

# ASSA COUNCIL MEETING MINUTES

<b>DATE</b>	16 July 2011	<b>TIME</b>	10:00	<b>VENUE</b>	Ward Room - Military History Museum, Johannesburg
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## ATTENDANCE

### Present

### Role

Michael Poll	President (Chair)
Matie Hoffman	Vice President
Chris Stewart	Council Member
Lerika Cross	Secretary
Gary Els	Chair – ASSA Johannesburg Centre
Johan Smit	Chair – ASSA Pretoria Centre

### Via Skype

Ian Glass	Vice President and Membership Secretary
Christian Hettlage	Web Master

### Apologies (a) and not present

Adv AJ Nel	Council Member and Treasurer
Auke Slotegraaf	Council Member and Sky Guide Editor
Case Rijdsdijk (a)	Vice President, Chair - Garden Route Centre, MNASSA Editor
Kechil Kirkham	Chair – Cape Centre
Maciej Soltynski (a)	Council Member, Convenor of Scholarship Committee
John Saunders (a)	Chair - Hermanus Centre
Belinda Gordon (a)	Chair - Durban Centre

**NOTE:** Names responsible for progressing key actions are in bold

	Agenda Points	Discussions / Decisions / Actions (in bold)
1	Welcome	M Poll welcomed everyone and opened the meeting. A special mention of welcome was extended to G Els and J Smit, the Johannesburg and Pretoria Centre Chairs present at the meeting and K Kirkham (Cape Centre) and B Gordon (Durban Centre) were welcomed on to Council.
2	Acceptance of Minutes  Matters arising from the minutes of 14 May 2011	The minutes of 25 June 2011 were accepted – the revisions as noted in the agenda were included in the file sent to Council before the meeting “ASSA Minutes 20110625 final.doc”.  Matters arising from the previous meeting are covered in the agenda items below and noted in italics.  Agenda items tabled were accepted
3	Financial matters	<b>3.1 Update from Cliff Turk on current status of previous financial audits</b>  <i>Council has not had sight of the financial statements since 2008 and requested at least a provisional copy.</i>  A reply (email 4 July) was received from Cliff Turk, extract shortened: “2009/2010 accounts is scheduled for next week. Ronnie's secretary will check on what has happened to the final accounts for 2008/09. I will mail these accounts to Michael for signature and

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		<p>return to the auditors (for attention Ronnie Glass or Sandra Bovey).” A further e-mail from C Turk ( dd 11 July 2011) stated that the 2009 figures had been signed by the then President, Peter Martinez, and that the figures for the year ending June 2010 had been sent to AJ Nel.</p> <p>M Poll again noted with dismay that no figures have been available since at least the 2006-2007 Financial Year.</p> <p><b>AJ Nel</b> to confirm that he has the relevant information to do the financials for 2010 /11.</p> <p>3.2 <b>Tax Implications on ASSA of the new arrangements around the Sky Guide.</b> This item is pending the receipt and publication of the financial statements as recorded in the minutes of 2 April</p> <p>3.3 <b>ASSET:</b> ASSA needs to understand this entity and its relationship with ASSA. Need the trust number for AJN to follow up.</p> <p><i>L Cross reported that P Cramb confirmed that the ASSET Trustees are: T Cooper, P Cramb and MA Gray (an Honorary Member and now stays in Cape Town) and C Turk, Secretary; P Cramb spoke to the trustees and they agreed to have a discussion in July/August and revert back to Council but it will not be before the AGM.</i></p> <p>M Poll quoted the extract from MNASSA : “The purpose of the Trust is to establish a fund of capital from which the interest earned can be used as a permanent benefit to the Astronomical Society of Southern Africa. The capital itself cannot be spent. .... Its audited accounts will be tabled at the Society’ AGM every year.” The meeting noted that the last report published was presented at the July 2007 AGM, in respect of the year 2006. The “distributable reserve” was then stated to be R72 678.43. (Ref MNASSA 2007 October p186)</p> <p>3.4 <b>Financial report:</b> No report received.</p> <p>3.5 <b>Sabinet:</b> M Soltynski queried (email 28 June) as to why the matter of income from Sabinet was not noted or acknowledged in the Treasurers report of the last meeting ; AJ Nel replied that it was not yet reflected at the time of doing the report. The meeting discussed Sabinet’s role and I Glass explained that articles may be downloaded - at a price - and the monies are our share of the proceeds.</p> <p>3.6 <b>Scholarship Funds:</b> M Soltynski advised (email 15 July) that R10000 should have been received from SAAO for two scholarships in 2011. (Item not discussed at the meeting – only noted in the minutes)</p>
4	<p>Membership</p> <p>Sky Guide Charge and distribution</p>	<p>4.1 <b>Members</b></p> <p>Council ratified these proposed <b>new members</b> (provided by I Glass):  Mr A. S. A. de Bruyn, Kriel 2271  Ms F. Johnson, Honeydew 2194</p> <p>4.2 I Glass reported the <b>number of members</b> as 241 (previous months 225, 221, 156) including the 13 honorary members.</p> <p>4.3 <b>Sky Guide 2012 charge to Centre and Country Members:</b>  This was formalised and proposed to Council on 12 July: “the estimate price for the Sky Guide to the ASSA Centres (based on 600 copies ordered) is R 35.00 ex postage and packaging”. Centres will absorb this cost within the annual fee structures of the Centres.</p> <p>4.4 The annual fee for <b>Country Members</b> will be R50 (to cover the R35 SGAS cost and all shipping costs). The joining fee for Country Members will be R50. As</p>

