ASSA COUNCIL MEETING MINUTES

VENUE

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Via Skype

ATTENDANCE

DATE

Present Role

4 October 11

I Glass President (Chair)

Maciej Soltynski Council Member, Convenor of Scholarship Committee

19:30 to 20:30

Chris Stewart Council Member

Adv AJ Nel Treasurer
Lerika Cross Secretary

Pat Booth Membership Secretary

Johan Smit Chair – ASSA Pretoria Centre

TIME

Case Rijsdijk Chair - Garden Route Centre, MNASSA Editor

Christian Hettlage Web Master

Auke Slotegraaf Sky Guide Editor

Apologies (a) and not present

Matie Hoffman Vice President and Chair – Bloemfontein Centre

John Richards Vice Chair – Cape Centre

John Saunders Chair - Hermanus Centre

Logan Govender Chair - Durban Centre

Gary Els Chair – ASSA Johannesburg Centre

NOTE: Names responsible for progressing actions are <u>underlined</u> and items from previous minutes are in italics

	Agenda Points	Discussions / Decisions / Actions (in bold)
1	Welcome	I Glass welcomed everyone and opened the meeting and also extended a special welcome to Pat Booth as the newly appointed Membership Secretary. There were no apologies submitted.
2	Previous Minutes Matters arising	2.1 The minutes of the meeting held on 23 August were accepted.2.2 Matters arising from previous meeting are noted <i>in italics</i> in the minutes below.
3	Council 2011/12	3.1 The appointment of two professional Astronomers to the Editorial Board (SKA options to be considered: This was discussed and it was agreed to retain the existing external professional members on the Editorial Board: Michael Feast and Brian Warner. No action was considered necessary such as letting them know they are still on the Board.
		3.2 Centre Chairs: L Cross noted that the name of the Centre Chair for Natal is still to be confirmed. M Hoffman is Chair of Bloemfontein Centre.
		3.3 Membership Secretary handover: Handover was completed on 6 September to Pat Booth. Correct email for her: <u>pjb195@yahoo.com</u> .
		3.4 New Section Directors: Council discussed and agreed the appointment of the two new Sections Directors as result of the resignations of Lucas Ferreira (Double Star) and Jacques van Delft (Solar Section):
		Double Star: Dave Blane email: theblanes@telkomsa.net

	Agenda	Page 2 of 4 Discussions / Decisions / Actions (in bold)
	Points	Solar Section: Johan Retief johanretief@gmail.com
		It was agreed that <u>L Cross</u> should write to the existing Section Directors and ask for a list of general activities that they can recommend be performed by Directors and these can be used as guidelines for the new Directors.
		3.5 <u>C Hettlage</u> to update the website with the new council appointments
4	Financial Statements	Previous financial statements & audits: 4.1 I Glass reported that he found the audited accounts for 2006, 2007, 2008 at the SAAO (on Willie Koorts' desk who is away) and <u>I Glass</u> kindly offered to have these scanned and sent to both AJ Nel and the <u>C Hettlage</u> (to place on the website)
		 4.2 AJ Nel reported that: Financial documentation posted by C Turk merely constitute opening balances and account descriptions as provided by him. He has as far as possible amended his journal account names to conform to Cliff Turk's; there will be issues with membership payments received for year two during year one as he cannot trace it save if provided with detail by membership secretary and provided membership secretary has the same.
		4.3 AJ Nel will contact C Turk for 2009/2010 financials and will complete financial summary for 2010/2011 as per discussion.
	Other Financial	4.4 <u>C Rijsdijk</u> reported that he spoke to W Koorts and the proposal was to only include a summary of the financials into MNASSA - full financials will do onto website.
		4.5 <u>AJ Nel</u> reported that he received list of advertisers from A Slotegraaf on 3 Oct 2011 and will invoice these during current week and that he paid the SGAS Editor during the course of last month.
	Matters	4.6 Tax Implications on ASSA 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): AJ Nel advised: that we have previously dealt with the issue surrounding tax and he expressed the view that the income (regarding the ASSA as a natural person) does not incur tax liability.
		4.7 ASSET: ASSA needs to understand this entity and its relationship with ASSA:
		M Soltynski reported that he contacted one of the Trustees – MA Gray – who reported that the Trustees have not yet met. After some discussion if this item should maybe be taken off the agenda and which included facts such as-:
		 that ASSA has no legal relationship with ASSET and no obligations to ASSET or rights to receive info from ASSET, and that previously ASSET financial statements were received by the ASSA AGM and donations asked from ASSA members,
		it was agreed that <u>I Glass and M Soltynski</u> will draft a note from the President to the ASSET Trustees (T Cooper, P Cramb and MA Gray) to ask if they feel any duties towards ASSA (and maybe even if any assistance can be provided?)
5	Membership	5.1 New Members
		Council ratified the proposed new members (names to be provided by P Booth and will be mailed under separate cover). Current number (previous months 241, 225, 221, 156) including the 13 honorary members.

