

**Minutes for the  
December 18, 2003 OSA Business Meeting - prepared 1/20/04 by wrh**

Location Pastaficio's (an Italian Restaurant)

**In attendance:**

R. (Sree) Srinivansan, Harald Guenther, Tejpall Hooghan, Ernie Bergmann, Dao Phan, Bill Heffner, Volkmar Dieroff, Ken Ghiron, Margaret Ghiron, Jeff Shakespeare, Ray Krauss, Pat Carroll and Alex Robertson.

October 28 meeting minutes accepted with no corrections.

**Seminar Schedule updates and issues:**

Jan Talk:

**AI: (Bill) Check to see if KU room has an LCD projector.**

Ans: Yes they can handle ppt or viewgraphs (1/13/04)

Feb. talk

received grant money from OSA to cover the PSU talk

Mar. Talk

will hold 3/16 at Lafayette College

**AI: Jeff will contact Lafayette (Bill Jameson?) for a room**

Apr. Talk

group wants to go ahead with the talks on grant writing and Volkmar suggests we tap into other Lehigh talent, e.g. Jean Toulouse and Marvin White and include SBI. Idea of overview talk by Sanjay with several other talks was discussed. Jeff agreed to pull this event together. We saw Sanjay later at the talk and he indicated that Greg Maclin would be a better choice than himself.

**AI: Jeff will formulate a multi-speaker plan and solicit speakers accordingly.**

May

Jeff spoke with Kim Trap who indicated they would be happy to include the OSA in their open house plans. Tour seems to be no problem with so many Lehigh staff already OSA members. Lehigh will invite all of our OSA members to the open house if we provide the email contacts.

**Website status**

**Dao**

website has been updated with new officers, etc.

Dao will add email contact information for the officers. Done(as of 1/13/04)!

Harald indicated he would be willing to help with the website.

**AI: Harald will look at the site and determine if he can help out.**

Complete Activity Grant 2003 Report - due Jan 15

**Dao**

Dao indicated he would be out of town and unable to complete this report.

**AI: Bill will complete along with the New Activity Grant for 2004**

**AI: Ken needs to provide financial info for Annual Report - expenses too.**

**Science Fair:**

Bill has contacted Bks with our intent to provide \$200 award.

**AI: Ernie will pick up (from Dao) the AI to make the contact with the Lehigh science fair folks.**

**AI: Ernie will advise PJAS no longer contributing.**

Two new members:

Pat Carroll and Alex Robertson

Talk in Sinclair followed the Business Meeting - 16 attendees

***Development Challenges of a Medical Excimer Laser Eye Surgery System*** by Ray Krauss