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**Minutes of the
Joint Executive Committee and Annual Business Meeting
6 October 2014
Seattle, Washington**

CIE/USA Executive Council Meeting

0. Attendance

- a. Executive Committee Members: Mark Duffy, Ron Gibbons, Hyman Kaplan, James Leland, Alan Lewis, Cameron Miller, Randi Myers, Yoshi Ohno, Konstantinos Papamichael
Regrets: Angelo Arecchi, Ron Daubach, Tom Lemons, Phil Wychorski
- b. Guests: Alexander Baker, Peter Behnke, Rolf Bergman, Carl Bloomfield, Ellen Carter, James Dakin, Phil Elizondo, David Ellis, Yoelit Hiebert, Jeff Hulett, Andrew Jackson, Jianzhong Jiao, Nan Lou, Philip McCarthy, Zachary Mooney, Maria Nadal, Emil Radkov, David Randolph, Daniel Salinas, Ralph Tuttle, Tatsukiyo Uchida, Tom Valenti, Wailam Wilson, Vivian Wu, Yuqin Zong

1. Call to Order

The meeting was called to order by President Alan Laird Lewis at approximately 10:00 AM (PDT).

2. Roll Call

Lewis conducted a roll call to confirm attendance (see above) and a quorum from the Executive Committee.

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

4. President's Report – Alan Lewis

At the August 28, 2014 Executive Committee Meeting (teleconference) Tom Lemons reported on openings in the Members-at-Large of the CIE/USA Executive Committee. Of the six positions, nominations are needed to replace two positions expiring this year as well as nominations for two 1-year terms and one 2-year term. In his role as Nominating Committee

chairman, Lemons requested nominations of the CIE/USA membership, with balloting on the nominations conducted from 9/24/14 – 10/6/14. Lewis announced the results of the balloting and welcomed the following in their role as Members-at-Large of the [Executive Committee](#):

Member: 2014-2017

David Sliney
Michael Jouaneh

Member: 2014-2016

Moji Navvab

Member: 2014-2015

Hy Kaplan
Angelo Arcchi

Regarding the status of Members for Life, Lewis reported that the Executive Committee held an election for Members for Life from 9/14/14 – 10/6/14. The list of Members for Life on the website was reviewed as well so that a current list will be posted on the CIE/USA website. According to the CIE/USA Bylaws, members who have rendered long and distinguished service to the CIE and/or CIE/USA may be elected as Members for Life. Accordingly, following is the current list of [Members for Life](#):

Richard Austin, Rolf Bergman, Olive M. Blackwell, W. Calvin Gungle, Rita Harrold, James Havard, Jack J. Hsia, James Jewell, Hyman Kaplan, Jo Ann S. Kinney, Larry Leetzow, Tom Lemons, Ian Lewin, Alan Lewis, Calvin S. McCamy, Terry McGowan, Joseph Murdoch, Herbert A. Odle, Yoshi Ohno, Justin Rennilson, Richard N. Schwab, David Sliney, Philip Wychorski

Lewis explained that the list of nominees was especially long this year because no elections had been held for Members for Life for the previous several years and recognition of some long standing contributors to CIE/USA was overdue.

Lewis acknowledged the efforts of the team working on Membership, led by Jim Leland, for the excellent progress being made in building the membership base and recruiting sponsors. Lewis similarly recognized the outstanding work done by Ron Gibbons in managing the collection of member dues and related membership and financial records. Lewis concluded by noting the work done by Randi Myers in updating the website to reflect current information for the CIE/USA as well as updates based on CIE news and documents.

Lewis reported that CIE dues are approximately \$40-42k per year, and we have been able to remain current in 2014. However, we are two years in arrears with CIE, which still need to be paid. Leland explained that our first action was to rebuild the membership and establish a foundation for funding our organization and CIE obligations. By staying current on dues through quarterly payments we are establishing our commitment and demonstrating our viability. If at some point we are prepared to request re-evaluation of our dues in arrears or recalculation of dues, we would be in a better position to do so once we have our own house in order.

