

ASSA COUNCIL MEETING MINUTES

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DATE	8 May 2012	TIME	19:30 to 20:34	VENUE	Via Skype
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ATTENDANCE

Present	Role
I Glass	President (Chair)
Matie Hoffman	Vice President and Chair – Bloemfontein Centre
Adv AJ Nel	Treasurer
Chris Stewart	Council Member
Lerika Cross	Secretary
Johan Smit	Chair – ASSA Pretoria Centre
Christian Hettlage	Web Master
Auke Slotegraaf	Sky Guide Editor
John Saunders	Chair - Hermanus Centre
Maciej Soltynski	Council Member, Convenor of Scholarship Committee
Gary Els	Chair – ASSA Johannesburg Centre
Case Rijdsdijk	Chair - Garden Route Centre, MNASSA Editor

Apologies (a) and not present

Logan Govender (a)	Chair - Durban Centre
John Richards (a)	Vice Chair – Cape Centre
Pat Booth	Membership Secretary

NOTE: Names responsible for progressing actions are underlined 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. L Cross noted that apologies will be recorded in the minutes.
2	Minutes /Matters arising	2.1 The minutes of the previous meeting held on 27 March 2012 were accepted without amendments. 2.2 Matters arising from previous meeting are noted <i>in italics</i> in the minutes below.
3	Council 2011/ 12	Section Director Guidelines 3.1 (3.1) <i>L Cross discussed with A Slotegraaf who agreed to do a draft. (Refer to the input received and listed at the end of minutes of 15 Nov 2011)</i> <u>A Slotegraaf</u> advised that a draft will be sent to Council by 20 June.
4	Financial Statements	Previous financial statements & audits 4.1 (4.1) <i>AJ Nel reported the following:</i> 1) <i>2009/10 – with Auditors</i> 2) <i>2010 /11 – AJ Nel will submit to the Auditors when he receives a copy of the 2009/10 financials to use the close off figures</i> 3) <i>2011/12 - due in June 2012</i> Financials June ending 2010: These have been received from the Auditors. After the meeting:

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	<p>L Cross sent electronic version to AJ Nel and I Glass. M Poll signed the document and advised that he mailed the document to <u>I Glass</u> who agreed to arrange for further signatories in Cape Town. The document should then be returned to Horwath Zeller Karro for Ronnie Glass to sign and they will return it to us for scanning and publishing on the web.</p> <p>Account balances</p> <p>4.2 (4.2) <i>AJ Nel received a mandate is to present proposals for the investment by the next meeting. AJ Nel also advised that he needs to become signatory to all accounts (including the investment account). This to be arranged between AJ Nel and I Glass by the next meeting</i></p> <p><u>AJ Nel</u> to report progress. It was suggested that the proposal be run past R Glass.</p> <p>ASSET</p> <p>4.3 (4.3) <i>A letter was drafted by M Soltynski and sent by I Glass to ASSET and reply received from T Cooper - the correspondence are listed in the attachment to the minutes of 15 November 2011 in which ASSET (T.Cooper) undertakes to bring to conclusion:</i></p> <p><i>“ fully audited financial statements, a clear statement of the terms of reference for ASSET and published procedures to be followed to apply for funds from the trust.”</i></p> <p><i>Response from ASSET (C Turk) dated 8 Dec 2011 - attached to minutes of 7 Feb 2012 – did not put matters to rest. AJ Nel noted that it was not clear from the ASSET Notarial Deed of Trust what the reason for ASSET existence is.</i></p> <p>I Glass met with C Turk and this information was tabled: “Cliff says the accounts for the years 2004-2007 have been finalised by the Auditor - and the next step is to get them signed by the Trustees. The remaining years he expects to get to the Auditor within a couple of months. However, he says the auditor sat on the 2004-2007 accounts for about a year. Cliff (and also Peter Cramb in a phone call) felt it was very undesirable to get the Master of the High Court involved as this might lead to endless paperwork. Cliff pointed out that ASSA collected R2946.50 on behalf of the Trust during the 2010 year (this was an option on the membership form) and would like to have this sent to them. There was also a matter of some money for the Starwise Trust. Cliff has already communicated with AJ on these (emails of 10 Feb and 17 Apr 2012)”</p> <p><u>I Glass</u> also advised that C Turk has given him a copy of the ASSET Trust Deed and AJ Nel asked that a copy be sent to him.</p> <p>Council agreed in principle that funds collected by ASSA as donations should be paid over to ASSET and Starwise Trust. <u>I Glass</u> to give go ahead for <u>AJ Nel</u> to pay over the sum to ASSET.</p> <p>After the meeting: I Glass gave the list of donations were made in addition to the membership fees. Not detailed whether donated to ASSA or ASSET or Starwise. The total amount was R550. P Booth advised a total of R1055 and both mails were copied to AJ Nel.</p> <p>I Glass again met with C Turk and reported feedback: “ Cliff confirmed that the original purpose of ASSET was to tide ASSA over financially difficult times. But it now looks as if the Society is more stable financially. It would be good to know what the Trustees feel its current aim should be, given that it is not sensible to just accumulate funds without a purpose. It is not that we have any particular designs on the funds but we feel the Trustees should think about the matter.</p> <p>We would also like to know at least roughly, as the books are not yet up to date, about how much capital and distributable money the Trust contains at the moment”</p>

