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CONTACT LENS MANUFACTURERS ASSOCIATION

MINUTES - BOARD OF DIRECTORS MEETING

Holiday Inn on the Bay – San Diego, California

June 22, 2003

CALL TO ORDER

The Board of Directors meeting of the Contact Lens Manufacturers Association (CLMA) was held on Sunday, June 22, 2003 at the Holiday Inn on the Bay in San Diego, California. The meeting was called to order at 8:00 am by President, Lee Dickerson. The following Board members were in attendance: Jan Daniel, Kevin Hing, Daniel Bell, Charles Creighton, Chris Pantle, Keith Parker, Janice Schramm, and Al Vaske. Absent were Renata Hoffman and Richard Nelson. Introductions were made around the room. All others present are listed on the attached attendance sheet.

APPROVAL OF THE AGENDA

The agenda was presented by President Lee Dickerson. Upon motion duly made and seconded, the agenda was approved with the addition of a presentation by David Bland of Polymer Technology Corporation.

APPROVAL OF MINUTES OF PREVIOUS MEETING

Secretary Kevin Hing presented the draft minutes from the January 26, 2003 meeting held in Orlando, Florida. Upon motion duly made and seconded, the Board unanimously approved the minutes as written.

TREASURER'S REPORT

Treasurer Kevin Hing presented the financial package for the first quarter of 2003. The total amount of dues paid by the material manufacturers to date was not in the report and Mr. Hing was asked to call Ms. Witham and obtain that information. Schedule 3, showing a comparison of revenue from previous years, was discussed.

MID-TERM REPORT

President Lee Dickerson recited the activities and accomplishments of the Association since January. Results from a recent survey on the interest for a Seal of Excellence testing this year for the 2004 designation was reported. It was determined there was not enough interest to warrant the retest. At the conclusion of his remarks, Mr. Daniel Bell added a few items performed by the Government Affairs Committee. Mr. David Rusch commended the efforts of the Board on their membership crusade. Mr. Robert Thompson suggested this information be communicated to the membership.

MARKETING COMMITTEE REPORT

Chairman, Al Vaske announced the first advertisement sponsored by recipients of the 2003-2004 Seal of Excellence Award will be placed in the July issue of *Contact Lens Spectrum*. He explained that the 2003-2004 recipients who chose not to sponsor the advertisement were not listed in it. Mr. Vaske also noted the copy provided in the Board packet was not the final version. Mr. Vaske promised to e-mail the Board the document to be published.

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Through the offer of Editor, Dr. Joe Barr a two-page article, entitled Paying Tribute to a Dedicated Organization, was written for publication in the July issue of *Contact Lens Spectrum*. This article was drafted with the help of committee members and CLMA staff. President Dickerson asked that the Seal of Excellence logo shown in the article be changed to the CLMA logo.

The question of creating an advertisement on the Association was brought up and Ms. Jo Svochak asked that the GP Lens Committee report be given before discussing this subject. The discussion was tabled.

Mr. Roger Zimmer suggested that any articles published in *Contact Lens Spectrum* could be provided to the Association in a PDF file for easy distribution.

INTERNATIONAL COMMITTEE

Chairman, Al Vaske announced the 2003 EFCLIN meeting will be held in Barcelona, Spain from November 13-15.

Clarification of the Menicon application for membership was discussed and tabled until such information becomes available for consideration.

TECHNICAL AFFAIRS COMMITTEE

Chairman, Quido Cappelli was absent and submitted a written report covering the following points.

The last meeting of the ANSI Z80 Committee was held in Fort Lauderdale on March 3rd. The previous day the Subcommittee for Contact Lenses met to review ANSI Z80.20 Contact Lenses – Standard Terminology, Tolerances, Measurements and Physicochemical Properties. This standard is undergoing the mandatory five period of review. Areas for changes and updating were identified and the changes were made. It was determined that the portion of the standard that pertains to the measurement of oxygen permeability should be sent to some of the country's authorities for further review. It is expected that the final revised copy of the standard will be submitted to the Parent Committee for ballot as a revised standard at its next meeting in August.

ANSI Z80.18 Contact Lens Care Products: Vocabulary, Performance Specifications and Test Methodology has passed its 90 day period of public review. A foreword has been prepared and the editorial review by ANSI is complete. The standard should be published within the year. Presently, the body of work covering contact lenses and care products is now complete. Future work will be the updating of the standards when needed and harmonization with international standards. During the meeting Tom White was nominated by the Secretariat and re-elected as Chairman.