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	Printed MNASSA	<p>discussed at the previous meeting: any ASSA member (who is not a member of a Centre) who has already paid subs will get two years Country membership;</p> <p>4.5 M Poll noted that the SGAS price could change in future and the meeting agreed that all the variables should be monitored in the coming year and the process refined.</p> <p>4.6 <b>Distribution of Sky Guide 2012 to Centre and Country Members:</b> It was discussed and agreed that the following process is proposed (unless problems can be foreseen):</p> <ol style="list-style-type: none"> <li>1) The Centres place an order for Sky Guides with the Council Treasurer for the number of members in the Centre - and pay for same – by (say) 15 October each year. The address for delivery of the bulk delivery to be included in the order;</li> <li>2) Council Treasurer places a bulk order with Struik for all Sky Guides needed by all Centres and all Country Members (number of Country Members to be advised by the Council Member responsible for taking care of all membership aspects of the Country Members);</li> <li>3) The order from Treasurer will include shipping detail such as X number of SGAS to Y address and A number of SGAS to B address, etc. Centre will distribute to Centre Members and the Council Member tasked with shipping the Guides to the Country Members will take care of the SGAS distribution to those members.</li> </ol> <p>4.7 <b>Printed MNASSA:</b> Meeting confirmed the price of R55 for an annual subscription for 6 printed issues. I Glass advised that there were about 12 members would like to receive printed MNASSA's and this would be handled by W Koorts and I Glass for the next year (many thanks to you both).</p>
5	Scholarships	<p>5.1 <b>Scholarship report:</b> M Soltynski asked (email 14 July) if the Scholarship Report could be done for the period ending June 30 of the AGM year, i.e. to 30 June 2011 this year (and not to Dec 31 2010 as per the current Constitution Clause 17.5 “The convenor shall prepare an annual report on scholarships during the previous calendar year”) The meeting agreed. The meeting discussed that these refinements to the Constitution be kept on a list for consideration in due course for the next amendments. (Noted in annexure)</p>
6	Editorial Board Matters	<p><b>Sky Guide matters</b></p> <p>6.1 <b>Sky Guide Editor Contract:</b> <i>Contract with the Sky Guide Editor 2012 - M Poll to post the contract to AJ Nel for signature.</i> The meeting noted that the contract was signed by the President and Treasurer on 27 June 2011 and that a copy was sent to Auke Slotegraaf.</p> <p>6.2 <b>Payment to the Editor:</b> <i>M Poll to email AJ Nel the contract and AJ Nel undertook to make the payment to the Editor by end June as stipulated in the contract.</i> <b>AJ Nel</b> still to confirm that the payment was made.</p> <p>6.3 <b>Sky Guide 2012 Status Report:</b> No report received.</p> <p>6.4 <b>Adverts for 2012:</b> <i>AJ Nel advised that he has not seen any payment for advertising for 2011 (since 1 January 2011); these may have been paid in 2010. It was confirmed that Wayne Trow invoiced the advertisers for 2011. AJ Nel will get the historic statements from Standard and advise Auke. To assist AJ with the follow up he asked if A Slotegraaf could send him Wayne's contact detail to help him to follow up on payments for</i></p>