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		<p>Registration as Non-Profit 4.4 (4.5) Council gave AJ Nel the mandate to proceed with the application process and advise on progress at the next meeting.</p> <p>AJ Nel to report progress.</p> <p>Honoraria/re-imburement of costs: For discussion and approval” 4.5 C Turk in discussion with I Glass noted that some honoraria have not been paid. In response AJ Nel reported: “Cliff provided me with a list of honoraria to be paid pertaining to the year prior to me taking over. Those were paid. As from me taking over we took a decision not to pay honoraria and the constitution was amended to this effect.”</p> <p>Council must now assume that there are no Honoraria payments outstanding.</p> <p>4.6 Re-imburements/covering of costs agreed by Council for travelling to AGMs: 1. M Poll for travelling as President to Cape Town in 2010. “M Poll advised travel cost for the May 2010 trip was R 1547.00 and in February he performed a visit as part of a roadtrip / holiday and as such prefers not to claim for the later. - 2. Council members holding specific portfolios such as President, Vice President, Treasurer and Secretary.</p>
5	Membership	<p>Membership matters 5.1 New Members and Membership numbers: <u>P Booth</u> to report.</p> <p>5.2 Hon Members and Sky& Telescope renewals: <u>P Booth</u> to report.</p>
6	Scholarships	<p>Scholarships 6.1 Council confirmed the proposal that R100 000 be made available for Scholarships. Funding will come from the general account. <u>AJ Nel</u> to arrange when required.</p>
7	Editorial Board Matters - Sky Guide	<p>SGAS 2013 Editor 7.1 (7.1) <u>AJ Nel</u> will proceed to finalise the contract for signature with A Slotegraaf. <u>AJ Nel</u> to report progress</p>
8	Editorial Board Matters – SGAS 2013	<p>SGAS 2013 8.1 (8.2) From A Slotegraaf: Key dates – to note: Aug 08 Advertisers deadline (camera-ready artwork in hand) Aug 20 New Council info (ASSA AGM) available Aug 20 New Centre info available Aug 20 Files to Struik for checking Sep 17 HAND-OFF to Struik</p> <p>I Glass forwarded a statement from Struik to AJ Nel saying ASSA will be paid R55 000. A Slotegraaf advised that will be meeting with Struik to make sure everything is on track.</p>
9	Editorial Board Matters - MNASSA	<p>MNASSA 9.1 C Rijdsdijk enquired if <u>AJ Nel</u> has sent M Streicher an invoice for her ad in MNASSA.</p> <p>9.2 Council agreed with M Soltynski’s suggestion that MNASSA becomes available on ASSA website and not on separate site from ASSA. This suggestion will be included in the website review document from <u>A Slotegraaf</u>.</p>
10	Website	<p>Website Report 10.1 (10.1) Website Review: A Slotegraaf to schedule meeting with C Hettlage. <u>A Slotegraaf</u> reported that he met with C Hettlage and they discussed the website and another</p>

