I. Call to Order

II. Approval of October 13, 2019 Minutes

III. *Board of Directors Report*
    President – Michael Kelly
    Vice President – Robert Cavicchi
    Secretary – Libba Affel
    Treasurer – William Anderson

IV. *Board of Certification Report* - Tim Steffens

V. *Board of Education Report* - Jim Soque

VI. *Committee Reports*
    Ballot (Election Results) – Tony Medina
    Fellowship – Marcela Hickey or Paula Morris
    Finance – William Anderson
    Historical – Denice Barsness
    ICOP – Sarah Armstrong
    Journal – Chris Barry or Denice Barsness
    JCAHPO Commissioner – Tim Bennett or Holly Cheshier
    Marketing – Paul Crown
    PDC – Sarah Armstrong
    Scientific Exhibit – Tim Steffens or Jody Troyer
    Website –

VII. *Old Business*

VIII. *New Business*
    Recognition of Retiring Board Members
    Installation of New Officers/Directors

IX. *Announcements*

X. *Adjournment*
OPHTHALMIC PHOTOGRAPHERS’ SOCIETY
ANNUAL BUSINESS MEETING
November 7, 2020

I. Call to Order
President Michael Kelly called the meeting to order at 1:07 pm EST on Saturday, November 7, 2020 via Zoom.

II. Approval of October 13, 2019 Minutes
Bob Cavicchi moved to approve the minutes of the October 13, 2019 business meeting as distributed through the online forum prior to this meeting. Seconded by Alan Frohlichstein.

MOTION CARRIED.

III. Board of Directors Report
President – Michael Kelly
Mike congratulated the newly elected officers and board members and thanked all of the officers, committee chairs, members and the Executive Director for their continued support of the OPS mission. We have a few changes in leadership this year – Jody Troyer, CRA was appointed as the Scientific Exhibit Committee Chair, replacing Tim Steffens, CRA, OCT-C, FOPS; Paul Crown, CRA, OCT-C was appointed to chair the Marketing Committee replacing Marcela Hickey, CRA, FOPS; Denice Barsness, CRA, FOPS has been appointed as Editor-in-Chief of the Journal of Ophthalmic Photography replacing Chris Barry; and Holly Cheshier, CRA, OCT-C, COT was appointed as the IJCAHPO Commissioner representing the OPS replacing Tim Bennett, CRA, FOPS.

Accomplishments in 2020: Updated and published our Diversity and Non-Discrimination Policy which is on the OPS website in the Governing Documents. Four one-day in-person OPS Education Programs were scheduled in various regions of the US for 2020, but had to be put on hold until the COVID-19 virus is contained which we anticipate being 2021 or 2022. We increased the frequency of live webinars and the number of Webinars-on-Demand. This is a fantastic service to our Membership that allows continuing education opportunity at everyone’s convenience, especially at this time of Covid-19 restrictions. We also offered a series of Webinars free of charge during the height of Covid-19 to serve our membership. We collaborated with the Association of Technical Personnel in Ophthalmology (ATPO) to put on the first of what Mike believes will be a long series of educational programs benefiting members from both organizations. Again, offering more educational and skills-transfer opportunities and better serving our memberships. We made our first foray into the Optometry world by receiving approval to offer American Optometric Association (AOA) credits (CPC) for the webinar, “Maximizing Ultra-widefield Image Quality”. The AOA consists of 36,000 paraoptometric assistants and technicians, optometry students, and doctors of optometry. This represents another group of eye specialists who can benefit from membership in, and learning imaging techniques from the OPS. Three new Fellows were elected, Heather Carmello, Brice Critser and Tamera Schoenholz, bringing the total number of OPS fellows to 85. The BOD approved the Operating Budget and the OPS Finance Committee continues to do an outstanding job of watching the finances closely especially over this past year when we have seen a significant and
unprecedented drop in expected revenue because of the postponement of our Midyear Education Program due to Covid-19.

We have accomplished much even in the face of Covid-19, and it is exciting that there is so much more to achieve, and so much more we can do to serve our members. And even though we are still weathering the pandemic storm, it’s an exciting and challenging time to be an officer of the OPS. As Mike finishes his second (and last term) as President, he has appreciated and valued the opportunity to serve the OPS Membership, as part of this extraordinary leadership team.