5. Vice President's / Technical Council Report – Cameron Miller

During the Technical Council Meeting earlier in the day, Lewis provided background on how CIE/USA has one vote in the CIE. Further, CIE/USA members participate on CIE technical committees as indicated on the [Technical Council](#) page of the CIE/USA website. At the 2013 CIE/USA Annual Meeting, the CIE/USA members in attendance discussed the CIE/USA policy that makes CIE/USA membership a prerequisite for TC membership and it was agreed that eligibility to participate in TCs is a key incentive for CIE/USA membership. Cameron provided an overview of the seven TCs comprising CIE as part of the introduction to the reports during the Technical Council Meeting. He clarified that nearly all TCs have a US member, with the US member serving as a driver for some TCs while in other cases the US member may be inactive. CIE/USA can appoint an individual to CIE TCs when no other member from the US is seated.

There was also discussion about the absence of a US TAG for ISO/TC 274 on Light and Lighting. At this time the US is an observing member of ISO TC 274. It was noted there is still no US TAG (Technical Advisory Group) for this ISO TC; however, the ANSI ISO team is seeking a US/TAG administrator and participants.

6. Treasurer's Report – Ron Gibbons

Ron Gibbons submitted the attached CIE/USA Treasurer's Report. Included therein are financial reports and draft budget, as well as the following summary:

This year we:

- Got our invoicing and membership database back on track
- Straightened out our tax situation
- Re-registered our organization with DUNS, the Federal Government and State of Minnesota
- Re-established the business presence in Minnesota.
- Paid all of our CIE dues
- Had a fundraising activity by managing the CORM registrations

In all we started the year with about \$6k and we finished the year with \$6.8k. In all we made \$721. The financial reports are attached. Four items of note:

1. Jack Hsia – Donated \$555 personally.
2. Received \$5k from the DOE contract. This payment was lost in paperwork and was finally delivered this year. This is the last payment.
3. ANSI membership will be increased to \$895 this year.
4. The number includes \$952 in publication sales which has been removed as we are in arrears.

During the meeting Gibbons discussed that the 2014-15 budget involves an estimated shortfall of \$6395, which will need to be made up with increased collection of member dues.

Regarding funding from the National Academy of Sciences, which was discussed at the 2013 Annual meeting as a potential means for covering some or all of CIE/USA's dues to CIE, Lewis

reported that he has reached out to NAS once CIE became a member of the International Council for Science (ICSU). While NAS pays international dues for other national committees, Lewis acknowledged that it may take several years to implement NAS support for CIE/USA.

Lewis motioned to accept Gibbons' financial report, which was seconded by Hyman Kaplan. The motion was put to a vote, and was passed unanimously.

7. Membership Update - Jim Leland, Chair, Membership Committee

Leland shared highlights from the Membership Committee including the newly developed member brochure entitled, "[The Value of CIE/USA Membership](#)", which is available on the Membership page on the CIE/USA website; numerous updates made to the CIE/USA website consistent with sponsor/membership updates; critical sponsorship drives; and reinstatement of the CIE/USA member discount on CIE documents. Leland added that the current membership consists of 88 individual members and 18 sponsor organizations. Realistically, our breakeven target is approximately \$52k, but our 2015 goals include raising 20% more in order to finance other activities such as TAG fees, hosting symposiums and meetings, and the like. Critical to our success in doing so will be increasing the number of sponsors – Platinum, Gold, Silver and Bronze. Another strategy for building membership is through coordination with other organization's events, along the lines of what we did this year with the CORM and IES meetings. Lewis noted the CIE/USA policy that makes CIE/USA membership a prerequisite for membership on CIE TCs is another strategy we're pursuing with CIE; while CIE has not yet implemented a corresponding policy, we are enforcing nationally. Yoshi Ohno indicated he is looking to propose such a policy at the CIE level in the future.

Leland thanked the membership committee participants for their work in 2014 – Gibbons, Ohno, Myers, Lewis, Daubach and Papamichael.

8. Secretary's Report – Randi Myers

Myers provided an overview of the various updates and enhancements made to the CIE/USA website during the meeting. The website is intended to serve as a resource for CIE/USA members and others in keeping up-to-date on both national news and the latest on events, documents and news from CIE. For the [CIE/USA sponsor page](#), there are upcoming changes planned to add company logos for each of the sponsors, along with a link to the organization. These will be requested of the member representing each organization along with any necessary permission. Sponsors may use the CIE/USA logo in their promotional materials.