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		<p>2011.</p> <p><b>L Cross</b> to get an update to this item from <b>AJ Nel</b> and <b>A Slotegraaf</b> and include in the minutes:</p> <ol style="list-style-type: none"> <li>1) status of payment by advertisers for 2011;</li> <li>2) invoicing of and payment by advertisers for 2012.</li> </ol> <p><b>6.5 Sky Guide: Roles:</b> It was felt that the Sky Guide editor should be responsible for soliciting advertisements from advertisers, and it was suggested that this responsibility should be written into the contract in future. The Treasurer should be responsible for invoicing the advertisers.</p> <p><b>MNASSA matters:</b></p> <p>6.6 Nothing to report</p>
7	Website	<p>7.1 <b>C Hettlage</b> advised that he has processed all requests sent to him to date for updates to the website. A number of items would be required to be placed on the site in preparation for the AGM (These will be attached to the minutes)</p>
8	Historical Section	<p>8.1 <b>ASSA Archives to UCT Archive:</b> L Cross advised that the agenda was not sent to C de Coning and will ask him for an update. I Glass said that the items left by C De Coning left with him while C de Coning he is out of town for couple of weeks have not yet been collected.</p>
9	Gill Medal	<p>9.1 <b>More Gill Medals:</b></p> <p>Good progress was made.</p> <ol style="list-style-type: none"> <li>1) C Stewart gave an update of his progress towards a quotation from Gold Reef mint but quotation still to be provided. Dies are still with C Stewart. I Glass suggested that in due course the dies could be kept safe at the SAAO;</li> <li>2) I Glass reported that he has made progress but quotation still to come.</li> </ol> <p>G Els reported that he has a contact for making any medal from any material and offered to provide the information if council should need it in future.</p> <p>9.2 <b>Handing over the Gill Medal:</b></p> <p>L Cross advised that <b>K Kirkham</b> answered that Cape Centre agreed to host the presentation of the medal at the Cape Centre AGM on 10 August. It was discussed and gratefully accepted that <b>I Glass</b> will hand over the Medal and will also contact the recipient and K Kirkham about arrangements.</p> <p><b>L Cross</b> to contact M Streicher and ask her to mail the Citation to ASSA PO Box 9 Observatory 7935 for the attention of I Glass.</p>
10	Other Awards	<p>10.1 <b>Presidents Award:</b></p> <p><b>L Cross</b> confirmed that the recipient is at the moment not planning on attending the AGM but offered to contact the recipient and explain the planned handing over of award. If the recipient does not make it to the AGM, the Certificate will be kept by M Poll for handing over in due course.</p> <p>10.2 <b>Long Service Award:</b> <b>L Cross</b> will arrange to get the award to hand to M Poll for the AGM and will contact recipient before the AGM. The meeting agreed that the required “book” that must accompany the Award may take the form of a book voucher to the value of R500. <b>L Cross</b> and <b>AJ Nel</b> to arrange.</p> <p>10.3 <b>Honorary Membership – ASSA Auditor:</b></p> <p><b>AJ Nel</b> offered to get a standard letter that could be used for this – and future – instances –</p>