The next meeting of the Committee on Ophthalmic Standards is scheduled for October 9-10, 2003 at the Baltimore Marriott Inner Harbor Hotel. Thereafter, the Spring meeting of Z80 will be held on March 1-2, 2004 in Fort Lauderdale.

The meeting of ISO/TC172/SC7/WG9 took place in San Diego, March 30th to April 4th. Due to the constraints placed upon travel by the Iraqi war attendance was limited. The Chinese delegation was

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refused visas and the usual contingent from Germany, France and Japan were reduced in number. However the agenda circulated by the Convenor was completed with the following results:

ISO/DIS 9337-2 Back vertex power determination of contact lenses immersed in saline was approved for advancement as an FDIS. The Convenor will make the appropriate editorial changes for balloting. ISO/CD 9342-2 Test lenses for calibration of focimeters used with contact lenses falls under the authority of WG6. The work on this project will continue under the convenorship of Charles Campbell. The ring test of Multifocal contact lenses has been delayed due to the status of Dr. Michelle Guillon, the British project leader. Project group members will make contact and advise us of the status. CD's 18369- 1 to 4 Consolidated Contact Lens Standard, a four part document that will accumulate a number of ISO contact lens standards, were all advanced to 2nd CD status. The Convenor announced that this consolidated standard will be reported to the Plenary Session for special attention and that an additional meeting of Working Group 9 will be called to meet in Portugal approx. January 2004 to speed up the acceptance process.

It was rumored that the next meeting of TC172/SC7 will occur at the invitation of France for Autumn of 2004.

The Seal of Excellence program for 2003 and 2004 has been the topic of discussion. CLMA should benefit from the recent media interest in the program. Considering the influx of new members, Mr. Cappelli discussed the situation with Lee Dickerson and agreed to a special program, if needed. The Board will now have the obligation to consider the program in light of its continued two year status or returning to an annual inspection. Whatever is the decision of the Board, the Committee would like their assessment of the fee to be charged, if appropriate. It is also felt that the Member Services Chairman should have a great deal to say because logically this program is part of the scope of this committee while the Technical Affairs Committee has the obligation of completing the testing.

Dk Permeability: A new work item is currently being considered for Working Group 9 of TC172. It concerns a new method of evaluating the transmissibility of oxygen as a more detailed way of calculating the Dk. Mr. Cappelli will report more on this topic as it is unveiled.

POLYMER TECHNOLOGY AND PARAGON VISION SCIENCES PROPOSAL

President Lee Dickerson reported a proposal was presented to him the day before by Mr. David Bland of Polymer Technology Corporation (Polymer). He invited Mr. Bland to convey this proposal to the entire Board of Directors. Mr. Bland stated the proposal was the collaboration of Polymer, Paragon Vision Sciences (Paragon) and a number of their customers, non-member as well as CLMA member companies.

Mr. Bland suggested the goals of the proposal were to see the CLMA survive and thrive. They want to see the Association fully represent the custom contact lens industry and want to use the CLMA to help grow the industry. They feel today's situation includes missing key players in the CLMA membership listing. His company, as well as Paragon, is getting pressure to reduce prices from those manufacturing laboratories who are no longer CLMA members. Mr. Bland feels these reforms will broaden appeal and, therefore, increase membership. The three areas of recommendation are:

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1. AMEND CLMA CODE OF ETHICS

The addition of the following points:

?To not resell or distribute buttons to other entities

?To not source buttons from entities other than button manufacturers

?To abide by all FDA regulations pursuant to the manufacture, sale, and distribution of custom contact lenses

The deletion of the following points:

?To provide credit information to the industry

?To evaluate new inventions and ideas related to the industry

2. REFORM THE BY-LAWS

Change the current membership categories to two: Regular (all dues paying members) and Honorary (Past presidents who have retired). All Regular members will be assessed annual dues of \$250, including the material suppliers.

Change the current number of Board of Directors from eleven to eight. These eight board members would consist of three officers and five directors. Two directors of the five must be from the supplier companies, but the other five positions are open to supplier companies as well.

Change the term of office for the officers from one year to two years.

Delete Article IV, Section 5.

Add a balanced budget provision.

3. REVAMP THE GP LENS COMMITTEE

The GP Lens Committee (GPLC) will carry out all activities of the CLMA pertaining to GP lenses. This includes any activities done by other committees (for example: Seal of Excellence Program, GP Consultants Seminar, advertisements, legislation, and communication). The GPLC will direct the activities of the RGP Lens Institute (RPGLI). The Committee will be funded by the button dues currently paid by PTC, PVS and the four other material member companies.

