

**Minutes of the ASSA Council meeting held at 19h30 on January 20, 2004
in the
SAAO Lecture Hall**

1 Welcome

The President wished all members a pleasant and successful 2004 and opened the meeting at 19h30

2 Register

Present were: I S Glass, P van Blommestein, L Simone, A Jones, M A Gray, A Mahomed, C Turk, R Hurly, P de Villiers, A Slotegraaf, M G Soltynski, P Martinez, C de Coning, P Booth and C Rijdsdijk.

3 Apologies

A McConnel and C D Laney.

4 Minutes of the previous meeting, October 28, 2003

- 4.1 The spelling of C de Coning needs to be corrected.
- 4.2 Under Matters Arising 5.1 refers to the issue of the relationship between SAAO and ASSA w.r.t. continued the use SAAO facilities by ASSA and other interactions between the two organizations.
- 4.3 Under item 8 typo correction the = their.
- 4.4 Under item 9 grammar correction " ... there were 10 new ..."

With these corrections the minutes were accepted. Prop. M A Gray and Sec. A Mahomed.

5 Matters Arising

- 5.1.1 M G Soltynski presented the amendments and the secretary would circulate these with the minutes and would ask members to respond by March 22, 2004.
- 5.2 C Turk provided the following details:

Total copies from the Printers 2034 as follows:

Auke has had 70 from the printers and 40 from me making 110 of which he has asked me to issue invoices for 90, leaving 20 in stock or disposed of for cash.

Maciej has had 50 from the printers and 80 from me making 130 of which he has asked me to issue invoices for 56, he has sold another 19 and provided 4 free copies for media/press, leaving 51 in stock.

Rupert Hurly has had 10 from me of which 4 have been sold, leaving 6 in stock.

My 1914 copies have been dealt with as follows:

Sent out for sale and invoiced	1166
To Memb Sec for members	280
Free copies (Leg Dep, Exch etc.)	29
Damaged (+2 since last report)	11
1 pack of only 19 (1 short)	1
Passed to Maciej	80
Passed to Auke	40
Passed to Rupert Hurly	10
Passed to Case Rijdsdijk	3
Present Stock	294
Total:-	1914

Costs to date (as far as I am aware):

Printing (actual invoice - PAID)	R26 095.56
Advert design layouts	R 900.00
Distribution costs to date	R 1 519.53
Total Costs	R28 515.09
Total sales invoiced	R34 819.58
Difference (surplus)	R 6 304.49

NB Of the invoiced sales, which includes charges for advertisements, R11 624.00 has been received to date.

I repeat the Society's and my thanks to Dennis Sargeant of Durban Centre, Peter Smits of Garden Route Centre and Braam Van Zyl of Bloemfontein Centre who have approached bookshops in their areas and obtained orders for us. Thanks too, to Johannesburg Planetarium for attaining the best sales in the country.

I would like to get bookshop outlets in East London, Johannesburg, Port Elizabeth and Pretoria, so if any of you are in those cities please try to show your copy of the Sky Guide to a bookshop manager. We allow discounts up to 40% for bulk orders (10 or more) but are prepared to do this for 5 if the shop is part of a chain which orders elsewhere. (e.g. Exclusive Books)

Many thanks again to all involved in promoting our sales. Without you we were on a hiding!

M Soltynski asked about the SAAO contribution to the handbook and was disappointed that none had been forthcoming. P Martinez, acting director SAAO, commented that a reply had been given earlier and that in future SAAO would purchase a significant advertisement to help cover production costs. He added that SAAO was highly delighted with the current edition. M A Gray congratulated the editors of "Sky Guide Africa South" and this was supported all members pf council.

- 5.3 The president had traveled to Sedgefield on November 1, 2003 to present Jan Hers with his long service award and he wished to express his gratitude to members of the Garden Route Centre for their generosity in contributing R250 towards his expenses. It was a most enjoyable occasion and a full report and the citation by C Turk will appear in MNASSA.
- 5.4 There was a brief discussion on C Rijdsdijk's proposal for the formation of an Education and Public Communication, EPC, section within the ASSA. The ASSA was getting progressively more involved with this type of work and it seemed appropriate that such a section be founded to coordinate and stimulate the ASSA's role in EPC. There was some discussion on this and it was unanimously approved. C Rijdsdijk would be the first director of this section.

