



Memorandum

From: Alexandre Y. Fong, President, and Jim Pearson, Executive Director
To: FPC Board of Directors
Date: December 1, 2009
Subject: **Meeting Minutes, FPC Board of Directors – 12/1/09.**

Location: UCF/ ORC conference room

Attendees: Voting members: A. Fong, G. Burdge, J. Eichenholz, Theresa Axenson (proxy for Jennifer Park) D. Pape, R. Pini, G. Quarles (by phone), MJ Soileau, E. Ushkowitz, Bob Wayne (proxy for Eric Park), R. Williamson
Non-Voting: J. Pearson, B. Saleh

1. Call to order. The meeting was called to order at 3:10pm by President Alex Fong. The agenda was approved as distributed. Since 8 of the 13 voting members were present, a quorum was confirmed (3 other voting members joined the meeting a few minutes later).
2. Executive Director 2009 Assessment. Jim Pearson recused himself from the meeting for this and the next two agenda items. Alex Fong reviewed the objectives for Jim Pearson as Executive Director and Jim's self-assessment and that of the Executive Committee. The BoD was unanimous in agreeing that Jim had done an outstanding job, especially given the extremely challenging economic conditions of the past year. A motion to retain Jim as ED was seconded and approved.
3. Executive Director 2010 Objectives. Alex Fong reviewed the proposed objectives for Jim Pearson as Executive Director. A key issue that was raised by the board was that although the FPC was a mission statement it currently lacks a strategic plan to meet such objectives. The board discussed some key elements that should be addressed:
 - 3.1 Review of other clusters – As a first step a survey and discussions with other clusters to determine 'best practices' and successful strategies should be undertaken. Another exercise that needs to be performed is to determine potential other members outside the core photonics realm and to get a sense of how big the potential membership could ultimately be in order to help determine how we might best grow as an organization and identify revenue sources. Biosciences and biophotonics might be a new population worth exploring.
 - 3.2 Business development – Need to work with the president to look at how we might better promote the creation and development of new photonics companies as well as identifying funding opportunities for the FPC and such enterprises. Again a potential area of focus might be biophotonics.
 - 3.3 Administrative services – A way the FPC could bring further value would be to help member companies navigate the sea of contacts and universities and their IP portfolios to help them zone in on potential opportunities for tech transfer that are mutually beneficial. It was recognized that Jim is uniquely positioned and qualified to do this and in fact already does but it was suggested that perhaps repackaging this in a way that allows for broader consumption (i.e. arranging IP showcases) and compiling and disseminating the information would help spur even more growth



3.4 Identifying and promoting common resources – Another thing that Jim is well positioned to do and already does quite well is to match up users with facilities that are unique (i.e. USF Microelectronics Lab, AMPAC). Again it may be possible to repackaging and disseminate this information on a broader scale.

The last three items in particular also address the need by board members and other FPC supporters to be able to speak to deliverable that come from being an FPC member to their management. Being able to point to something that was directly beneficial to a member company that resulted from being a member would go a long way to helping ease the renewal process. The initial objectives, appended to these minutes, were seconded and approved unanimously but it was agreed that the effort to define a strategic plan be integrated/amended into them following this meeting.

4. Executive Director Compensation for 2010. Alex Fong outlined the proposed executive director compensation for 2010, which is to continue the \$500/month compensation as in 2009. A motion to approve this level compensation was seconded and approved unanimously.
5. Treasurer's Report. Dennis Pape reviewed the financial status of the cluster. For January through November 2009, income = \$9,892.72, with expenses = \$12,508.90 (includes \$6,000 from FHTCC for Photonics Research Project, funded in 2008). The projection for year-end is income = \$10,892.72, expenses = \$13,518.90, providing a net income for the year of (\$2,626.18) and an ending cash balance of \$14,819.03. The ending balance is \$6,189.64 higher than the 2009 budget the Board approved in February 2009, mainly due to \$1,275 higher dues and \$4,871.92 lower expenses from reducing Sponsorship, Events expense, Education/Training, and Marketing expenses. A donation from CREOL of \$1,836 for printing of the FPC brochure was a major part of the lower marketing expense, and CREOL will be recognized as a Bronze Sponsor of the FPC for 2010 and 2011 because of this generous donation.
6. Budget for 2010. Dennis Pape reviewed a budget for approval for CY2009: income = \$10,750, expenses = \$14,190.03, providing a net income for the year of (\$629). A motion to approve the budget was seconded and passed unanimously. The budget and actuals to date will be reviewed at the next board meeting.
7. Board Membership for 2010.
 - All current but two voting board members (Ray Pini and Eric Park), and two non-voting members (Al Ducharme and Eric Van Stryland), have agreed to continue to serve through 2010. On behalf of the membership and Board of the FPC, Alex Fong expressed the appreciation to the retiring Board members for their service on the Board for 2009.
 - Proposed new Board members for 2010:
 - Voting Members: Bob Wayne, Mgr, New Bus Process and Non-Contractual Technical Activity, Northrop Grumman Laser Systems
Ray Malcom, VP, Sales & Marketing, Jenoptik Optical Systems
 - Non-Voting members: Carol Ann Dykes, Site Manager – UCF Technology Incubator at Research Park
Bahaa Saleh, Dean & Director, CREOL, The College of Optics & Photonics



A motion was made and seconded that the Board candidate list be approved and the ballot sent to all FPC members. Motion passed unanimously.

8. Next FPC board meeting. The next meeting will be scheduled for the spring 2010, possibly in March. Jim and Alex will establish the date. The meeting will likely be by telecom with a web interface.
9. Adjournment. Meeting adjourned at 4:10pm to General Members Meeting.

FPC Executive Director Objectives
2010
Jim Pearson

Financial

1. Achieve approved FPC financial plan for 2010: Income: \$8,350 (all from dues); Expenses: \$8,579 (72% for admin expenses)
2. Seek additional revenue sources other than membership dues. Prepare and submit proposals as required.

Operations & Activities

1. Develop a draft Strategic Plan for the FPC and bring to the Board for approval at its first meeting in 2010.
2. Provide leadership and conduct necessary actions to accomplish the “Activity & Action Plans for 2010” as adopted by the FPC Board of Directors.

“Activity & Action Plans for 2010”

- **Provide Webinars, Live Meetings, Seminars and Networking Sessions focused on timely topics of interest**
 - 2 webinars
 - 2 General Member Meetings
- **Support Optics/Photonics Technician programs**
 - Work with companies, community colleges, and UCF on
 - AS programs in place at VCC & IRSC
 - Photonics Academy (Wekiva HS & VCC)
 - Photonics Tech Certificate (UCF)
 - Photonics Tech Certification (FPC)
 - OP-TEC programs
- **Communicate and build relationships with members and other organizations**
 - E-Newsletter (3 issues)
 - FPC website & Blog
 - Other clusters (NY, AZ, CO, CT, Europe)
 - Florida business incubators
- **Market Florida and the FPC**
 - Build FPC membership and value to members
 - Update and redesign FPC brochure, possibly with Florida Photonics directory & highlighting FPC members
 - Support Florida cluster exhibits at Photonics West and at Defense, Security, & Sensors in 2010
 - Promote the FPC as a vehicle/source of SBIR/STTR partners

Approved by FPC Board of Directors: 12/1/09