

ASSA COUNCIL MEETING MINUTES

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DATE	25 Sept 2012	TIME	19:30 to 20:30	VENUE	Via Skype
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ATTENDANCE

Present

Role

I Glass	President (Chair)
Matie Hoffman	Vice President and Chair – Bloemfontein Centre
Maciej Soltynski	Council Member, Convenor of Scholarship Committee
Chris Stewart	Council Member
Pat Booth	Membership Secretary
Lerika Cross	Secretary
Christian Hettlage	Web Master
Auke Slotegraaf	Sky Guide Editor
Bosman Olivier	Chair – ASSA Pretoria Centre

Apologies (a) and not present

Adv AJ Nel	Treasurer
Gary Els	Chair – ASSA Johannesburg Centre
Case Rijdsijk (a)	Chair - Garden Route Centre, MNASSA Editor
John Saunders (a)	Chair - Hermanus Centre
Logan Govender (a)	Chair - Durban Centre
To be named	Chair – Cape Centre

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	Previous Minutes of Meetings 2.1 Last official minutes of Council are of 8 May 2012 and these were confirmed in the meeting held on 26 June. There are no minutes for the meeting on 26 June but all items noted have been included in the agenda items below as well as relevant items raised at the AGM.
3	Financial Matters	Financial matters & audits 2012/13 Financial Objectives 3.1 The actions from AJ Nel's 2011 /12 Financial Report - as reported at the AGM are: a) The Society will early in the 2012/2013 financial year become a registered non-profit organisation. The Department has been placed on terms as it has it is exceeding its two month deadline in finalising the application. It is still foreseen that the application will be finalised before the end of 2012. b) The Society would need to conform more actively to its aim of distributing bursaries. It was agreed that approximately fifty percent of the funds in the current business account as well as all the funds in the two investment accounts be transferred to a central investment

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		<p>account and that the annual interest earned on these funds be used to settle the bursaries. I</p> <p>c) Auditing need to be brought up to date - the 2010/2011 and 2011/2012 years are still to be audited and should be done by the end of 2012.</p> <p>Reported by AJ Nel:</p> <ul style="list-style-type: none"> • Thus far the Bloemfontein, Cape and Pretoria centres has paid their SkyGuide 2013 orders with payment from Garden Route and Hermanus pending. Neither Durban nor Johannesburg has placed orders. • All invoicing for advertising in the SkyGuide 2013 was done and payments are coming in. • The SkyGuide editor received the second and final payment for the 2013 SkyGuide <p>Float for the ASSA Symposium:</p> <p>3.2 I Glass tabled and the meeting agreed to ASSA providing a float for up to R10 000 for the Symposium. I Glass advised that the monies could come back to the society as the main use for the float is deposits for caterers. I Glass and AJ Nel have arranged for an R 8000 float.</p> <p>ASSET</p> <p>3.3 <i>The minutes of 15 November 2011 ASSET (T.Cooper) undertakes to bring to conclusion: “ 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>Council agreed to keep in contact with the ASSET Trustees.</p>
4	Membership matters	<p>Membership matters</p> <p>New Members and Membership numbers</p> <p>4.1 P Booth reported the current membership as 115 (incl Hon Mem)</p> <p>7 New Members submitted by P Booth and approved by Council:</p> <p>MISS R DAVIES, PO BOX 20365, PROTEAPARK, 0305 MS N LABUSCHAGNE, PO BOX 25422, EAST RAND, 1462 MR F VAN RENSBURG, PO BOX 614, EDGEMEAD, 7407 MR DJ ROBBERTSE, PO BOX 31, SKUINSDRIF, 2851 MRS M JOUBERT, POSTNET SUITE 316, P/BAG X20009, GARSFONTEIN, 0042 MR GS FINDLATER, 6 IMPALA STR, ROWARI, BRACKENFELL, 7535 MR JM JORDEN, PO BOX 8187, NEWCASTLE, 2940</p> <p>Membership subs: 2012/13</p> <p>4.2 Council confirmed (unless not supported by the Treasurer) to keep the fees same for Country members</p> <p>Hon Members and Sky& Telescope renewals</p> <p>4.3 P Booth to send a note to all Hon Members to handle the renewal of Sky&Telescope issues themselves and submit refunds to AJ Nel. M Soltynski noted that they also be made aware of the digital issue. (L Cross offered to assist Hon Members who are resident overseas)</p> <p>Guidelines to be sent to the Hon Members by P Booth are: Log into http://www.skyandtelescope.com/ and select Subscription Renewal on the left panel. That will bring up the following site: https://secure.palmcoastd.com/pcd/eServ? iServ=MDM0MDE0NDQwNCZpVHlwZT1NQUIO Submit the subscription number (taken from the address label of the paper subscription) as explained on the site. A further page will then be displayed of the</p>