Other notes about the CIE/USA website included that the site is a good way to monitor upcoming events and to access minutes and proceedings from past annual meetings and technical council meeting presentations. The website URL uses the formal CIE/USA title: <http://www.cie-usnc.org/>

9. Election of Executive Committee Members

Covered by President's Report, above.

10. Report on Election of Members for Life

Covered by President's Report, above.

The CIE/USA Executive Committee Meeting was adjourned at approximately 11:50 AM (PDT).

CIE/USA Business Meeting

The meeting was called to order by President Lewis at approximately 4:35 PM (PDT).

Lewis noted that items 1-10 on the CIE/USA Business Meeting agenda were covered during the Executive Committee Meeting.

11. CIE Update – Alan Lewis

Lewis shared that the CIE General Secretary, Martina Paul, will be leaving CIE (timing will likely be following the 2015 Quadrennial in Manchester) so a search is underway for her replacement. It was noted Ms. Paul is also the Chairperson for ISO/TC 274 so a replacement will also be made for that assignment.

12. CIE Quadrennial Preparation – Alan Lewis, Yoshi Ohno

All CIE/USA members are encouraged to attend the 2015 CIE Quadrennial scheduled for June 28 – July 3, 2015 in Manchester, England. There is a link to the CIE event on the CIE/USA website, and future updates will be posted as well.

13. By-Laws Revision Update – Alan Lewis

Lewis updated the CIE/USA members that the Executive Committee drafted updates for the CIE/USA Bylaws to reflect current practice. Finalized revisions will be circulated to CIE/USA members for vote according to the By-Laws Article XVI.

One requirement discussed during the CIE/USA Business Meeting relates to discontinuing the term limits specified in Article V, Executive Committee: “Members-at-Large are not eligible for re-election to the same position until at least the second Annual Meeting following the expiration of their terms.” Lewis acknowledged the requirement presents challenges today, but in light of recent and ongoing member base development there is the opportunity for more candidates for Executive Committee positions, in which case the current rule can be retained.

14. Standards Committee Report – Philip Wychorski

The attached report on the CIE/USA Standards Committee was submitted by Philip Wychorski, committee chairman.

15. Other Business

Ron Gibbons raised the question of whether the CIE/USA would be in a position to host the 2019 CIE Quadrennial. Yoshi Ohno will be CIE President at that time, and it is common for the Quadrennial to be hosted by the president's country. Hyman Kaplan noted that last time the US hosted this event, an organization made the commitment to allocate staff to manage the planning and logistics, and that would likely be the only way to manage the extensive work involved in hosting such an event. It was noted that typically the location of the next quadrennial is announced during the current event; therefore, a decision would need to be made in advance of the 2015 Quadrennial scheduled for June 28 – July 5, 2015. There was general agreement that in light of our ongoing focus on rebuilding the state of CIE/USA we are not likely to be in a position to offer to host the 2019 Quadrennial, but no decision was made at the meeting.

The meeting was adjourned at approximately 4:50 PM (PDT).

Respectfully submitted,
Randi K. Myers
CIE/USA Secretary

Attachments:
CIE-USA Treasurer's Report
CIE-USA Standards Committee Report

CIE USA Treasurers Report

Ron Gibbons

October 6, 2014

This year we:

- Got our invoicing and membership database back on track
- Straightened out our tax situation
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The financial reports are attached.

Four items of Note –

1. Jack Hsia – Donated \$555 personally.
2. The received \$5k from the DOE contract. This payment was lost in paperwork and was finally delivered this year. This is the last payment.
3. ANSI membership will be increased to \$895 this year.
4. The number includes \$952 in publication sales which has been removed as we are in arrears.