6 Treasurers Report

The treasurer, C Turk was delighted to announce that he had finally been able to untangle things and produced a balance (attached) of accounts up to July 31 2003 and would have the final completed balance of a accounts at the next council meeting.

The treasurer drew council's attention to a few details:

- 6.1 the cost of MNASSA was very high ~ R25 000. He had included postage as part of the production costs,
- 6.2 another factor affecting costs was the number of pages of MNASSA – if it was slightly to many, the cost almost doubled. There was some discussion on this point and A Slotegraaf and C Turk would get together and try and produce a standard number of pages per issue.
- 6.3 M Soltynski asked that a separate a/c be kept of MNASSA postage costs. Whilst he was happy that these be included in production costs, he felt that a separate a/c needed to be kept. He also asked how the interest was allocated. C Turk said that it was put into the scholarship fund.
- 6.4 C Rijdsdijk asked about tax and C Turk said the he would consult the accountants and report back.
- 6.5 P Martinez mentioned that donations are tax deductible.

There being no further discussion C Turk was thanked for his efforts.

7 AGM 2004

The president had received no objections to the timing of the AGM for 2004 and it will therefore be held in Cape Town, in the SAAO Lecture Hall at the Observatory on August 11, 2004.

8 Correspondence

- 8.1 There was the receipt of the usual local newsletters which were forward to A Slotegraaf
- 8.2 The president had written a congratulatory note to Berto Monard and had received an appreciative reply.
- 8.3 A letter complimenting the editors of the handbook was received from T Cooper.
- 8.4 A letter from the Max-Planck Instituut advertising a post. This was passed onto I Glass.

9 New Members

A Mahomed had received 27 new membership applications, 14 of which were from the NASSP students. Names were read out and were accepted. Proposed by C. de Coning, and seconded by M A Gray. These would as usual be published in MNASSA.

Presently there were 225 members, of which 91 bought S&T, 93 were non-subscribing members and 14 were honorary.

10 AOB

- 10.1 C Rijdsdijk produced a copy of a letterhead in digital format that could be used by Council. There was an existing one, but since the logo could undergo change, see below, the present will be used until the appropriate changes can be made. A digital version can then be given to council members.
- 10.2 C Rijdsdijk also queried the timing of Scope-X in April, when there would in all likelihood be funding available during World Space Week. There was some discussion on this and he would contact JHB centre to establish reasons.
- 10.3 There was mention of a possible nominee for the Gill Medal.
- 10.4 C Turk and A Mahomed proposed that there would be an increase in subs from July 1 to R100 and a joining fee of R25. The council stressed that when notice was sent out it should be made clear to members that this is the first increase in nearly 8 years! (Presidents note post meeting: this is something council might need to review on a more regular basis).
- 10.5 A Jones mentioned that certificates had not been forthcoming and asked what the present status was. C Rijdsdijk and A Slotegraaf said that certificates would be available, but that the secretary had not received any requests from section directors. Secretary would ask all section directors for names, A Slotegraaf said that since there was a motion (see below) to change the logo it might be as well to wait until that process was complete until certificates would be presented – they could in the meantime be awarded and these awards noted in records, Council minutes and MNASSA.
- 10.6 P van Blommestein was glad to announce that S&T was now apparently back to normal.
- 10.7 The new website was up and running: www.saa.ac.za/assa and comments were welcomed. Thanks was expressed to A Slotegraaf for his efforts.
- 10.8 M G Soltynski proposed that the Society consider a new logo and that a new design could be called for by way of a competition open to members'. Council decided that a sub-committee (M G Soltynski and A Slotegraaf) take the matter forward. A notice to this effect will be published in MNASSA calling for comments.
- 10.9 All council members were reminded that, in accordance with the constitution, nominations for awards were to be sent to the secretary before April 19, 2004.

11 Next meeting

The next meeting of Council would be at 20h00, in the SAAO Lecture Hall on March 23, 2004. However, the secretary/president and one other member are out of town that day and as a result would ask members if it is possible to **postpone** that to **March 30**, same time same place. Your cooperation would be much appreciated.