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		<p>subscriber detail. Choose renewal by credit card and the subscription will be renewed. The entry will look like this in the credit card statement for the paper issue:</p> <table border="1" data-bbox="395 315 1235 394"> <tr> <td>KSQ*SKY & TELESCOPE 54 Court</td> <td align="right">-514.12</td> </tr> <tr> <td>INT CURRENCY CONVERSION MASTER</td> <td align="right">-9.25</td> </tr> </table> <p>Hon Member to send a request for refund to Treasurer AJ Nel at assa@ajnel.co.za and copy the Membership Secretary P Booth at pjb195@yahoo.com</p>	KSQ*SKY & TELESCOPE 54 Court	-514.12	INT CURRENCY CONVERSION MASTER	-9.25
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INT CURRENCY CONVERSION MASTER	-9.25					
5	Scholarships	<p>Scholarships 5.1 M Soltynski reported that the SAAO – ASSA scholarship has been increased from R6 000 to R10 000 per scholarship for 2013. 5.2 ASSA allocation to bursaries will also increase as noted under Financial Matters.</p>				
6	Section Director Guidelines	<p>Section Director Guidelines 6.1 <i>Refer to the input received and listed at the end of minutes of 15 Nov 2011). A Slotegraaf advised that a draft will be sent to Council.</i></p> <p>A Slotegraaf proposed to co-opt L Cross on the sub-committee and also Tim Cooper (author of the Observing Guidelines) and other interested Section Directors.</p> <p>A Slotegraaf noted that the note received from a previous Solar Section Director – Jim Knight – to J Retief to open a dialogue.</p> <p>Council would be appreciative if a draft could be available at the next meeting.</p>				
7	Website	<p>Website Report 7.1 <i>Website Review: A Slotegraaf met with C Hettlage and discussed the 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>No progress to report. A Slotegraaf advised that the website is also dependent on the ASSA Section review and should be seen in tandem. C Hettlage was congratulated on the symposium website; he undertook to handle the technical issues of a revised website.</p>				
8	Historical Section	<p>ASSA Archives to UCT Archive 8.1 <i>The website review proposal will also include proposal about how to present /place the ASSA archival information.</i> Nothing specific to report. Also tied in with the website review.</p>				
9	Editorial Board Matters - MNASSA	<p>MNASSA 9.1 (9.2) <i>Council agreed with M Soltynski's suggestion that MNASSA becomes available on ASSA website and not on separate site from ASSA.</i> Latest issue was distributed. Nothing specific to report. Also tied in with the website review.</p>				
10	Editorial Board Matters - Sky Guide	<p>SGAS 2013 10.1 The President's Report stated the sales of the Sky Guide to be 4964 as of 30 July 2012. 10.2 Report from A Slotegraaf below and attached to the minutes is the SGAS 2013 plan. Status: • Struik reps need a cover 4 months before publication to promote to the shops.</p>				

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		<ul style="list-style-type: none"> • Final files handed off on Sep 14. • Proof reading thanks to Tony Jones, and exceptional team at Struik, who even picked up errors in the advertisements. <p>Content, 2 major changes:</p> <ul style="list-style-type: none"> • restructuring of Diary section, to now include a lunar highlight each month; constellation mythology; and Jupiter wavy diagram • addition of a gallery of ZA astrophotos <p>Adverts:</p> <ul style="list-style-type: none"> • Ads: 11 full, 3 smalls, 1 sponsored • $450*3 + 2250*11 = R 26,100$ <p>Sales of 2012</p> <ul style="list-style-type: none"> • 2012 January 26, 3500 copies had been sold. • 2012 May 09, 4460 sold • Leserskring took 500 <p>10.3 ASSA copies: 300 copies of 2013 will be supplied at cost to ASSA at the run-on/cost price for the 2013 edition of R 15.06 per copy.</p> <p>10.4 A list of unconventional bookshops where SGAS will be sold: KZN WILDLIFE CAMPS - some of the larger curio shops stock the Sky Guides MR PRICE SPORTS - have stocked the book in most of their stores nation wide. SAFARI AND OUTDOOR - Pretoria and Stellenbosch - stock a small number KIRSTENBOSCH - CAPE TOWN - keep the book as a stock item in both stores where it does very well. UNIVERSITY OF WITS - PLANETARIUM UPINGTON BOOKWINKEL KAROO CONNECTION SPACE OBSERVATORY SPRINGBOK LODGE CHITWA CHITWA TELESCOPE SHOP WALKABOUT - ST LUCIA CEDARBERG TOURIST PARK CEDARBERG WINE CAMERAS AMUKELA GAME LODGE CAPE UNION MART JASMYN INGWELALA MJ PHOTOGRAPHIC STUDIO</p> <p>10.5 List of advertisers will be sent to AJ Nel for processing invoicing.</p>
11	ASSA Symposium 2012	<p>ASSA Symposium 2012: 12 to 14 Oct 2012</p> <p>11.1 There are 25 speakers; it is hoped to get ~ 75 signed up.</p> <p>11.2. L Cross to send a note drafted by C Hettlage to the Centre Chairs (sent 30 Sep)</p>
12	Constitution leftovers	<p>New ASSA Constitution: List of items left over or arising from the Constitution change</p> <p>12.1 <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>Council to agree next step to finalise the changes to the Constitution such as voting process .</p>
13	AGM Leftovers	<p>AGM - left overs</p> <p>13.1 Council membership: Chair for Cape Centre was advised after the meeting by C Hettlage to be L Labuschagne.</p>