A draft budget and our potential shortfall is attached

Expenses

| | | |
|-------------------|--|-----------------|
| CIE CB Dues | | \$45,000 |
| ANSI Dues | | \$895 |
| Bank Expenses | | \$150 |
| Credit Card Costs | | \$1,250 |
| Office Supplies | | \$500 |
| WebSite | | \$900 |
| Total | | \$48,695 |

Receipts

| | | |
|-----------------------------|----|-----------------|
| Individual Members | 52 | \$3,900 |
| Organization Members | | |
| BRONZE LEVEL SPONSOR | 10 | \$10,000 |
| SILVER LEVEL SPONSOR | 4 | \$12,000 |
| GOLD LEVEL SPONSOR | 2 | \$10,000 |
| GOVERNMENT MEMBER | 1 | \$5,000 |
| SUSTAINING MEMBER | 1 | \$500 |
| | | |
| Other income | | \$1,000 |
| Total | | \$42,400 |

Shortfall (\$6,295)

12:01 AM

10/01/14

United States National Committee/CIE
Statement of Cash Flows
July 2013 through June 2014

| | <u>Jul '13 - Jun 14</u> |
|--|-------------------------|
| OPERATING ACTIVITIES | |
| Net Income | 4,882.60 |
| Adjustments to reconcile Net Income to net cash provided by operations: | |
| Accounts Payable - EUR | -4,161.43 |
| Net cash provided by Operating Activities | <u>721.17</u> |
| Net cash increase for period | 721.17 |
| Cash at beginning of period | <u>6,108.33</u> |
| Cash at end of period | <u><u>6,829.50</u></u> |

11:54 PM

09/30/14

Accrual Basis

United States National Committee/CIE
Profit & Loss Prev Year Comparison
July 2014 through June 2015

| | Jul '14 - Jun 15 | Jul '13 - Jun 14 | Change |
|-------------------------------------|------------------|------------------|-----------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| D.O.E. Grant | 0.00 | 5,000.00 | -5,000.00 |
| Meeting Income | | | |
| 2014 Annual Conference | 3,300.00 | 0.00 | 3,300.00 |
| CORM Registration | 0.00 | 2,377.18 | -2,377.18 |
| Total Meeting Income | 3,300.00 | 2,377.18 | 922.82 |
| Membership Dues | | | |
| Individual | 225.00 | 4,175.00 | -3,950.00 |
| Members for Life | 0.00 | 555.00 | -555.00 |
| Government Member | 2,000.00 | 5,000.00 | -3,000.00 |
| Corporate Member | 1,000.00 | 31,500.00 | -30,500.00 |
| Indiv. | 0.00 | 2,625.00 | -2,625.00 |
| Total Membership Dues | 3,225.00 | 43,855.00 | -40,630.00 |
| Publication Sales | 0.00 | 952.00 | -952.00 |
| Total Income | 6,525.00 | 52,184.18 | -45,659.18 |
| Expense | | | |
| Foreign Transaction | 0.00 | 0.01 | -0.01 |
| Bank Charge | | | |
| Credit Card Transaction Fee | 199.16 | 1,253.26 | -1,054.10 |
| Transaction Charge | 35.00 | 105.00 | -70.00 |
| Bank Charge - Other | 0.00 | 85.00 | -85.00 |
| Total Bank Charge | 234.16 | 1,443.26 | -1,209.10 |
| Dues and Subscriptions | | | |
| CIE International Dues | 0.00 | 41,694.33 | -41,694.33 |
| ANSI Membership | 0.00 | 495.00 | -495.00 |
| Total Dues and Subscriptions | 0.00 | 42,189.33 | -42,189.33 |
| Legal-Prof Fees | 0.00 | 900.00 | -900.00 |
| Postage and Delivery | | | |
| PO Box | 0.00 | 362.04 | -362.04 |
| Total Postage and Delivery | 0.00 | 362.04 | -362.04 |
| Supplies, Bus | 29.98 | 405.81 | -375.83 |
| Website Services | 0.00 | 539.29 | -539.29 |
| Total Expense | 264.14 | 45,839.74 | -45,575.60 |
| Net Ordinary Income | 6,260.86 | 6,344.44 | -83.58 |
| Other Income/Expense | | | |
| Other Expense | | | |
| Exchange Gain or Loss | -264.48 | 1,461.84 | -1,726.32 |
| Total Other Expense | -264.48 | 1,461.84 | -1,726.32 |
| Net Other Income | 264.48 | -1,461.84 | 1,726.32 |
| Net Income | 6,525.34 | 4,882.60 | 1,642.74 |

