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Minutes of the
Joint Annual Business and Executive Committee Meeting
United States National Committee
Commission Internationale de l'Éclairage
20 October 2015
Toronto, Ontario, Canada

CIE/USA Executive Council Meeting

1. Call to Order

The meeting was called to order by President Alan Laird Lewis at approximately 10:30 AM (EDT).

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

Attendance

- a. Executive Committee Members: Mark Duffy, Hyman Kaplan, James Leland, Alan Lewis, Cameron Miller, Randi Myers, Yoshi Ohno,
Regrets: Angelo Arecchi, Ron Daubach, Ron Gibbons, Tom Lemons, Mojtaba Navvab, Konstantinos Papamichael, David Sliney, Phil Wychorski
- b. Guests: Austin Gelder, Michael Jouaneh, Kathleen Muray, Maria Topete, Yuqin Zong

2. Approval of Agenda

The agenda was reviewed and approved unanimously.

3. Officers' Reports

a. President – Alan Lewis

President Lewis' report is attached. During the meeting, Lewis acknowledged the work done over the past year by the Membership team, led by Jim Leland. The team included Ron Gibbons, Yoshi Ohno, Kostas Papamichael, Ron Daubach, Mark Duffy and Randi Myers.

Lewis also acknowledged the support received from the CIE leadership team that recognized the need to find a way to maintain the membership of the US. As outlined in his report, Lewis noted that the CIE efforts were critical in formulating and enacting changes that paved the way for our

ability to continue as a full CIE participant, staying active in CIE activities, contributing to CIE divisions and even chairing some CIE divisions. We remain 63K Euros in arrears with CIE, yet we remain current with our quarterly payments – in spite of not receiving any income from public sales of CIE standards to US members.

As will be discussed later, we will host the 2019 CIE Quadrennial Session in Washington DC. Fortunately, the impact will be manageable as CIE provides support and Ron Gibbons has arranged for support from the Virginia Tech University for conference event scheduling tasks. The event will be an opportunity to showcase the US as the event is held here and will be presided over by Yoshi Ohno, CIE President, who is a member of the US national committee.

Yoshi Ohno thanked Lewis for his leadership as CIE/USA President and the key roles he played in rebuilding the organization, which positioned Ohno for consideration as CIE President. Ohno indicated his plans for being mindful of opportunities where he can influence CIE in areas of benefit to both the CIE and CIE/USA. For example, current there is no requirement that in order to serve on a CIE technical committee the individual must be a member of a national committee. Ohno plans to pursue this requirement with the CIE Board during his tenure. Ohno also thanked the support of Ron Gibbons in submitting the US bid to host the 2019 CIE Quadrennial Session.

b. Senior Vice-President – Cameron Miller

No report. It was noted the primary role of the senior vice-president is to prepare the technical program of the annual meetings, which in 2015 involved coordinating with CNC/CIE on the joint event here in Toronto.

c. Vice President, Membership – Jim Leland

Leland explained that since the annual meeting, the membership team continued its heroic push to build sponsorships. With \$52k being the essential breakeven point for the budget, continued growth enables us to pursue further initiatives and make progress toward our arrears with CIE. Therefore, the membership team will continue its efforts in building individual membership and organizational sponsorships. Leland acknowledged the support of our sponsors at each level.

The new Vice President, Membership is Hy Kaplan. Hy plans to continue the work of the membership team through its monthly meetings and continued outreach. In 2016, the plan is to expand the membership base by reaching out for individual members using a “Each one, Reach one” type approach where existing individuals are asked to find another person they feel would benefit from membership. In addition, we will ask current sponsors to consider increasing their sponsorship level.

d. Vice President, Communications – Konstantinos Papamichael

No report. Lewis noted that in 2015 the CIE/USA newsletter was reinstated, with two issues to date this year and a third planned to highlight the events from this meeting. Reinstating the newsletter is viewed as another premium we can use in recruiting members.

e. Treasurer – Ron Gibbons

Ron Gibbons submitted the attached CIE/USA Treasurer's Report, which includes financial reports and a draft budget, as well as the following summary:

- Current balance is \$2400, and our next payment is due to CIE by 12/31/15 for \$9500.
- The CIE dues paid by member countries were recently increased to cover the dues Italy used to pay, now that Italy is no longer a member country. Also, CIE announced that dues are increasing by 8% per year for the next 3 years.
- We are still 63K Euros in arrears with CIE; fortunately, we are able to meet our regular quarterly payments.

