

## ASSA COUNCIL MEETING MINUTES

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<b>DATE</b>	23 August 11	<b>TIME</b>	19:30 to 20:45	<b>VENUE</b>	Via Skype
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### ATTENDANCE

Present	Role
I Glass	President (Chair)
Maciej Soltynski	Council Member, Convenor of Scholarship Committee
Chris Stewart	Council Member
Lerika Cross	Secretary
Auke Slotegraaf	Sky Guide Editor
John Richards	Vice Chair – Cape Centre
Johan Smit	Chair – ASSA Pretoria Centre

### Apologies (a) and not present

Matie Hoffman	Vice President
Christian Hettlage (a)	Web Master
Adv AJ Nel (a)	Treasurer
Case Rijdsijk (a)	Chair - Garden Route Centre, MNASSA Editor
John Saunders (a)	Chair - Hermanus Centre
Logan Govender	Chair - Durban Centre
Gary Els	Chair – ASSA Johannesburg Centre

**NOTE:** Names responsible for progressing actions are underlined and items from previous minutes are in italics

	<b>Agenda Points</b>	<b>Discussions / Decisions / Actions (in bold)</b>
1	Welcome	I Glass welcomed everyone and opened the meeting. Apologies and absences are noted above in the minutes.
2	Minutes previous meeting	The minutes of the AGM 2011 held on 3 August were noted as drafted. Minutes of the council meeting held on 16 July 2011 were noted and taken as read and accepted.
3	Council 2011/ 12	<p>3.1 Council considered the remaining positions to be appointed and the outcome is in the latest version of the Council Members and Council Appointments 2011/ 12 file – attached to minutes. The outstanding items are:</p> <ul style="list-style-type: none"> <li>• The appointment of two professional Astronomers to the Editorial Board (SKA options to be considered). <u>Editorial Board</u> to take further;</li> <li>• Centre Chairs (and committees for <u>Natal and Bloemfontein</u>) – the current detail will be used in the list until further notice.</li> </ul> <p>3.2 Council agreed to the proposal by L Cross to co-opt Pat Booth onto Council as Membership Secretary. <u>L Cross</u> to advise outcome to Pat (Done. To email <a href="mailto:pjb195@yahoo.com">pjb195@yahoo.com</a> and awaiting confirmation that this is the correct email address).</p>
4	Financial Statements	<p><b>4.1 Summary of previous financial statements &amp; audits</b> (compile with help from M Poll)</p> <p><b>Financial Report for 2003/04:</b> Last set of reports published. Refer to MNASSA August 2005, page 126 which were up to <b>June 30th 2004</b>.</p> <p><b>Report for 2005:</b> Accepted at the AGM but not published. Refer to MNASSA October 2005</p>

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		<p><b>AGM</b> report it says that the Treasurer delivered his report [<b>for 2005</b>] which "was accepted". In the MNASSA October 2006 it said the figures for the annual account up to <b>June 2005</b> had not been published because "there were a number of minor misleading items in the document prepared by the auditors and (Cliff) refused to sign it as correct".</p> <p><b>Report for 2006:</b> There were no figures for the <b>2006</b> financial year in the 2006 October MNASSA report on the 2006 AGM, just a short verbal report.</p> <p><b>Reports for 2007, 2008:</b> The reports that were published in MNASSA. There are no figures for <b>2007</b>.</p> <p><b>Report for 2009:</b> The only figures that are available since the end of the <b>2004</b> financial year are for <b>30 June 2009</b> which Cliff posted to M Poll in July 2011, and which also include the <b>2008</b> ones as "last year's figures". The pdf version is available from AJ Nel and L Cross (who will also send it to I Glass and C Rijdsdijk and C Hettlage – contact AJ Nel if anyone wants a copy). The document was signed by Auditors.</p> <p><b>Report for 2010:</b> Cliff says he sent the audited <b>2010</b> figures to AJ Nel. <u>AJ Nel</u> to advise the status of these</p> <p><b>Report for 2011:</b> Tabled by AJ Nel at the AGM 2011 and which require to be audited and signed. <u>AJ Nel</u> to report on status.</p> <p>4.2 <u>Council</u> to decide what to do about the outstanding and unaudited financial statements at its next meeting once <u>AJ Nel</u> has confirmed the above summary and provided latest update.</p>
5	Other Financial matters	<p>5.1 <b>Tax Implications on ASSA</b> of the new arrangements around the Sky Guide. This item is pending the receipt and publication of the financial statements as recorded in the minutes of 2 April (item 4.1)</p> <p><u>AJ Nel</u> to comment on this matter.</p> <p>5.2 <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><u>L Cross</u> to follow-up with ASSET Trustees ( T Cooper, P Cramb and MA Gray and C Turk, Secretary) on their discussion that was planned for August 2011 and report back to Council and their thoughts on what is the useful purpose for their funds.</p>
6	Membership	<p>6.1 <b>New Members</b></p> <p>Council ratified these proposed <b>new members</b> (provided by I Glass):</p> <p style="padding-left: 40px;">Mr Chandra Ellaurie, Kempton Park 1619.</p> <p>As per previous meeting: the <b>number of members</b> 241 (previous months 225, 221, 156) including the 13 honorary members.</p> <p>6.2 <b>Fees:</b> From July minutes as a reminder: Country Membership Fee: R50 (Joining fee R50). Any ASSA member (who is not a member of a Centre) who has already paid subs will get two years Country membership.</p> <p><b>Printed MNASSA:</b> R55 for an annual subscription for 6 printed issues. About 12 members would like to receive printed MNASSA's.</p>
7	SGAS Process 2012	<p>7.1 <b>SGAS process:</b> extract from July Council minutes</p> <p><b>Distribution of Sky Guide 2012 to Centre and Country Members:</b></p> <p>Charge to Centres and ASSA: R 35.00 ex postage and packaging. Centres will absorb this cost within the annual fee structures of the Centres.</p> <p>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</li> </ol>