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		<p>AJ Nell to mail the letter to <b>I Glass</b> for printing locally and for contacting and handing over to the recipient at the Cape Centre AGM or at a later stage. It was noted that the letter should state that all benefits accruing to country members will accrue to the Honorary Member.</p> <p><b>L Cross</b> to notify C Turk of the outcome of his request.</p>
11	ASSA Symposium 2012	<p><b>ASSA Symposium 2012:</b> <i>On agenda awaiting discussion with new ASSA CPT committee in due course</i></p>
12	Other items pertaining to new Constitution	<p><b>12.1 List if items arising from the Constitution change</b>                      I Glass advised that he has made a list (sent to L Cross) that covers actions that he could think of that now needs to be actioned – I Glass will mail same to <b>M Poll</b>.</p>
13	AGM and New Council	<p><b>13.1 President</b>                      M Poll reported that - as per the constitution - in future years the Vice President will become President. The three Vice Presidents, who were in office in accordance with the previous Constitution, were contacted individually and asked if they are prepared to be considered for President; the outcome was that both M Hoffman and C Rijdsdijk were willing to stand aside for I Glass. I Glass and M Hoffman – both present in the meeting – confirmed this. M Poll thanked I Glass for his willingness and confirmed that Council would be happy to appoint him as the next President.</p> <p><b>13.2 Vice President</b>                      L Cross reported that C Rijdsdijk was asked if he is willing to be nominated for Vice President and having given the matter consideration asked that it be reported that he decided against it.                      M Hoffman when asked in the meeting if he would be prepared to be nominated replied that he would. L Cross then proposed M Hoffman as Vice President and J Smit seconded the proposal.</p> <p><b>13.3 Other Council Members</b>                      The meeting discussed the nomination and election of the other council members and Council Appointees:                      1) It was confirmed that nominations would still be possible up to and at the AGM. This process will not thus not allow members to cast votes in advance by means of a ballot – it was agreed that this should be give consideration in the next review of the constitution so as to allow a broader base;                      2) A reminder could be sent to the ASSA mail list to submit nomination for council and also suggestion to be considered as Council Appointees (M Poll)</p> <p><b>13.4 AGM Preparations</b>                      To be placed on website:                      1) AGM Agenda and AGM 2010 minutes</p> <p><b>Section Reports</b> to be tabled: <i>Tim Cooper – Comets; Lucas Ferreira – Double Star; Chris de Coning - Historical; Auke – Deep Sky Observing ; Frikkie de Bruyn - Cosmology Resignation received from Jacques van Delft as director of the Solar Section</i></p>
14	General	<p><b>14.1 IAU's OAD Stakeholders meeting is at SAAO: 12-14 December 2011</b>                      Meeting agreed that I Glass and M Hoffman will represent ASSA at the workshop. Other items agreed:                      1) M Hoffman suggested that K Govender be asked (L Cross) to keep the ASSA informed of this meeting.                      2) Centre Chairs to bring the item to attention of members</p>

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		<p>3) A mail to be sent (L Cross) to ASSA Mail list</p> <p>4) Website to use for registration of interest to attend Virtual Observatory Workshops and there to host regional nodes.  <a href="http://www.astronomyfordevelopment.org/index.php/oadevents/oadworkshop">http://www.astronomyfordevelopment.org/index.php/oadevents/oadworkshop</a></p> <p><b>14.2 Sterre en Planete public programs:</b>                      Meeting agreed that information would be interesting to members and may be distributed to members. To get around the matter of attachments to emails and implications of sponsors' logos it was suggested that communication can refer to a website for further detail. <b>M Hoffman</b> will mail communication to L Cross for sending to Council and mailing list.</p> <p><b>14.3 A General Checklist of key ASSA due dates and events</b>                      This was proposed by J Smit and the meeting considered it a good idea. M Poll and L Cross will make a start with the list and can be continued by the new Council. The "ASSA Calendar" in the Sky Guide could be a starting point.</p> <p><b>14.4 Travel funding for President and key ASSA representatives to Council meetings – if required</b>                      The item was raised by M Hoffman just after closure of the meeting and should be noted at the next Council for consideration.</p>
15	Closure  Next Meeting	<p>M Poll thanked everyone for their contribution and closed the meeting at 12:15pm</p> <p>As it was M Poll's last general Council meeting as President, I Glass thanked M Poll for a fantastic effort for the last 2 very difficult years and.</p> <p><b>AGM:</b> 3 August 2011– CBC School Pretoria</p> <p><b>Next general meeting proposed date:</b> 27 August 2011 10:00 venue to be confirmed</p>

Minutes Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 Chair: M Poll

**List of considerations when next review of Constitution:**

- 1) Travel assistance for out of town core Council Members (M Hoffman)
- 2) Voting for Council Members to have a deadline before AGM (C Rijdsdijk)
- 3) Scholarships reporting period - align with that of Sections (M Soltynski)

**Attachments to the minutes:**

- 1) List of Council Members and Council Appointments 2011/ 12
- 2) Agenda AGM
- 3) Minutes AGM 2010/11