It was suggested that one way to increase funds would be to raise the fee for individual membership by \$20 for example. While this would not likely solve the budget problem, it might be beneficial and can be considered.

It was discussed that in pursuing additional funding, we should reach out to IES about them taking on a larger role in supporting CIE/USA as the US national committee to CIE, including financial support. It was noted there is a new Executive Vice President, Tim Licitra as well as a new position of Director of Knowledge Management, which are two avenues we can pursue. Yoshi Ohno likened the relationship of CIE/USA to IES to that of CIE agreement with CEN internationally. Ideally we could be permitted to approach IES membership to support CIE/USA.

Regarding funding from the National Academy of Sciences, which has been discussed at the last two annual meetings as a potential means for covering some or all of CIE/USA's dues to CIE, it was noted that Lewis reached out to NAS once CIE became a member of the International Council for Science (ICSU). It is still a goal of the CIE/USA, as the national committee to CIE, to have its international dues paid by NAS. There was agreement to follow up with NAS on this.

Finally, with regard to the Treasurer's report, Lewis motioned to receive the report submitted by Gibbons. The motion was seconded by Hy Kaplan and put to a vote, and was passed unanimously.

f. Secretary – Randi Myers

Myers provided an overview of updates made to the CIE/USA website (<http://www.cie-usnc.org/>) since the 2014 annual meeting:

- Home page updated to feature the Chromaticity diagrams
- Reinstatement of the member discount information
- Sponsors page updated to include sponsor logos with hyperlink to sponsor organization's website.
- Newsletters page updated to include newsletters from both CIE and the newly reinstated CIE/USA quarterly newsletters
- Plans for 2016 include messaging to promote CIE/USA member Yoshi Ohno as CIE President, implement new CIE/USA logo, implement the change in name to CIE-USNC, further enhancements to Sponsors page.

The website is a membership resource for monitoring upcoming CIE events and news and for CIE/USA information, including minutes and proceedings from annual meetings and technical council meeting presentations.

4. Remembrance of Dr. Ian Lewin and Nick Hale

Alan Lewis shared the unfortunate news of the passing of Dr. Ian Lewin (Member for Life) and Nick Hale.

5. Update on By-Laws Revision – Alan Lewis

Lewis noted that an updated draft for the By-Laws will soon be circulated to the Executive Committee for review and suggested edits, followed by a vote by CIE/USA members on the finalized draft as required by the existing by-laws.

6. Report of ANSI TAG - from Philip Wychorski

a. Standards Committee Report – The attached 2015 Standards Committee Report was submitted by Philip Wychorski, committee chairman.

b. Approval of ANSI Fee (\$1035) – Alan Lewis introduced this topic and invited discussion from those in attendance. There were questions regarding the ANSI Fee and the TAG. All in attendance were reminded that there is no US TAG for ISO/TC 274 on Light and Lighting and the US continues to be an observing member of ISO TC 274. If we don't continue with the current arrangement to pay the ANSI TAG fee for this mirror committee to CIE, the ANSI TAG would go away and the US would lose its voice in the ISO.

Following discussion, Lewis motioned to approve the expenditure of \$1035 for the ANSI TAG. The motion was seconded by Mark Duffy and put to a vote, and was passed unanimously.

7. Adoption of Logo – Alan Lewis

Lewis presented the options for a redesigned CIE/USA logo. Initial discussion indicated support for several versions, so it was agreed to provide several versions for the members to narrow the choices down to a couple, and then submit for a member vote. There was a motion to table the adoption of a new logo until these actions are taken, which was seconded.

