



Memorandum

From: Alexandre Y. Fong, President, and Jim Pearson, Executive Director
To: FPC Board of Directors
Date: December 12, 2008
Subject: **Meeting Minutes, FPC Board of Directors – 12/11/08**

Attendees: Voting members: A. Fong, G. Burdge, D. Killinger, D. Pape, R. Pini, MJ Soileau, E. Ushkowitz, R. Williamson
Non-Voting: J. Pearson, E. Schons, E. Van Stryland

1. Call to order. The meeting was called to order at 3:05pm by President Alex Fong. The agenda was approved as distributed. The meeting was held via teleconference, with web assist to view documents. Since 8 of the 13 voting members were present, a quorum was confirmed.
2. Treasurer's Report. Dennis Pape reviewed the financial status of the cluster. For January through November 2008, income = \$27,913.23 (includes \$15,000 from FHTCC for Photonics Research Project) with expenses = \$14,588.45. The projection for year-end is income = \$28,942.33, expenses = \$21,101.40 (including \$15,000 for Photonics Research Project), providing a net income for the year of \$7,840.93 and an ending cash balance of \$12,959.76.
3. Executive Director 2009 Objectives. Alex Fong reviewed the proposed objectives for Jim Pearson as Executive Director. The objectives, appended to these minutes, were seconded and approved unanimously.
4. Executive Director Compensation for 2009. Alex Fong outlined the proposed executive director compensation for 2009, which is to continue the \$500/month compensation approved in August for the last 5 months of 2008. A motion to approve this level compensation was seconded and approved unanimously.
5. Budget for 2009. Dennis Pape reviewed a budget for approval for CY2009: income = \$13,891.40, expenses = \$12,595.40, providing a net income for the year of \$1,297.00. The primary change from the preliminary budget in August 2008 are: a) the inclusion of a full year of executive director compensation; b) addition of \$2,000 in income for 4 new FPC members. No questions or suggested changes were made. 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.
6. Board Membership for 2009. Jim Pearson recommended the following process for defining the FPC Board of Directors for 2009:
 - With the exception of Board members who do not renew their company FPC membership, Jim will ask all current board members to continue through 2009.
 - If vacancies occur in this process, Jim will consult with the Executive Committee to nominate the necessary number of new board members and invite them to serve.
 - Once there are candidates for the 13 Board positions, a ballot will be sent to all FPC members.

Alex asked all Board members to recommend to him and to Jim people they think would be good candidates for the Board.



7. Next FPC board meeting. The next meeting will be scheduled for the spring 2009, possibly as late as June 2009. Jim and Alex will establish the date. We may have a face-face meeting at one of the member's sites or another telecon meeting.
8. Adjournment. Meeting adjourned at 4:00pm.

FPC Executive Director Objectives 2009

Financial

1. Achieve approved FPC financial plan for 2009, with goal of exceeding planned surplus for the year by 10%.
2. Seek additional revenue sources other than membership dues. Prepare and submit proposals as required.

Membership

1. Increase number of dues-paying member photonics companies from 21 to 26 (25% increase)
2. Increase total membership count from 32 to 40 (25% increase)

Operations

1. Working with UCF, organize Florida cluster groupings at selected photonics exhibitions. Photonics West and Defense, Security, and Sensors are to be included
2. Develop and enhance marketing tools, including brochures and website
3. Support Florida economic development activities, including those of Florida High Tech Corridor Council (FHTCC), Metro Orlando EDC, Enterprise Florida
4. Work with SPIE, OSA, and OIDA to promote photonics clusters and interconnection of clusters

Approved by FPC Board of Directors: December 11, 2008