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		meeting has been scheduled. The proposal will include the principle to allow different people to create /update their own corner. The proposal will be circulated before the next Council meeting to allow comments to be returned by Council before the meeting.
11	Historical Section	<p>ASSA Archives to UCT Archive 11.1(11.1) <i>C de Coning advised by email: “Most of the Archive is live on the web. I have not advertised it yet. Look at http://assa.saa.ac.za/html/his-arch-council.html “</i> The website review proposal will also include proposal about how to present /place the ASSA archival information.</p> <p>Photographic Glass Plates archives from the Republic Observatory: 11.2 M Hoffman confirmed - when asked by G Els - that the Boyden photographic plates went to Harvard for digitising and storage having received a grant for this purpose. G Els noted that ASSA Johannesburg Centre has secured accommodation for the Republic Observatory plates at the Johannesburg Observatory and the Centre will make contact with Harvard University regarding scanning.</p>
12	Gill Medal	<p>More Gill Medals 12.1 The 6 extra Gill Medals were transported by C Rijdsdijk to SAAO and are in the SAAO admin safe.</p>
13	ASSA Symposium 2012	<p>ASSA Symposium 2012: 12 to 14 Oct 2012 13.1 Council took note of - and requested comment on - the proposed communication compiled by C Hettlage to be sent out to Astronet and ASSA mail lists and Centre Chairs for onward circulation. M Soltynski offered to give his input to <u>C Hettlage</u>.</p> <p>Concerns about the lack of perceivable progress were specifically noted by I Glass, C Rijdsdijk, and M Soltynski. Concerns include that the event is not well published at present. Council felt that is entitled to be part of the organising committee and asked that progress be copied to Council.</p>
14	Constitution leftovers	<p>New ASSA Constitution: List of items left over or arising from the Constitution change 14.1 (14.1) <i>L Cross to schedule Skype meeting with I Glass, M Poll, AJ Nel, C Stewart with the purpose to finalise any further changes to the Constitution.</i> <i>AJ Nel guidance given: if changes are not material the amendments can be advised in MNASSA and website. The meeting is to be held 23 Feb.</i></p> <p>Meeting was held and AJ Nel sent out draft after the meeting to attendees. Key comments were made by M Poll which I Glass agreed should be considered by <u>AJ Nel</u> and final draft to be circulated to Council to get their nod of approval.</p>
15	Checklist for Council	<p>Check list review 15.1 <i>Key activities due by when to assist Council from year to year</i> Attachment to the minutes will be reviewed at each meeting.</p>
16	General	<p>General items 16.1 M Hoffman gave feedback on the Planetarium Initiative for Central South Africa and will advise when information can be placed on the ASSA website.</p> <p>16.2 M Hoffman asked I Glass to extend Council’s good wishes to C Turk upon his birthday at his birthday party.</p>
17	AGM preparation	<p>AGM preparation 17.1 <u>Centre Chairs</u> are reminded of the relevant deadlines. <u>L Cross</u> will send reminder to the Section Directors: June 1 to 30 June : Start and closure of Call for nominations for Council June 30 Closing Date for receipt of Section reports. June 30 Closing date for receipt of report from Scholarships Convenor June 30 Closing date for submission of items for placing on Agenda of AGM</p>

