

	AGENDA ITEM	ACTION
	<p>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. <u>I Glass</u> gave the list of donations ... total amount was R550. <u>P Booth</u> advised a total of R1055 and both mails were copied to <u>AJ Nel</u>.</p> <p><u>I Glass</u> again met with C Turk: “ Cliff confirmed that the original purpose of ASSET was to tide ASSA over financially difficult times...It 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”</p> <p>Further information received?</p> <p>Registration as Non-Profit 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.</p> <p><u>AJ Nel</u> to report progress.</p>	<p>ISG</p> <p>AJN</p> <p>AJN</p>
5	<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>	<p>PB</p> <p>PB</p>
6	<p>Scholarships 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.</p>	
7	<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>	AJN
8	<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>Any issue to discuss?</p>	AS
9	<p>MNASSA 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>.</p>	AS
10	<p>Website Report 10.1 (10.1) Website Review: <u>A Slotegraaf</u> met with C Hettlage and discussed the</p>	

	AGENDA ITEM	ACTION
	<p><i>website and another meeting has been scheduled. The proposal will include the principle to allow different people to create /update their own corner.</i></p> <p>AS to report progress</p>	AS
11	<p>ASSA Archives to UCT Archive 11.1(11.1) <i>The website review proposal will also include proposal about how to present /place the ASSA archival information.</i></p> <p>Photographic Glass Plates archives from the Republic Observatory: 11.2 Any issue for council?</p>	CdC
12	<p>ASSA Symposium 2012: 12 to 14 Oct 2012 12.1 (13.1) <i>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 C Hettlage. Council felt that is entitled to be part of the organising committee and asked that progress be copied to Council.</i></p> <p>Progress from the Organising Committee.</p>	
13	<p>New ASSA Constitution: List of items left over or arising from the Constitution change 13.1 (14.1) <i>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 Nel</u> and final draft to be circulated to Council to get their nod of approval.</i></p> <p>AJ Nel to report latest</p>	AJN
14	<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> <p>Reminders were sent to Section Directors</p>	Council
15	<p>AGM preparation 15.1 (17.1) <i>Centre Chairs are reminded of the relevant deadlines. L Cross will send reminder to the Section Directors:</i></p> <p><i>June 1 to 30 June : Start and closure of Call for nominations for Council (Reminder sent by Secretary)</i> <i>June 30 Closing Date for receipt of Section reports. (Sent by Secretary)</i> <i>June 30 Closing date for receipt of report from Scholarships Convenor</i> <i>June 30 Closing date for submission of items for placing on Agenda of AGM</i> <i>June 30 Financial year end</i> <i>July 1 Submission of annual updated ASSA membership form</i> <i>July 1 Country Members: Subscription renewal date</i> <i>July 1 Deadline for receipt by all members of ASSA of Agenda for AGM.</i></p> <p>Council to review progress</p> <p>15.2 (17.2) <i>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.</i></p> <p>L Cross to report</p>	Council
16	General	
17	Next Meetings: AGM: 1 August	Council

Attachments:

Item 14: 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:

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.