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		<p>13.2 Aspects noted for the new year at the AGM:</p> <ol style="list-style-type: none"> 1. Finalise the follow-on changes to the ASSA Constitution (covered) 2. Finalise and implement changes to the ASSA Website (covered) 3. Review and assess changes needed in terms of the role of the Section Directors (covered) 4. How to use ASSA (and perhaps ASSET) funds to benefit the Society. ASSA fund deployment covered under Financial Matters; awaiting feedback from ASSET on how they envisage deployment of the ASSET funds 5. Assess what ASSA Council can enable or facilitate to add value to the ASSA Centres and ASSA members in general. <ol style="list-style-type: none"> a. L Cross undertook to discuss a possible approach with SAASTA (S Mkansi). b. M Hoffman undertook to also notify Council of opportunities that can be distributed to Centres
14	Checklist Review	<p>Check list review</p> <p>14.1 <i>Key activities due by when to assist Council from year to year</i></p> <p>L Cross to get the checklist to C Hettlage to place on the web</p>
15	General	<p>General</p> <p>ASSA Midlands Centre finances:</p> <p>15.1 Mail from D. Slatter to Frikkie de Bruyn dd August 31, 2012 refer: “ We have cleared out the Observatory, with the 12-inch reflector going to the Durban branch. The empty Observatory has now been handed over to the Girl Guides to do as they will with it. A great pity but there was not much option. However, we still have the Midlands Centre bank account. It contains just over R2200. This account should now be closed down and the question arises as to what to do with the cash in it. We feel that this should be transferred to the Durban branch but I would appreciate it if you would clear this with ASSA headquarters as you are our link person with them. “</p> <p>The meeting confirmed that it was already agreed by Council that the funds be transferred to ASSA Durban Centre. L Cross to advise JF de Bruyn</p> <p>Funding of Star Parties:</p> <p>15.2 K Kirkham filed a request to AJ Nel for funding by the “ASSA Trust Fund” of the Southern Star Party. The following key comments were made and agreed by the meeting:</p> <ul style="list-style-type: none"> - The Southern Star Party is not an event that is openly run by ASSA members or Centre - Offering funds for the Southern Star Party will set a precedent for funding other Star Parties run by individual ASSA members or ASSA Centres - Star Party Organisers are guided to approach local ASSA Centres for funding - If the request referred to ASSET funds it should be pointed out that ASSA has no control over their funds <p>L Cross to reply to K Kirkham on the outcome of the request as discussed at the meeting.</p> <p>Request for Proposal to Centres</p> <p>15.3 M Hofman made a suggestion that ASSA could put out a request for proposal to Centres at some time in the year to assist with funding (such as speaker sponsorships) of some special event that a Centre may be planning. Council would need to agreed content that such a request for proposal will cover.</p> <p>Bloemfontein Centre</p> <p>15.4 M Hofman advised of these upcoming events:</p> <ul style="list-style-type: none"> • Sterre en Planete (Stars and Planets) evening at Koppies Dam Nature reserve;

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		<ul style="list-style-type: none">Planetarium project in Bloemfontein – the City Council will decided on the long term concession agreement for an observatory on Naval Hill which will allow for a first phase for a Centre for Earth and Space Travel <p>15.4 I Glass proposed to visit the Bloemfontein Centre during the year to give talk at one of the public events.</p>
16	Closure Next Meeting	Next Meetings: 27 November 19.30 via Skype

Minutes Approved: _____ Date: _____

Chair: I Glass

Annexures:

Item 10.1 SGAS 2013 plan