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	Agenda Points	Discussions / Decisions / Actions (in bold)
		June 30 Financial year end July 1 Submission of annual updated ASSA membership form July 1 Country Members: Subscription renewal date July 1 Deadline for receipt by all members of ASSA of Agenda for AGM. 17.2 Award Nominations: Council was requested that nomination be sent to <u>L Cross</u> who will deal with it separately from the meetings in consultation with Council members before the AGM. 17.3 M Hoffman noted his apology for the AGM as he will be in USA for a conference.
16	Closure Next Meeting	I Glass thanked everyone for their contribution and closed the meeting at 20.34 Next meetings - to be diarised and confirmed over time: 26 June 2012 AGM: 1 August (at SAAO) Start time 19:30 via Skype (except AGM)

Minutes Approved: _____ Date: _____

Chair: I Glass

Annexures

Item 15: Proposed Checklist: all to remain with minutes – selected items are on website

January 15th Scholarship application dead line. **(Date to be review by Council** at the recommendation of the Scholarship Convenor)

March 31st closing date for nominations for

- Honorary Members (If constitution amendment approved)
- Gill Medal
- McIntyre Award (If constitution amendment approved)
- Long Service Award
- President's Award (If constitution amendment approved)

April 15th Deadline for Secretary to circulate to Council list of nominations for Awards and Honorary Membership.

Next Council meeting following April 15th consideration of names of nominees

April 30th Deadline for agreement with Struik of the printing schedule for the following year's edition of Sky Guide
(see 14.1 of Struik Agreement **for the 2011 Edition:**

14.1 The ASSA will be responsible for preparation and editing of text, sourcing of tables, maps and illustrations, and for all costs relating to final preparation of the Work to the print-ready PDF stage, and agrees to deliver to RHS the completed layout, from cover to cover, of the Work ready for printing on a date agreed to in writing by both parties not later than 30 April of each year. ASSA undertakes to deliver the 2011 edition on 12 September 2010.)

June 1st Call for nominations for Council **(If constitution amendment approved)**

June 30th Closing date for nominations for Council **(If constitution amendment approved)**

June 30th Closing Date for receipt of Section reports.

June 30th Closing date for receipt of report from Scholarships Convenor

June 30th Closing date for submission of items for placing on the Agenda of the AGM

June 30th Financial year end

July 1st Honorary Members : submission of annual updated ASSA membership form

July 1st Country Members: Subscription renewal date

July 31st Closing date for ballot for Council nominations (If constitution amendment approved)

21 business days before the 1st Wednesday in August:

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Deadline for receipt by all members of ASSA of Agenda for AGM.

(It may be easier if a date was specified so that this deadline is not a moveable feast. i.e choose a fixed date that will always be at least 21 business days before the first Wednesday in August.

First Wednesday in August :Annual General Meeting

September 30th (or other agreed date)

Deadline for submission of PDF files to Struik for the following year's edition of SGAS

October 1st Appointment of / Negotiations with Sky Guide Editor for following year's edition of SGAS

Note: The relevant part of the current contract with the Editor of Sky Guide reads

“For subsequent years the honorarium amount will be negotiated on submission of the current year's SGAS to the printers for production”

October 1st Open negotiations with Struik concerning the printing, publication, distribution and financial arrangements for the following year's edition of SGAS.

Note : one paragraph of relevance in the original contract with Struik is 14.1, but I cannot immediately find a paragraph about the annual renewal or review of the contract.

The agreement with Struik for the 2011 Edition read

14.2 The ASSA will be responsible for preparation and editing of text, sourcing of tables, maps and illustrations, and for all costs relating to final preparation of the *Work* to the print-ready PDF stage, and agrees to deliver to *RHS* the completed layout, from cover to cover, of the *Work* ready for printing on a date agreed to in writing by both parties not later than 30 April of each year. ASSA undertakes to deliver the 2011 edition on 12 September 2010.

The agreement with Struik for the 2012 Edition read:

DELIVERY OF PRINT READY PDFs

The ASSA undertakes to deliver the final files for checking on 29 August 2011 and the final PDFs for printing on 27 September 2011.
