ANSI staff, the CIE/USA President and a representative from NEMA to discuss a possible TAG. After several attempts ANSI was not able to set up a meeting due to no response from NEMA.

The CIE/USA Executive Committee has determined that it does not have the funding, at this time, to submit an application to ANSI to be the Administrator of the U.S. TAG to ISO TC 274.

- 2. On January 6, 2013 the TAG Administrator distributed the final draft of CIE FDIS 014-6/E: 2012 “Colorimetry Part 6: CIEDE 2000 Colour-Difference Formula” for voting.**

**U. S TAG for Joint ISO/CIE Standards Committee
November 5, 2013---2**

- 3. On January 16, 2013 the TAG Administrator sent to ANSI the U.S. TAG for Joint ISO/CIE Standards “2012 Annual Report”, “List of TAG Members”, “List of TAG Interest Categories” and the “2012 TAG Compliance Report”.**
- 4. On February 13, 2013 the TAG Administrator compiled the ballot for CIE FDIS 014-6/E:2012. A recommendation was made to the CIE/USA President that the CIE/USA vote on or before February 18, 2013 to “approve” the document.**
- 5. On August 25, 2013 the TAG Administrator notified the ANSI ISO Team that the TAG votes to “abstain” on ISO FDIS 11664-6 “Colorimetry – Part 6: CIEDE 2000 Colour-Difference Formula”.**
- 6. The 2013 annual TAG meeting is tentatively scheduled for December 2013 and will be conducted via audio teleconference.**
- 7. On November 6, 2013 the ANSI ISO Team sent a copy of ISO/FDIS 19476:2013(E) Characterization of the Performance of Illuminance Meters and Luminance Meters for voting. This document along with the appropriate TAG ballot forms will be sent to all U.S. TAG members on or before December 1, 2013. Returned TAG ballots will be due in March 2014.**

End of Report