

# ASSA COUNCIL MEETING: 26 JUNE 2012 AT 20:00 To be held via Skype P R O P O S E D A G E N D A

	AGENDA ITEM	ACTION		
1	Welcome, Present, Apologies			
2	2.1 Confirmation of Minutes of Meeting held 8 May 2012	Council		
	2.2 Matters arising from meeting held on 8 May 2012 – these are covered in the agenda items below noted <i>in italics</i> . Actions are underlined			
3	Section Director Guidelines 3.1 (3.1) (Refer to the input received and listed at the end of minutes of 15 Nov 2011). <u>A Slotegraaf</u> advised that a draft will be sent to Council by 20 June. A Slotegraaf to report	AS		
4	Previous financial statements & audits 4.1 (4.1) Financials June ending 2010: 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.			
	2010 /11 – <u>AJ Nel</u> will submit to the Auditors when he receives a copy of the 2009/10 financials to use the close off figures	ISG AJN		
	I Glass and AJ Nel to report	AJN		
	Account balances			
	4.2 (4.2) <u>AJ Nel</u> 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 <u>AJ Nel and I Glass</u> by the next meeting			
	AJ Nel to report progress. Was proposed that suggestion to be run past R Glass.	AJN		
	<b>ASSET</b> 4.3 (4.3) A letter was drafted by M Soltynski and sent by I Glass to ASSET and reply received from T Cooper (see minutes of 15 November 2011): "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."			
	Response from ASSET (C Turk) dated 8 Dec 2011 (see minutes of 7 Feb 2012) – did not put matters to rest.			
	I Glass met with C Turk (see minutes 8 May) : " the accounts for the years 2004- 2007 have been finalised by the Auditor the remaining years he expects to get to the Auditor within a couple of monthsASSA collected R2946.50 on behalf of the Trust during the 2010 year (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.			

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	Cliff has already communicated with AJ on these (emails of 10 Feb and 17 Apr 2012)"	
	<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.	ISG
	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. I Glass gave the list of donations total amount was R550. P Booth advised a total of R1055 and both mails were copied to <u>AJ Nel</u> .	AJN
	I Glass again met with C Turk: " Cliff confirmed that the original purpose of ASSET was to tide ASSA over financially difficult timesIt is not that we have any particular designs on the funds but we feel the Trustees should think about the matter. 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"	
	Further information received?	
	<b>Registration as Non-Profit</b> 4.4 (4.5) Council gave <u>AJ Nel</u> the mandate to proceed with the application process and advise on progress at the next meeting.	
	AJ Nel to report progress.	AJN
5	<b>Membership matters</b> 5.1 New Members and Membership numbers: <u>P Booth</u> to report.	PB
	5.2 Hon Members and Sky& Telescope renewals: <u>P Booth</u> to report.	PB
6	<b>Scholarships</b> 6.1 (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.	
7	<b>SGAS 2013 Editor</b> 7.1 (7.1) <u>AJ Nel</u> will proceed to finalise the contract for signature with A Slotegraaf. AJ Nel to report progress	AJN
8	SGAS 20138.1 (8.2) From A Slotegraaf: Key dates – to note:Aug 08Advertisers deadline (camera-ready artwork in hand)Aug 20New Council info (ASSA AGM) availableAug 20New Centre info availableAug 20Files to Struik for checkingSep 17HAND-OFF to Struik	AS
	Any issue to discuss?	
9	<b>MNASSA</b> 9.1 (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> .	AS
10	Website Report	
	10.1 (10.1) Website Review: <u>A Slotegraaf</u> met with C Hettlage and discussed the	

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	website and another meeting has been scheduled. The proposal will include th principle to allow different people to create /update their own corner.	e AS
	AS to report progress	
11	ASSA Archives to UCT Archive 11.1(11.1) The website review proposal will also include proposal about how to present /place the ASSA archival information.	o CdC
	Photographic Glass Plates archives from the Republic Observatory: 11.2 Any issue for council?	
12	ASSA Symposium 2012: 12 to 14 Oct 2012 12.1 (13.1) Proposed communication compiled by C Hettlage to be sent out to Astronet and ASSA mail lists and Centre Chairs for onward circulation. M Soltynsk offered to give his input to <u>C Hettlage</u> . Council felt that is entitled to be part of the organising committee and asked that progress be copied to Council.	
	Progress from the Organising Committee.	
13	New ASSA Constitution: List of items left over or arising from the Constitution change 13.1 (14.1) AJ Nel sent out draft after the meeting of 23 Feb to attendees. Key comments were made by M Poll which I Glass agreed should be considered by <u>AJ</u> <u>Nel</u> and final draft to be circulated to Council to get their nod of approval.	ו
	AJ Nel to report latest	AJN
14	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. Reminders were sent to Section Directors	Council
15	AGM preparation 15.1 (17.1) <u>Centre Chairs</u> are reminded of the relevant deadlines. <u>L Cross</u> will send reminder to the Section Directors:	Council
	June 1 to 30 June : Start and closure of Call for nominations for Council (Reminder sent by Secretary)	
	June 30Closing Date for receipt of Section reports. (Sent by Secretary)June 30Closing date for receipt of report from Scholarships ConvenorJune 30Closing date for submission of items for placing on Agenda of AGMJune 30Financial year endJuly 1Submission 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.	
	Council to review progress	
	15.2 (17.2) Award Nominations: Council was requested that nomination be sent to <u>Cross</u> who will deal with it separately from the meetings in consultation with Counci members before the AGM.	
	L Cross to report	
16	General	

# Attachments:

### Item 14: Proposed Checklist: all to remain with minutes - selected items are on website

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

March 31<sup>st</sup> 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 15<sup>th</sup> Deadline for Secretary to circulate to Council list of nominations for Awards and Honorary Membership.

Next Council meeting following April 15<sup>th</sup> consideration of names of nominees

- April 30<sup>th</sup> 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. )

(If constitution amendment approved)

(If constitution amendment approved)

- June 1<sup>st</sup> Call for nominations for Council
- June 30<sup>th</sup> Closing date for nominations for Council
- June 30<sup>th</sup> Closing Date for receipt of Section reports.
- June 30<sup>th</sup> Closing date for receipt of report from Scholarships Convenor
- June 30<sup>th</sup> Closing date for submission of items for placing on the Agenda of the AGM
- June 30<sup>th</sup> Financial year end
- July 1<sup>st</sup> Honorary Members : submission of annual updated ASSA membership form
- July 1<sup>st</sup> Country Members: Subscription renewal date
- July 31<sup>st</sup> Closing date for ballot for Council nominations (If constitution amendment approved)

21 business days before the 1<sup>st</sup> Wednesday in August:

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 30<sup>th</sup> (or other agreed date) Deadline for submission of PDF files to Struik for the following year's edition of SGAS
- October 1<sup>st</sup> 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 1<sup>st</sup> 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.