Astronomical Society of Southern Africa

Profit and Loss Statement

1 July 2002 – 30 June 2003

Act Account Name	Balance	Subtotal	Subtotal 2
-------------------------	----------------	-----------------	-------------------

Income accounts

41 Interest received	10 410.70
42 Dividends received	0.00
43 Subscriptions	15 280.00
44 Entrance fees	920.00
45 Handbook sales	11 320.00
46 MNASSA sales	27 490.87
47 Donations	3 131.00
48 S&T receipts	58 345.00

Total income

126 897.57

Expense accounts

61 Interest paid	0.00
62 Bank charges	951.93
63 Foreign Exch.charges	1 025.00
64 Post and Phone	11.30
65 Habdbook costs	9 141.50
66 MNASSA costs	52 615.92
67 Honoraria	1 500.00
68 S&T payments	55 141.64
70 Stationary	787.20
71 Travelling	126.00
72 Sundry expenditure	0.00

Total expenses

121 300.49

Net profit

5 597.08

Act Account Name	Balance	Subtotal	Subtotal 2
-------------------------	----------------	-----------------	-------------------

Asset Accounts

1. Cash	1 115.00
2. Plus Plan	15 071.68
3. Market Link 1	51 850.80
4. Mkt. Link Scholarship	44 434.59
5. 32 Day Savings	0.00
6. Sundry Debtors	4 671.01

Total Assets

117 143.08

Liability accounts			
11 Sundry creditors	25 989.22		
12 ASSA Endt Trust	1 461.00		
Capital/Equity accounts			
21 General fund	38 753.01		
22 Symposium fund	3 408.18		
23 Scholarship fund	41 934.59		
31 Retained surplus	5 597.08		117 143.08

Act Account Name	Balance	Subtotal	Subtotal 2
-------------------------	----------------	-----------------	-------------------

Sources of funds			
6 32 day savs.	16.13		
11 Sundry Creditors	12 989.22		
12 ASSA Endt. Trust	780.00		
23 Scholarship fund	1 195.18		
41 Interest received	10 410.70		
43 Subscriptions	15 280.00		
44 Entrance fees	920.00		
45 Handbook sales	11 320.00		
46 MNASSA sales	27 490.87		
47 Donations	3 131.00		
48 S&T Receipts	58 345.00		
Total Sources			154 878.10

Uses of funds			
1 Cash	1 115.00		
3 Plus Plan	3 526.94		
4 Market link 1	1 458.31		
5 Mkt. Link Scholarship	1 195.18		
21 General fund	26 282.18		
62 Bank charges	951.93		
63 Foreign Exch. Charges	1 025.00		
64 Post and Phone	11.30		
65 Handbook costs	9 141.50		
66 MNASSA costs	52 615.92		
67 Honoraria	1 500.00		
68 S&T payments	55 141.64		
70 Stationary	787.20		
71 Travelling	126.00		
Total Uses			154 878.10

This is the original part of the Constitution:

10. Council

The Society shall be governed by a Council consisting of a President, three Vice Presidents, a Secretary, a Treasurer, a Representative of each of the duly constituted Centres, four other members of Council, a member of the Editorial Board, a Business Manager and a Membership Secretary.

At all meetings of Council seven shall form a quorum.

Nominations for Council membership must be signed by two full members of the Society and endorsed by the nominee and must be received by the Secretary before June 15.

The following officers and members of Council shall normally be elected at each Annual General Meeting and shall hold office for one year:-

- (1) President,
- (2) three Vice Presidents,
- (3) Secretary,
- (4) Treasurer,
- (5) four Members.

Council shall appoint the members of the Editorial Board, a Business Manager and a Membership Secretary.

The Committee of each duly constituted Centre shall be entitled to elect a full member of the Society to represent it at Council meetings. This representative will be a full member of Council. The names of the representatives so elected should be communicated to the Secretary of the Society by August 20.

Any member of Council unable to attend meetings may, by notification in writing to the Secretary of the Society, appoint any full member of the Society to be his alternate for the period of his office. In the event of his being able himself to attend any meeting of Council, his alternate may also attend and speak but shall not then have a vote.

