

Minutes of the ASSA Council Meeting on 4 May 2010

held in the SALT Boardroom, SAAO, at 20:00

1. **Welcome** by Michael Poll, ASSA President
2. **Present:** M. Poll, I. Glass, M. Rogers, L. Labuschagne, C. Hettlage, C. Turk, C. de Coning, P. Booth and L. Cross via Skype.
3. **Apologies** for absence were received from P. Martinez, M. Soltynski, C. Rijdsijk and K. Govender.
4. Acceptance of the minutes of the meeting of 2 February 2010 was proposed by I. Glass and seconded by C. Turk.

5. Matters Arising

5.1 Astronomy Starter Pack

Cliff Turk gave the following report from Peter Cramb:

The starter pack is not yet finished. Quotes for the cost price are R80 per item with the planetarium quality upgraded to plastic. However, Cliff pointed out that on a suggested retail price on one item of between R120 –R129, a bulk discount of 40% would result in a sales price per pack below cost price. He suggested the ASSA forgo the R10 on each pack and allow Durban Centre reap all profits. It was decided that Durban Centre should make the decision on retail price without further consultation with Council. Approval of the final starter pack was left to Cliff Turk.

5.2 Editorial Board

Michael Poll suggested that the Editorial Board nominate a representative to Council and provide a record of how the Board operates.

5.3 Alternates

The position remains unaltered with none named.

5.4 Sky and Telescope for Honorary Members

No report was received from Peter Martinez.

5.5 ASSA Bloemfontein Fund-raising and Projects

No action could be taken as Michael Poll has not received the draft letter from Matie Hoffman.

5.6 Council Minute archiving

It was arranged that Laurie Simon would be asked to purchase 2 books at a cost of R384 + VAT and arrange delivery thereof.

5.7 Phil Charles

Ian Glass would write an article for MNASSA on the subject.

6 Vacant positions on Council

6.1 Business Manager

No progress has been made.

6.2 Membership Secretary

Ian Glass will continue with his investigations to convert MNASSA to an electronic publication which would reduce the workload for Maureen Rogers.

6.3 Secretary

No progress has been made.

A long discussion was held about combining the 3 positions Secretary, Business Manager and Membership Secretary into one paid position at a remuneration still to be decided upon.

This raised the questions for the need of a job description for each, one already exists for Secretary drawn up a few years ago, before any advertising can be done.

Lia Labuschagne undertook if given these she would collate them and arrange distribution to ASSA members and the website.

Ian Glass suggested that the Editorial Board should be asked to re-investigate the publication of Sky Guide by a commercial publisher such as Struik who would also do bulk distributions. The Board was also asked to attempt to find a solution to its individual distribution which Struik for example, would probably not do. If possible a system must be put in place for 2011.

7 Payments to Isobel Bassett

Cliff Turk is not willing to take personal responsibility for paying the expenses as at present submitted to him.

Ian Glass would contact her and attempt to have these arranged in an acceptable manner and obtain a list of claims which will be sent to Cliff Turk who will decide which items he wishes to submit to Council for approval.

8. Business matters

8.1 Customer Records.

Cliff Turk reported that he had no information from Isobel Basset on which customers had been invoiced for the 2010 Sky Guide and consequently cannot estimate expected Sky Guide income. He was requested to contact her on the matter.

8.2 Sky Guide distribution list

Willy Koorts reports that the MNASSA list is on EXCEL.

Sky Guide is not on EXCEL yet.

Chris de Coning will contact all parties and attempt to solve the problem.

8.3 MNASSA

See the agenda.

9 ASSA Symposium

Michael Poll reported that the Application Form is on the Pretoria Centre website and he will arrange for it to be put on the ASSA website. Speakers have not yet been called for. Visits to HartRAO and the Tswaing crater are planned. The basic cost is estimated at R425 per person.

10 Financial Report

10.1 Cliff Turk reported:

The final accounts for the year ending :

2006 are audited and signed ready for publication in MNASSA.

2007 are audited and ready to be signed.

(Cliff, please supply the figures I did not catch)

2008 are almost completed.

They reflect assets of R164 000, a surplus of R99 000, an amount of R63 000 in the scholarship

Fund, R6 700 to be forwarded to the endowment trust, R7494 for the Historical Section and

R140 000 in the Plusplan account

2009 are still to be done.

2010 are still to be done.

There is enough money in the kitty to fund the ASSA for 1 year.

10.2,10.3 Budget for the next financial year.

This will require :

Section Directors to be approached to list items to be budgeted for.

Confirmation of the amounts for software for Auke Slotegraaf's webpage (R10 000) and MNASSA

Payments for the Business Manager, Secretary and Membership Secretary will have to be

ascertained. For this purpose Maureen Rogers will list her duties and Cliff Turk those of the

Business Manager. Michael Poll and Lia Labuscagne will collate these.

10.4 Financial mandate of the Editorial Board

This will fall away with the budget.

11 New Members

Maureen please supply

12 Sky Guide

See the Agenda.

13 Constitution Re-Write

Michael Poll reported that amendments are still being incorporated.

14 Correspondence sent on behalf of ASSA

See the Agenda.

15 Job Descriptions

This has been dealt with under items 10.2 and 10.3 above.

16 Honoraria

Council must consider revising.

17 Remuneration Policy

18 Letter from Chris Stewart

The matter has been dealt with and is now closed.

19. Further letter from Chris Stewart

Christian Hettlage will correspond with him on this matter.

20 Letter from Pierre de Villiers

This is best accommodated by the Sky Guide price (due to the time of year) of R50 and Cliff Turk will offer a 40% discount on this.

21 Annual General Meeting

Council accepted gratefully Pretoria Centre's arrangements.

22 Any Other Business

The name of a candidate for the award of the Gill medal was submitted to Council. The candidacy was accepted with 5 votes in favour, 2 not and 1 abstention. Council will now have to vote formally on the merits of the proposal as per the Constitution.

23 Date of the Next Council Meeting

15 June 2010

Minutes by P Booth