Vice President – Robert Cavicchi
Bob noted the Vice President’s main responsibility is to manage the annual education program. We were originally scheduled to be in Las Vegas and the OPS made the decision early to go virtual due to the health crisis. We had intended to collaborate with JCAHPO at the hotel in Las Vegas – they had the hotel contract. The hotel has not released JCAHPO from the F & B contract so we may still be responsible for the verbal commitment we made to JCAHPO of $15,000. Darrin Landry did a great job putting together more than 100 hours of continuing education which had to be pared down to make it a virtual program. All lectures are on-demand and available until December 1st. Bob congratulated the BOE on putting together this first virtual program.
We have 58 paid attendees but hope to have some more before the program closes on December 1st. We did not push for sponsorship of this program, giving the vendors a break this year. We chose not to go with a professional company to produce our program which saved us between $15K - $20K.
2021 – we are scheduled to be in New Orleans but nothing has been assigned yet. Tony Medina will be the education chair for that program. As we hear more from the AAO, we will move forward with our normal plans for an in-person program but will also prepare for a virtual program. The sponsorship committee will be developing some opportunities for the vendors even if we have to do a virtual program next year. Darrin thanked all of the BOE members (who are all volunteers) for all the extra work they have put in getting this program launched.

Secretary – Libba Affel
As OPS Secretary Libba filled in for Barbara McCalley as recording Secretary at the OPS Member meeting, November 2019.
There has been no official business for the Secretary except in the capacity as chair of the Nominating committee. We had great candidates for our elections for both the BOD and the BOE. Elections were held electronically again this year.
Zoom is being used as the venue for meetings, and this will continue.

Treasurer – William Anderson
The OPS has had an exceedingly difficult year with revenue,
1) Mid-Year program was postponed, we had expenses but no revenue
2) Paid online webinars have not generated much income, even at a greatly reduced rate.
   a. Free webinars have generated lots of students
3) Memberships are not being renewed possibly due to the Covid-19,
4) Annual program numbers are not what we had hoped for
a. We believe having to switch from in-person meetings to virtual programs has influenced our revenue. People are not used to taking classes online from home with so many other home obligations it hard to carve out an hour or two for an online class, but hopefully next year will be different.

Cash on Hand – Ozark Acct - $1,197; OPS Checking - $63,398; BOC Checking $50,555 = $114,650.

We had to add additional funds to the checking account this year to stay positive.
$31,000 was transferred from our regional chapters to the main OPS checking account
$40,000 was transferred from our investments
$14,000 from government loan that hopefully will not have to be paid back
$85,000 Total transfers

Expenses were cut to the bare minimum this year, YTD $82,000 as opposed to 2019 of full year $257,581 which is normal for our yearly expenses. Bill expects we will have an additional $30,000 - $35,000 expenses to close out our Fiscal Year, so we will have a total of $110,000 to $115,000 expenses.

Now turning to happier notes, our investments have done well this year thanks to our investment committee. As of Nov 2, total investments were $410,837.58. Investments had an unrealized gain of $75,428.13 as of Nov 2, *last Monday before the presidential election) that is a 30.75% gain. In 2019 we had a $75,284 gain or 36.76%. Since typing out the powerpoints last Monday Bill checked Friday evening for the latest amounts $446,159.43, Unrealized gain of $110,479.98 and is a 45.16% gain since Feb 1. Since moving our investment out of mutual funds we have more than doubled the original amount.

Our Endowments have also done very well this year also thanks to our investment committee. Total endowment account value is $53,941.27 but the more important amount is $2549.60 in income/Dividend which is used to pay for scholarships. We did not award any scholarships this year so that money will be added to the account value and used for future scholarships. The endowment account is invested in relatively safe funds and did not see the wild swings the entire market saw this past year.

IV. **Board of Certification Report** - Tim Steffens

The Board of Certification met three times within the year and unfortunately, they were not able to hold their annual board meeting due to Covid-19. The BOC voted to drop the NCCA accreditation for the CRA examination. This will not affect people’s certification. The BOC intends to maintain the high standards NCCA establishes for defensible exams even though the exam will not be accredited by NCCA. They are working with SMT to update the OCT-C item bank and plan to have an updated exam in 2021.

There are 7 new CRAs and 11 new OCT-C’s in 2020. For 2020 CRA recertification – 175 are due for recertification, 34 are completed, 2 retired or withdrew. OCT-C recertification shows 56 up for recertification and 13 are completed.

For FY2020 to date the BOC total income resulting from certification/education equaled $19,366. This represents a decrease of $16,329 over FY 2019. The average income over the
past three years was $35,394. The main source of income were CRA/OCT recertification fees totaling $7,000. For FY2020 to date, CRA Exam and Retest income totaled $5,110. OCT Exam and Retest income totaled $4,130. The amount of CEC is more than half compared to the previous FY totaling $2,726.