This Committee would be a sub-association or otherwise separate entity from the CLMA directed by a board consisting of appointed representatives from the three top button dues contributors, two appointed contact lens practitioners and three elected representatives from manufacturing laboratories. This Committee would require a separate bank account for its funding operations.

The CLMA would not automatically receive any funding from the button dues. However, if the Committee elects, it may contribute part of its funding to the CLMA. All but \$50,000 of the Reserves of the CLMA would be transferred to the GPLC.

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Mr. Bland concluded with the additional suggestion that the CLMA hire an Executive Director to run the Association. He asked the Board to place this proposal before the membership for vote. Discussion ensued with much disappointment expressed. A question was asked of how the Association's administrative responsibilities could be manageable on such a small budget. A popular suggestion was discussed that those duties could be tasked to all the members.

President Dickerson instituted an Ad-Hoc Committee to review the proposal and present their findings by August 1, 2003 to the entire Board. Mr. David Rusch was appointed Chair and the following individuals volunteered to be committee members: David Bland, Kathy Shafer, Dan Bell, Chris Pantle, Keith Parker, Jan Daniel, Bob Thompson, Steve Young and Mike Wildman. Legal counsel, Dan Manelli was also to be consulted. Any further action on this proposal was tabled until the Committee's report was received.

ASSOCIATE COMMITTEE

Chairman, Chris Pantle reported he participated on several conference calls concerning the GOS combined meeting and worked with the Managing Director on the 2003 exhibit hall logistics.

GOVERNMENT AFFAIRS COMMITTEE

Chairman, Daniel Bell reported the campaign for Healthy People 2010 was on-going and a CLMA representative has been invited to attend their next meeting in February 2004. He explained while the main focus of this campaign is on diabetes and obesity, Mr. Bell feels the CLMA can tag along to emphasize eye vision correction.

A generic letter about HIPAA requirements was sent to the membership to assist them in responding to inquiries from practitioners regarding HIPAA business associate contracts.

Mr. Dan Manelli reported the Federal Elections Commission (FEC) has notified the Association that they are waiving the annual filing requirements due to consecutive years of inactivity on the part of the CLMA political action committee (CONPAC). Mr. Manelli noted that CONPAC has a balance of \$520.

Mr. Al Vaske warned the Food & Drug Administration (FDA) will soon be checking manufacturing laboratories for validation of any software that handles customer orders. He felt the Association could provide the membership a generic template from which they could more easily create their own validation. An Ad-Hoc Committee on Software Validation was formed and Mr. Vaske was appointed Chairman. Individuals who volunteered to be members of the Committee are: Dan Manelli, Dan Bell, Charley Creighton, Chris Pantle and Martin Dalsing. President Dickerson asked that the Committee report back to the Board at the next meeting.

INTERNAL AFFAIRS COMMITTEE

Chairwoman, Jan Daniel reported the Committee's preparation of the 2004 Draft Budget will be conducted following the August 1st report of the Ad-Hoc Committee chaired by Mr. Rusch. She mentioned the phone calls made by the Board of Directors during the membership campaign were very helpful in learning what the Association can do to increase and retain membership. Ms. Daniel believes another series of phone calls in the "Staying in Touch" format may be generated before the annual

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meeting. She praised the newsletter and Association web site as excellent vehicles to inform the membership of Association activities.

SOFT LENS MANUFACTURING & DISTRIBUTION COMMITTEE

Chairman, Charley Creighton reported the Committee's Partnership Program is going very slowly since last presented in January. The six company Committee members are producing a Custom Soft Lens Product Directory which will contain information on who these companies are, what these companies can offer, and how everyone can work together. This Directory will be produced and distributed at no cost to the Association.

ELECTRONIC COMMUNICATION

Mr. Creighton reported his findings from an investigation on his proposed Association Bulletin Board. Multiple forums and security were identified as two key requirements and he recommends PHP software. He suggested the Bulletin Board have its own domain name and be serviced in New York. Mr. Creighton volunteered to oversee the maintenance. A link to the Bulletin Board could be provided on the CLMA web site. Upon motion duly made and seconded, the Board approved the creation of the Bulletin Board site and its estimated expense. President Dickerson requested the entire Board view the site before it is announced to the membership. Mr. Creighton requested five to ten minutes at the annual meeting to inform the membership of the Bulletin Board and to elicit their involvement.