Later in the meeting it was agreed to change the organization's "shorthand" name from CIE/USA to CIE-USNC, which better reflects the full official incorporated name of the organization (United States National Committee of the Commission Internationale de l'Eclairage), which will be reflected in the draft updated brochure, website, membership information, and the like. The draft logos will be updated to reflect this change prior to sending them for member poll.

8. CIE/USA Overview Document – Randi Myers

The CIE/USA Overview Document on the CIE/USA website (dated 2008) is in need of updating and this is an opportune time to also consider whether this should remain in brochure format: [CIE/USA Overview](#)

It was agreed the document should be updated and retained in a format that allows for it to be a professional document that can be shared with others at events and similar opportunities. The overview document is a high level, while the document "[The Value of CIE/USA Membership](#)" found on the Join CIE/USA page of the website is more specific to membership. It was suggested that both documents should be continued. Myers will update the document to reflect the current sponsor levels and to reflect the new CIE/USA logo. Subsequent discussion on the change from CIE/USA to CIE-USNC will also be reflected in the draft updated brochure.

9. Planning for the 2019 CIE Quadrennial

Now that the USNC has been selected to host the 2019 CIE Quadrennial, we need to form a planning committee. Below is a list of those who have volunteered to participate thus far. Others interested are asked to email Ron Gibbons.

Ron Gibbons, Rolf Bergman, Mike Jouaneh, Alan Lewis, Randi Myers, Maria Topete and Yuqin Zong

10. Election and Installation of Officers and Executive Committee

Lewis explained that the recent ballot resulted in election of a new Executive Committee as follows. These individuals were installed at this time during the CIE-USNC meeting. Myers will update the website to reflect the changes.

For the 2015-2019 Quadrennium:

President	James E. Leland
Senior Vice-President	David Sliney, Ph.D.
Vice-President, Communication	Konstantinos Papamichael, Ph.D.
Vice-President, Membership	Hyman Kaplan
Secretary	Randi K. Myers
Treasurer	Ronald B. Gibbons, Ph.D.

Executive Committee:

2014-2016	Mojtaba Navvab, Ph.D.
2015-2016	Philip Wychorski
2015-2017	Michael Jouaneh
2015-2017	<i>Open</i>
2015-2018	Karl Citek, O.D., Ph.D.
2015-2018	<i>Open</i>

11. New Business

None

12. Adjournment

The meeting was adjourned at approximately 12:20 PM (EDT).

Respectfully submitted,
Randi K. Myers
CIE-USNC Secretary

Attachments:

CIE-USNC President's Report 2015
CIE-USNC VP Membership Report 2015
CIE-USNC Treasurer's Report 2015
CIE-USNC Standards Committee Report 2015

CIE-USNC President's Report 2015



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2015 President's Report

The 2015 Annual Meeting in Toronto, held jointly with the Canadian National Committee, marks the end of my term as CIE/USA president. When I assumed this role in 2011, the organization was struggling to survive after many years of living off our budget surpluses which were now depleted. Our failure to address serial shortfalls in income at a time of increasing dues obligations to CIE had left us without the means to pay our CIE dues and subject to suspension – which indeed happened for a short time. Fortunately, significant efforts from a number of CIE/USA leaders combined to enact a number of initiatives which have allowed us to remain in good standing with CIE. Among these were:

- Reorganizing the membership and dues structure to recognize changes in the lighting industry and professions;
- Adding leadership positions to focus on membership, communications and web-based information;
- Re-establishing the secretary's position as a continuing office with enhanced resources and web-site responsibility (thank you UL and Randi Myers)
- Encouraging CIE to modify its by-laws to permit quarterly dues payments which allowed us to remain a full voting member;
- Negotiating the reinstatement of the member publication discount for CIE documents;
- Significantly enhancing our dues billing infrastructure to regularize our income stream (thank you Ron Gibbons);
- Instituting periodic Membership Committee meetings to address our need to maintain and increase our membership (thank you Jim Leland);
- Publishing a regular quarterly newsletter to maintain and inform our membership (thank you Kosta Papamichael).