11. Management

Except as hereinafter provided Council shall have the sole management, control, and disposition of the affairs, property and funds of the Society and shall have power to decide any questions not specifically covered by this Constitution.

Council shall have power to appoint Directors of Sections, a Librarian, an Editor and members of the Editorial Board, a Business Manager and a Membership Secretary and to fill any vacancy that may occur in any of the offices of the Society or in its own body until the next election of officers.

Council shall meet at least once every three months. Additional meetings of Council may be held on the call of the President or of three other members of Council.

Members of Council and alternates shall receive fourteen days notice of every meeting.

Council shall frame an Annual Report on the activities of the Society during its year of office and this shall be presented to the Annual General Meeting.

13. Sections

Directors of Sections shall maintain contact with members who demonstrate an interest in the work of that section and may institute section newsletters if considered desirable.

Subject to Council confirmation, Directors shall have power to appoint Assistant Directors to assist them or deputise for them during any absence from office.

Directors of Sections shall prepare a report on the activities of the section during the previous calendar year for publication. A summary of the report is also to be provided and both are to reach the Secretary of the Society by not later than 30 April. The Secretary will ensure that all summaries are available to be read at the Annual General Meeting.

This is the proposed amendment to the Constitution:

10. Council

The Society shall be governed by a Council consisting of:

- The President,
- Three Vice Presidents,
- The Secretary,
- The Treasurer,
- Four Members of Council,
- The Business Manager,
- The Membership Secretary
- a named member of the Editorial Board,
- the Convenor of the Scholarship Committee and
- a Representative of each of the duly constituted Centres.

At all meetings of Council seven shall form a quorum.

With the exception of the Representatives of each of the duly constituted Centres, all other officers and members of Council shall be elected at each Annual General Meeting and shall hold office for one year.

Members of the Editorial Board, including the Handbook Editor and the Editor of MNASSA, the Librarian and the Society's Webmaster shall also be elected at the Annual General Meeting.

Nominations for Council membership and for the other abovementioned officers of the society must be signed by two full members of the Society and endorsed by the nominee and must be received by the Secretary before June 15. If no nominations are received and if the incumbent office-holder agrees, the term of office of that office-holder will be extended for a further year.

Council shall have power to appoint to fill any vacancy that may occur in any of the offices of the Society or in its own body until the next election of officers and Members.

The Committee of each duly constituted Centre shall be entitled to elect a full member of the Society to represent it at Council meetings. This representative will be a full member of Council. The names of the representatives so elected should be communicated to the Secretary of the Society by August 20.

Any member of Council unable to attend meetings may, by notification in writing to the Secretary of the Society, appoint any full member of the Society to be his alternate for the period of his office. In the event of his being able himself to attend any meeting of Council, his alternate may also attend and speak but shall not then have a vote.

11. Management

Except as hereinafter provided Council shall have the sole management, control, and disposition of the affairs, property and funds of the Society and shall have power to decide any questions not specifically covered by this Constitution.

In addition to having the power to fill any vacancy that may occur in any of the offices of the Society or in its own body until the next election of officers, Council shall also have the power to, from time to time, co-opt members to assist Council in specific activities.

Council shall meet at least once every three months. Additional meetings of Council may be held on the call of the President or of three other members of Council.

Members of Council and alternates shall receive fourteen days notice of every meeting.

Council shall frame an Annual Report on the activities of the Society during its year of office and this shall be presented to the Annual General Meeting.

13. Sections

Directors of Sections shall also be elected at the Annual General Meeting.

Nominations Directors of Sections must be signed by two full members of the Society and endorsed by the nominee and must be received by the Secretary before June 15. If no nominations are received and if the incumbent office-holder agrees, the term of office of that office-holder will be extended for a further year.

Directors of Sections shall maintain contact with members who demonstrate an interest in the work of that section and may institute section newsletters if considered desirable.

Subject to Council confirmation, Directors shall have power to appoint Assistant Directors to assist them or deputise for them during any absence from office.

Directors of Sections shall prepare a report on the activities of the section during the previous calendar year for publication. A summary of the report is also to be provided and both are to reach the Secretary of the Society by not later than 30 April. The Secretary will ensure that all summaries are available to be read at the Annual General Meeting.