Paid advertising was discussed for the new electronic format of *The Contact Report*. Upon motion duly made and seconded, the Board unanimously agreed to sell advertising space of any size and color for \$150 per ad.

GP LENS INSTITUTE (RGPLI) REPORT

Chairwoman, Jo Svochak distributed two information packets on the activities of the Committee and Institute. Ms. Svochak gave the Board Dr. Ed Bennett's assurance that he could sell the modules of educational material if they were produced. It was agreed that the production of the modules should go forward. A new and lighter booth is needed and further action will be reported at the next meeting.

The RGPLI's Speakers Bureau will be resurrected this year with the accumulation of names, topics and COPE approved presentations. Speaker fees and expenses will be offered to appropriate requests.

Ms. Svochak presented advertising ideas using "family characters," cartoon characters that perhaps the CLMA could develop to deliver GP related messages and enhance patient awareness of GP lenses. These advertisements will be reviewed by practitioners and the survey results will be communicated to the Board. President Dickerson asked that the survey be conducted and the final ad copy be submitted for November placement.

2003 CONVENTION COMMITTEE

Chairman, Keith Parker reported on the action taken since the last meeting to cancel the 2004 hotel contract in Palm Springs, California. He informed the Board of an on-going dialogue with Boucher Communications, Inc. to combine the CLMA's upcoming annual meeting with a scaled-down Global Orthokeratology Symposium (GOS). A final conference call is scheduled for next week.

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2003 PROGRAM COMMITTEE

Chairwoman, Janice Schramm reviewed the meeting program for the 42nd Annual Meeting & Exposition. Possible revisions were identified if the CLMA was to combine the meeting with GOS. The Program was discussed at length. Upon motion duly made and seconded, the Board unanimously approved combining the meeting with the GOS if the CLMA registration fee includes attendance at the GOS, with the two groups sharing the costs proportionately for the food and beverage functions.

AWARDS COMMITTEE

Chairwoman, Jan Daniel offered the only nomination submitted for the 2003 Dr. Josef Dallos Award. Upon motion duly made and seconded, the Board unanimously approved the nomination of Dr. Robert Mandell.

NOMINATING COMMITTEE

Chairman, Keith Parker asked for nominations to the Committee. A list of nominees from the Regular membership was voted on by a show of hands and Mr. Parker will seek voluntary participation from those who received the most votes. Mike Wildman was elected as the Associate representative to the Committee. Committee members will construct a slate of officers and four board positions to present to the membership thirty days prior to the CLMA Business Meeting. Chairman Parker agreed to solicit nominations from the membership one more time.

UNFINISHED BUSINESS

Mr. Vaske informed the Board he had asked Ms. Witham to create a recruiting brochure. A final draft has been generated which he will distribute to the Board for any suggested modifications.

Mr. Hing reported his conversation with Ms. Witham on the button dues collected to date. Upon motion duly made and seconded, the Board unanimously approved the financial report as written.

The next Board of Directors meeting is scheduled for Wednesday, September 3, 2003 in Bal Harbour, Florida.

ADJOURNMENT

Upon motion duly made and seconded, the meeting was adjourned.

Respectfully submitted,

Kevin Hing

Kevin Hing, Secretary

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CONTACT LENS MANUFACTURERS ASSOCIATION

Holiday Inn on the Bay – San Diego, California

ATTENDANCE

BOARD OF DIRECTORS MEETING

Sunday, 22 June 2003

Eastcoast Ballroom

8:00 am

NAME

COMPANY

Lee Dickerson, President	ABBA Optical, Inc.
Jan Daniel, Vice President	Paracon, Inc.
Kevin Hing, Secretary/Treasurer	Danker Laboratories
Daniel Bell	Corneal Design
Charley Creighton	Alden Optical Labs
Chris Pantle	Lamda Polytech Ltd.
Keith Parker	Accu Lens, Inc.
Janice Schramm	Valley Contax
Al Vaske	Lens Dynamics, Inc.
David Bland	Polymer Technology Corp.
Martin Dalsing	Contamac US, Inc.
Robert McGregor	Contamac US, Inc.
David Rusch	Firestone Optics, Inc.
Kathy Shafer	Paragon Vision Sciences
N. "Jo" Svochak	Tru-Form Optics
Bob Thompson	The LifeStyle Company, Inc.
Steve Young	Valley Contax
Mike Wildman	WildMan Sales & Marketing
Roger Zimmer	BCI/ <i>Contact Lens Spectrum</i>
Daniel Manelli, Esq.	Manelli Dennison & Selter