We also were fortunate to have a CIE leadership team in place that recognized the need to find a way to maintain the membership of the United States. The personal efforts of Martina Paul (CIE General Secretary), Lorne Whitehead (CIE Treasurer), Ann Web (CIE President), and Yoshi Ohno (CIE President-elect) were critical in formulating and enacting changes, both in policies and in attitude, that paved the way for our ability to continue as a full CIE participant.

We heartily congratulate our own Dr. Yoshi Ohno who assumed the presidency of CIE at the 2015 Quadrennial Session in Manchester, UK in July. His election was in recognition of his

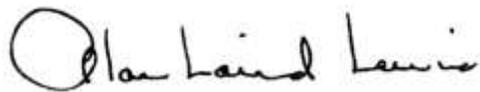
many years of technical and administrative contributions to CIE and the lighting world. It is a very well deserved honor.

Another hallmark of the Manchester Quadrennial Session was the selection of the United States as the site for the 2019 Quadrennial Session. This is largely due to the work of Dr. Ron Gibbons who not only prepared the invitation for presentation, but also has provided most of the preparation that served as the basis for our selection. We now need to begin the nuts and bolts planning for this important meeting which will bring CIE to our country for the first time since 1995.

I especially want to thank the outgoing officers and executive committee members who have provided such dedicated service to CIE/USA. I know they will continue to contribute to our work as they have done in the past. They include: Cameron Miller (Senior VP), Ron Daubach (VP Communications), Tom Lemons (Past President), Mark Duffy (Executive Committee), and Angelo Arrechi (Executive Committee).

It has been a privilege to serve as president of CIE/USA for the past four years and I thank all who have made my term both productive and enjoyable. We are in good hands for the future and I look forward to continuing to be an active member for years to come.

Respectfully submitted,

A handwritten signature in black ink that reads "Alan Laird Lewis". The signature is written in a cursive, flowing style.

Alan Laird Lewis, O.D., Ph.D.
President 2011-2015



Membership Report
CIE/USA Annual Meeting
20 October, 2015
James Leland, V.P. Membership

Overview

- Background
- Status & Goals
- Acknowledgements
- Approach for 2016
- Conclusion

Background

	Circa 2003	2013	2014
# MEMBERS	~200	<< 10	88
# SPONSORS	~50	~2	18
Membership INCOME	~\$50k	\$10k /annum	\$42k /annum

Status & Goals

	2014	2015 YTD	2016
# MEMBERS	88	107	> 120
# SPONSORS	18	23	30
Membership INCOME	\$42k /annum	\$47k /annum	\$64k /annum

Acknowledgements:

Gold & Silver-Level Sponsors

- **NIST**
- **GE Lighting**
- **OSRAM Sylvania**

- **Council for Optical Radiation Measurements (CORM)**
- **Cree Inc.**
- **Gamma Scientific**
- **Illuminating Engineering Society of North America**

Bronze-Level Sponsors

- **American Optometric Association**
- **Bridgelux**
- **California Lighting Technology Center – UC Davis**
- **Datacolor**
- **Hunter Associates Laboratory, Inc.**
- **International Association of Lighting Designers**
- **Intertek**
- **Konica Minolta Laboratory US Inc**
- **Lutron Electronics**
- **Musco Sports Lighting**
- **Nichia America Corporation**
- **Philips Lighting Company**
- **Sun Chemical Corporation**
- **Underwriters Laboratory (UL)**
- **Vektrex**
- **World Institute of Lighting & Development**
- **Institute for Photometry and Radiometry (INPHORA)**

Acknowledgements:

CIE/USA Membership Committee

- Ron Gibbons
- Alan Lewis
- Jim Leland
- Randi Myers
- Yoshi Ohno
- Kosta Papamichael
- Ron Daubach

- ***Incoming VP of Membership: Hy Kaplan***

Approach for 2016

- Continue Sponsorship Drive
 - Address immediate needs
- Individual Membership Drive
 - Invest in the future of the organization
 - *Each One – Reach One*

Conclusion

- CIE/USA is back on-track
- There is still more work to be done.