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		<p>of members in the Centre - and pay for same – <b>by (say) 15 October each year</b>. The address for delivery of the bulk delivery to be included in the order;</p> <p>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);</p> <p>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.</p>
8	Scholarships	<p>8.1 <b>Scholarship report:</b> M Soltynski reported that he will be meeting with the SAAO in the short term.</p>
9	Editorial Board Matters	<p><b>Sky Guide matters</b></p> <p>9.1 <b>Payment to the Editor:</b> A Slotegraaf confirmed he was paid</p> <p>9.2 <b>Sky Guide 2012 Status Report:</b> A Slotegraaf reported that he will hand SGAS 2012 to the printers on 29 Aug. Printers will complete printing 19 September and SGAS will be available to distribute on 1 Nov. <b>Adverts 2012:</b> A Slotegraaf reported that he has 4 advertisers on which he will send info to <u>AJ Nel</u> to contact and invoice. He also said that there are still have some blank pages available – anyone to send applicable info to him soonest.</p> <p>9.3 <b>Adverts for 2011:</b> No communication yet between <u>AJ Nel</u> and <u>A Slotegraaf</u> that all advertisers have paid for their adverts.</p> <p><b>MNASSA matters</b></p> <p>9.4 The ~ 12 printed copies required by members will be colour printed and distributed by W Koorts and I Glass (and if needed P Booth). The next issue is due end September.</p> <p>9.5 The following site gives the hits for the MNASSA site (provided by I Glass after meeting) <a href="http://www.saa0.ac.za/awstats/awstats.pl?config=www.mnassa.org.za">http://www.saa0.ac.za/awstats/awstats.pl?config=www.mnassa.org.za</a></p>
10	Website	<p>10.1 I Glass reported that recent discussions with some ASSA members led to a proposal that the website should perhaps be reviewed. Some key points made:</p> <ol style="list-style-type: none"> <li>1) The website should host all ASSA material but the key reports should also be included in MNASSA (also accessible on website) for historical purposes</li> <li>2) The hosting by SAAO is much appreciated and if possible this situation must continue. It may even be possible to have a separate domain that can still be hosted at SAAO</li> <li>3) Council members felt that commercial advertising on the website would not be appropriate (would also not be in line with SAAO principles)</li> <li>4) Some people have offered to provide assistance with a review (K Kirkham) and such people can be co-opted if they are willing to participate</li> </ol> <p>Outcome of discussion: Council to commence a review and set a task team (similar to the Constitution team of 2011). <u>L Cross</u> offered to draft an outline document to guide the process. <u>Anyone</u> to send any suggestion to L Cross.</p>
11	Historical Section	<p>11.1 <b>ASSA Archives to UCT Archive:</b> I Glass said that the items left with him by C De Coning have been collected. No further news.</p>
12	Gill Medal	<p>12.1 <b>More Gill Medals:</b> C Stewart received a quote (20 min);</p>

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		<u>I Glass</u> to recirculate the quote he received and <u>C Stewart</u> to do a comparison to present to Council in due course.
13	Other Awards	<p>13.1 <b>Long Service Award:</b> <u>L Cross</u> has award and book voucher and contacted B Fraser and he will attend September ASSA JHB meeting.</p> <p>13.2 <b>Honorary Membership – ASSA Auditor:</b> L Cross notified C Turk of the outcome of his request.</p> <p><u>J Richards</u> and <u>I Glass</u> to discuss when to do the announcement and handover a letter stating the benefits (paper copy MNASSA and annual Sky Guide) – <u>AJ Nel</u> to confirm if he has a sample letter.</p> <p>(Item for next Council – renewal of S&amp;T for Hon Members)</p>
14	ASSA Symposium 2012	<p><b>ASSA Symposium 2012:</b> <i>On agenda awaiting discussion with new ASSA CPT committee in due course</i></p> <p>14.1 J Richards advised that the <u>Cape Centre</u> is very aware of this – committee to be set up – date to be decided. Nothing yet to place in SGAS other than maybe to note to watch the ASSA website</p>
15	Calendar of Events	<p>15.1 <b>ASSA Calendar of events</b> To be kept on the website. Use the dates in the SGAS for starters (<u>C Hettlage</u>)</p>
16	Checklist for Council	<p>16.1 <b>Check list for Council</b> Key activities due by when to assist Council from year to year – <u>L Cross</u> will do with help from M Poll and will be kept with minutes</p>
17	Constitution leftovers	<p>17.1 <b>Constitution leftovers:</b> M Poll offered to start off a list. L Cross to will keep in touch with M Poll on this.</p>
18	General	<p>18.1 <b>Cape Centre: Restoration of the McClean telescope.</b> Write- up for MNASSA: W Koorts can be asked if he will compile. There is to be a grand opening.</p>
19	Closure Next Meeting	<p>I Glass thanked everyone for their contribution and closed the meeting at 20.45</p> <p><b>Next general meeting:</b> 4 October 2011 19:30</p>

Minutes Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair: I Glass

### Attachments to the minutes:

- 1) Council Members and Council Appointments 2011/ 12