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	Villes	5.2 As time is running out for getting membership lists from all the Centres it was propose and accepted that a note be sent to all Members on the list by <u>P Booth</u> asking them if the want to remain as Country members, reminding them of the renewal fee and also ask them t join the maillist (<u>C Hettlage</u> to advise the process).	ey
		Fees for the record: 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. And for Printed MNASSA: R55 for an annual subscription for 6 printed issues	
		5.3 Hon Member: Sky & Telescope renewals: Receiving the S&T was a part of a member's benefit in the past; when someone became a Hon Member during that time, the benefit of S&T was continued for those Hon Members when the benefit stopped for normal members. As the time is probably now due to process renewals of the S&T for some Hon Members it was agreed that <u>P Booth and L Cross</u> (who ordered some of the S&T for Hon Members living overseas) will work together to find out which are to be renewed.	
6	Scholarships	Scholarship report	
		6.1 M Soltynski has been in touch with SAAO regarding the three SAAO-ASSA Scholarships to query their status and to ask for an increase in the amount for 2012. SAAO (Sivuyile Manxoyi) have confirmed that they will be available in 2012. A requested increase of 20% for each, agreed with Sivuyile, from R5000 to R6000, is awaiting SAAO budget approval (Eugene and Glenda). As soon as the amount is finalised, M Soltynski will advise the ASSA webmaster with the information.	
7	SGAS Process 2012	SGAS to members: 7.1 <u>L Cross</u> will send note – IN BOLD – to Centre Chairs to send in their order for SGAS 2012 to AJ Nel (including address to send SGAS to) so that one order for all SGAS can be placed by end October. <u>AJ Nel</u> will return an invoice to the Centres to be paid before order can be finalised.	
		7.2 AJ Nel will place a bulk order with Struik for all Sky Guides needed by all Centres and all Country Members (<u>P Booth</u> to provide an estimate of number of Country Members) and supply respective addresses.	
8	Editorial	SGAS report from A Slotegraaf:	
	Board Matters - Sky Guide	8.1 Struik: Struik has been very helpful in the production of the 2012 SkyGuide. Layout advice from Janice Evans and editorial corrections & changes from Colette Alves are gratefully acknowledged. The SkyGuide is to be offered in Struik's "Leserskring" catalogue, which should provide additional exposure.	
		Given that he'll be appointed as editor for the next edition - A Slotegraaf intends to arrange a meeting with Janice and Colette to iron out the technical problems encountered (specifically, the notion of "camera-ready artwork" as used in the Struik-ASSA contract).	
		8.2. Content: The entire text has been either rewritten or re-edited, and new material has been added. In the Almanac section, more "horizon diagrams" have been used, and new seasonal star charts are included. Each section of the SkyGuide is now illustrated with photographs taken locally, as is the front and back cover. South African (astro)photographers produce world-class images and I hope the selection in the SkyGuide helps to showcase this.	l
		8.3 Advertising: During the initial design for 2012, more pages were set aside for advertisers than in previous editions, so that the projected income from advertising would have been R30,000. Eleven advertisers took out ad space, resulting in an income of R25,050. Three regular advertisers (Telescope Shop, Sky Watcher & Telescope SA) opted out, citing cost as the reason. The unallocated ad-space was used to sponsor a worthy cause (the Cape	;

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		Town Science Centre) and to experiment with the introduction of smaller "display" ads. Only three of these display ads were taken; more had been anticipated. A detailed billing list of advertisers was supplied to the Treasurer.	
9	Editorial Board Matters - MNASSA	MNASSA matters 9.1 Nothing specific to report	
10	Website	10.1 Website Review: Council to commence a review and set a task team. <u>L Cross</u> to draft an outline document to guide the process. No progress reported. But AJ Nel commented (and supported by A Slotegtraaf: "we need to start using Wordpress / HTML5 type site"	
		10.2 Calendar of events: <i>To be kept on the website. Use the dates in the SGAS for starters</i> (<u>C</u> <u>Hettlage</u>). No progress reported	
11	Historical Section	11.1 ASSA Archives to UCT Archive: <i>C de Coning to give update and list issues.</i> No progress to report.	
12	Gill Medal	12.1 More Gill Medals: I Glass to recirculate the quote he received and C Stewart to do a comparison to present to Council in due course. C Stewart reported that he did a comparison between the two quotes received and the Cape Mint was higher. It was agreed that 6 medals should be ordered (and kept at the SAAO)	
		enclosed in wooden boxes. <u>C Stewart</u> will get a latest quote and start the process of replenishing the medal stock.	
13	Other Awards	13.1 Long Service Award: <i>L Cross has award and contacted B Fraser.</i> Handover now scheduled for Oct ASSA Jhb meeting.	
		13.2 Honorary Membership – ASSA Auditor: <i>J Richards and I Glass to discuss when to do the announcement and handover a letter stating the benefits (paper copy MNASSA and annual Sky Guide) – AJ Nel to confirm if he has a sample letter.</i>	
		AJ Nel has sent the proposed letter (which, as agreed by Council will not detail the benefits) to <u>I Glass</u> for discussing the handover of the letter with <u>J Richards</u> .	
14	ASSA Symposium 2012	ASSA Symposium 2012: On agenda awaiting discussion with new ASSA CPT committee in due course I Glass undertook to follow-up with the Cape Centre as soon as the Astronautically Congress was over.	
15	Checklist for Council	Check list for Council 15.1 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 No progress to report.	
16	Constitution leftovers	New ASSA Constitution: List of items left over or arising from the Constitution change 16.1 M Poll offered to start off a list. L Cross to will keep in touch with M Poll on this.	
17	General	M Poll advised L Cross that he has started with the list which will be circulated once received. Nothing was raised.	
18	Closure	I Glass thanked everyone for their contribution and closed the meeting at 20.30	
	Next Meeting	Next meetings: 15 Nov 2011, 17 Jan 2012, 13 Mar 2012. Start time 19:30 via Skype	

Minutes Approved:	Date:
Chair: I Glass	