CIE-USNC Treasurer's Report 2015

CIE USA Treasurers Report

Ron Gibbons

October 19, 2105

Balances: Bank: \$2,400

Accounts Payable: \$90,000 (or so)

Next must pay Date: December 31, 2015 – Approximately \$9,500

This year we:

- Covered our Expenses with the CIE Dues
- Maintained tax, corporate and government status
- Switch from Adobe Forms to JotForm
 - Had some problems with the PayPal but finally got that figured out
- There was delay in the invoicing due to the form issue but they have been resent
 - This has been corrected this week.
- Regained control of the website account management
 - There was an issue with the billing it was solved and the URL has been renewed for 5 years.

Four items of Note –

1. The CIE dues are increasing. Overall the budget of the CIE CB has not increased in several years.
2. There was an unexpected increase already
 - a) The CIE calculates their dues in a strange way – The spread their budget needs across all of the participating countries. Italy dropped out so all of the other countries have been invoiced a higher rate to overcome the Italy shortfall.
 - b) Our dues went up about \$1k to overcome this CB shortfall
3. We have a extremely favourable US Dollar to Euro conversion. If this changes, we are out of money.
4. We still owe 2 years of dues – Approximately 63,000 Euros

A draft budget and our potential shortfall I attached:

Expenses

CIE CB Dues	\$45,000
ANSI Dues	\$895
Bank Expenses	\$150
Credit Card Costs	\$1,250
Office Supplies (ANSI)	\$500
WebSite	\$300
Total	\$48,095

Receipts

Individual Members	52	\$3,900
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Organization Members

BRONZE LEVEL SPONSOR	9	\$9,000
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
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Total	\$41,400
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Shortfall	(\$6,795)
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CIE-USNC Standards Committee Report 2015



Philip F. Wychorski
Administrator/Chairman
U.S. TAG for Joint ISO/CIE Standards
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U.S. TAG for JOINT ISO/CIE STANDARDS COMMITTEE REPORT

October 18, 2015

Document #2015N10

The U.S. TAG for Joint ISO/CIE Standards Committee has completed the following tasks in 2015:

1. On January 22, 2015 the TAG held its annual meeting via teleconference. A meeting agenda, updated list of TAG members and the previous TAG meeting minutes were distributed prior to the meeting. The teleconference meeting was attended by 12 TAG members.
2. On January 29, 2015 the TAG Administrator sent the following documents to ANSI:
 - 2015 TAG Procedural Compliance Report
 - 2014 TAG Annual Report to ANSI
 - Current List of TAG Members
3. On February 23, 2015 a TAG Membership Letter Ballot was sent to all current TAG members. Dr. Yiquin Zong of NIST is on the ballot to fill the TAG Division 2 position.
4. On February 23, 2015 the TAG Administrator sent out a voting ballot to review/revise the current version of the TAG Operating Procedures.
5. In April 2015 the TAG Operating Procedures were approved with several editorial corrections.
6. In June of 2015 the TAG was notified that Dr. Yiquin Zong had been elected to the position of TAG Division 2 primary member. Dr. Zong was notified of his election to the TAG.
7. In late July 2015 the CIE/USA President received a request from the CIE to vote on CIE FDIS 024/E:2015 of TC2-66 with a deadline of August 8, 2013.
8. On October 18, 2015 the TAG Chairman sent a note to the CIE/USA President requesting that the CIE/USA Executive Committee discuss the payment of ANSI dues for 2016 and the need for TAG Officer elections.

End of Report