CECs as of 9/30/2020: 36 programs submitted for CEC for the year 2020. 207.75 CECs submitted for review; 161.25 CECs approved 1:1; 10 CECs approved 1:2; 171.25 total credits

V. **Board of Education Report** - Jim Soque

Jim reviewed the members of the BOE and thanked those who have completed their term of service. Jim welcomed the newly elected members Denise Armiger, Sarah Gardner, Stefanie Palmer and Hannah Sheppard.

In Feb, 2020, the BOE met in Minneapolis to plan educational programs for the year. Since the pandemic the BOE has met multiple times by Zoom. During the past year, the BOE has produced the 50th Annual Program in San Francisco, prepared for a midyear program in Bethesda that had to be cancelled, began planning some one-day regional programs which were postponed, offered more Webinars on Demand which are available 24/7/365, created Webinar Wednesday which has continued monthly and converted the 51st Annual program from an in-person program to a virtual program. No live/in-person educational programs were held in 2020 due to the Covid 19 pandemic.

In response to cancellation of educational programs, the BOE launched Webinar Wednesday and offered the first six at no charge to attendees. Continuing education credits were offered for all of these lectures and they are now available in the Webinars on Demand store. Webinar Wednesdays will continue through the end of the year with a $20 registration fee. The BOE is pursuing Paraoptometric Association credits for some of the Webinar Wednesdays and also for some of the Webinars on Demand.

Optos sponsored Olivia Rainey’s Webinar Wednesday presentation in October, Maximizing Ultrawide Field Image Quality. This webinar will be available for one year on the OPS website at no charge to attendees. It does have OPS, JCAHPO and AOA credits.

Darrin Landry served as the Education Chair for the 51st Annual Program which had to change from an in-person program to a virtual program. Registration fees were changed to an a la carte pricing versus a global fee. OPS credits were offered exclusively as it was too cost prohibitive to apply for JCAHPO credits.

The BOE is planning to hold their annual planning meeting in February 2021 virtually. Bi-monthly eNews blasts will continue to the members. Darrin Landry was elected as the new chair of the Board of Education.

Alan Frohlichstein moved to accept the reports given today. Seconded by Bob Cavicchi.

**MOTION CARRIED.**
VI. **Committee Reports** – All of the committee reports will be available on the OPS website following the meeting.

- Ballot (Election Results) – Tony Medina
- Fellowship – Marcela Hickey or Paula Morris
- Finance – William Anderson
- Historical – Denice Barsness
- ICOP – Sarah Armstrong
- Journal – Chris Barry or Denice Barsness
- JCAHPO Commissioner – Tim Bennett or Holly Cheshier
- Marketing – Paul Crown
- PDC – Sarah Armstrong
- Scientific Exhibit – Tim Steffens or Jody Troyer
- Website

VII. **Old Business**
There was no old business.

VIII. **New Business**

Recognition of Retiring Board Members
Mike Kelly recognized the officers and board members who have completed their terms of service. President Michael Kelly, Vice President Bob Cavicchi, Secretary Libba Affel, Treasurer Bill Anderson, Directors-at-large Alan Frohlichstein, Allen Katz, Sarah Armstrong and Cynthia VandenHoven and Members of the Board of Education Brian Detwiler, Amy Goldstein, Johnathan Hawkins, Don Kuitula, Tony Media and Gary Rickert. Mike thanked everyone for their service and encouraged them to stay involved in the Society.

Installation of New Officers/Directors
The oath of office was administered to the following new officers and directors: President Libba Affel, Vice President Bob Cavicchi, Secretary Cynthia VandenHoven, Treasurer Bill Anderson, Directors-at-large Alan Frohlichstein, Monica Motta and Kathleen Warren, Members of the Board of Education Denise Armiger, Sarah Gardner, Tony Medina, Stefanie Palmer, Gary Rickert and Hannah Sheppard.

Libba Affel recognized Mike Kelly for his two terms as President of the OPS. Mike will still be serving on the Board of Directors as the Past President.

IX. **Announcements**
Barb McCalley thanked the OPS for the beautiful plaque, gifts and kind words that were said last year recognizing her 25 years of work for the OPS. Having missed the San Francisco program in 2019, she wanted to make sure everyone knew how much she appreciates working for the OPS and the wonderful friendships she has made throughout the years.

X. **Adjournment**
Alan Frohlichstein moved to adjourn the meeting at 2:13 pm EST. Seconded by Jim Soque. **MOTION CARRIED.**
Respectfully submitted,
Barbara McCalley

Approved: ___________________