United States National Committee/CIE
Balance Sheet
As of June 30, 2014

| | <u>Jun 30, 14</u> |
|---------------------------------------|------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Bank of America - Blacksburg | 6,829.50 |
| Total Checking/Savings | <u>6,829.50</u> |
| Total Current Assets | <u>6,829.50</u> |
| TOTAL ASSETS | <u>6,829.50</u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable - EUR | 91,741.97 |
| Total Accounts Payable | <u>91,741.97</u> |
| Total Current Liabilities | <u>91,741.97</u> |
| Total Liabilities | 91,741.97 |
| Equity | |
| Opening Balance Equity | 67,369.11 |
| Retained Earnings | -157,164.18 |
| Net Income | 4,882.60 |
| Total Equity | <u>-84,912.47</u> |
| TOTAL LIABILITIES & EQUITY | <u>6,829.50</u> |

United States National Committee/CIE
Balance Sheet
As of September 30, 2014

| | <u>Sep 30, 14</u> |
|---------------------------------------|------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| PayPal | 193.60 |
| Bank of America - Blacksburg | 2,812.14 |
| Total Checking/Savings | <u>3,005.74</u> |
| Total Current Assets | <u>3,005.74</u> |
| TOTAL ASSETS | <u>3,005.74</u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable - EUR | 81,392.87 |
| Total Accounts Payable | <u>81,392.87</u> |
| Total Current Liabilities | <u>81,392.87</u> |
| Total Liabilities | 81,392.87 |
| Equity | |
| Opening Balance Equity | 67,369.11 |
| Retained Earnings | -152,281.58 |
| Net Income | <u>6,525.34</u> |
| Total Equity | <u>-78,387.13</u> |
| TOTAL LIABILITIES & EQUITY | <u>3,005.74</u> |

12:02 AM

10/01/14

United States National Committee/CIE
Statement of Cash Flows
July 1 through October 1, 2014

| | <u>Jul 1 - Oct 1, 14</u> |
|--|--------------------------|
| OPERATING ACTIVITIES | |
| Net Income | 6,525.34 |
| Adjustments to reconcile Net Income to net cash provided by operations: | |
| Accounts Payable - EUR | -10,349.10 |
| Net cash provided by Operating Activities | <u>-3,823.76</u> |
| Net cash increase for period | -3,823.76 |
| Cash at beginning of period | 6,829.50 |
| Cash at end of period | <u><u>3,005.74</u></u> |



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CIE/USA STANDARDS COMMITTEE REPORT

October 6, 2014

The CIE/USA Standards Committee has completed a number of tasks since the 2013 CIE/USA Annual Meeting in Davis, California. A summary of the committees' activities is as follows:

- 1. On May 21, 2014 the chairman of the CIE/USA Standards Committee sent several U.S. TAG and CIE/USA Standards Committee reports, to the CIE/USA Secretary, for updating on the CIE/USA website.**
- 2. On June 8, 2014 the chairman of the CIE/USA Standards Committee distributed CIE Final Draft International Standard (FDIS) 024/E:2014 "Light Emitting Diodes (LEDs) and LED Assemblies – Terms and Definitions" for voting. The voting deadline was set for Friday July 5, 2014.**
- 3. On July 13, 2014 the CIE/USA Standards Committee recommended that the CIE/USA vote "approve with no comments" for CIE FDIS 024/E:2014 "Light Emitting Diodes (LEDs) and LED Assemblies – Terms and Definitions". The CIE/USA President transmitted the "approve with no comments" to the CIE Central Bureau in Vienna.**
- 4. On July 14, 2014 ANSI sent a letter to all current ANSI company members stating that the ANSI company member annual dues would be \$995 effective January 1, 2015. The current dues are \$495 per year.**
- 5. On August 28, 2014 the chairman of the CIE/USA Standards Committee submitted a verbal status report at the CIE/USA Executive Committee teleconference meeting. A motion was made and passed to authorize the increase in expense (\$495 to \$995 per year) for ANSI dues.**
- 6. On October 5, 2014 the chairman of the CIE/USA Standards Committee distributed CIE Draft International Standard (DIS) 025/E:2014 "Test Method for LED Lamps, LED Luminaires and LED Lamps" for comments. The due date for all comments is Friday, November 7, 2014.**
- 7. On October 6, 2014 this CIE/USA Standards committee report was presented at the CIE/USA Annual Meeting held in Seattle, WA.**