

ASSA COUNCIL MEETING MINUTES

Page 1 of 6

DATE	27 Nov 2012	TIME	19:30 to 21:00	VENUE	Via Skype
-------------	-------------	-------------	----------------	--------------	-----------

ATTENDANCE

Present	Role
I Glass	President (Chair)
AJ Nel	Treasurer
Chris Stewart	Council Member
Pat Booth	Membership Secretary
Lerika Cross	Secretary
Christian Hettlage	Web Master
Auke Slotegraaf	Sky Guide Editor
Lia Labuschagne	Chair – ASSA Cape Centre
Case Rijdsdijk	Chair - Garden Route Centre, MNASSA Editor
Bosman Olivier	Chair – ASSA Pretoria Centre

Apologies (a) and not present

Matie Hoffman (a)	Vice President and Chair – Bloemfontein Centre
Gary Els (a)	Chair – ASSA Johannesburg Centre
John Saunders (a)	Chair - Hermanus Centre
Logan Govender (a)	Chair - Durban Centre
Maciej Soltynski (a)	Council Member, Convenor of Scholarship Committee

NOTE: Names responsible for progressing actions are underlined and matters arising are *in italics*

	Agenda Points	Discussions / Decisions / Actions (in bold)
1	Welcome	I Glass welcomed everyone who joined via Skype and opened the meeting. L Cross noted that received apologies are recorded in the minutes.
2	Minutes /Matters arising	Previous Minutes of Meetings 2.1 The minutes of the meeting on 25 September 2012 were confirmed. 2.2 Matters arising were noted in <i>italics</i> in the agenda and below in the minutes
3	Financial Matters – Non Profit Organisation	ASSA registering as non-profit organisation 3.1 (3.1) <i>The Society will early in the 2012/2013 financial year become a registered non-profit organisation.</i> AJ Nel reported that – upon querying the ASSA application for non-profit – the Department of Finance advised that the documentation was forwarded to the SAAO ~ 8 August. I Glass said that nothing has been received in the post box. <u>AJ Nel</u> to request a resend.
4	Financial Matters – ASSA Funding	Deployment of ASSA Funds - 2013 These items from minutes of 25 Sep 2012 have relevance to this item: <i>(3.1) 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 account and that the annual interest earned with the said funds be used to settle the bursaries;</i> <i>(13.1) Objective 2013 – noted at the AGM: How to use ASSA (and perhaps ASSET) funds to</i>

Agenda Points	Discussions / Decisions / Actions (in bold)
	<p><i>benefit the Society.</i> <i>(15.3) M Hofman made a suggestion that <u>ASSA</u> could put out a request for proposal to Centres at some time in the year to assist with funding.</i></p> <p>Investment of funds 4.1 AJ Nel raised his concern that he has not received a mandate from Council in response to his email proposal to place all funds in one investment account to allow for better budgeting. He said that between 5.5% and 10% annual interest can be received depending on the risk associated with the option. Council agreed with the principle of one investment account subject to <u>AJ Nel</u> providing the proposed detail in email to Council for final consideration.</p> <p>Allocation of ASSA funds 4.2 AJ Nel said that based on historical sales around R35 000 can be expected as profit from STRUIK. About R20 000 is expected to be allocated to bursaries. Council discussed and debated the principles of allocating ASSA funds to astronomical endeavours undertaken outside the control of Council.</p> <p>4.3 AJ Nel noted that the ASSA Constitution makes provision for ASSA Council to allocate some of its funds to endeavours that meet its Objectives.</p> <p>The relevant ASSA Objectives are noted from section 3: “3.1 To encourage and stimulate the study and practice of astronomy, inter alia by awarding scholarships to deserving candidates at tertiary institutions.</p> <p>3.2 To establish and maintain various sections in order to: -</p> <ul style="list-style-type: none"> • facilitate astronomical observing by members and to receive and report astronomical observations made; and • facilitate astronomical outreach by the society.” <p>4.4 AJ Nel proposed that Council allocates the annual interest and half the estimated profit for such efforts. This was agreed to in principle by Council.</p> <p>Process for applying for ASSA funds 4.5 The envisaged process agreed was for <u>Council</u> to send out a note asking interesting parties to apply for funds - the application must be received by ASSA by end January. Ad hoc request can still be allowed during the year.</p> <p>4.6 What must still be agreed by <u>Council</u> before a notice can go out, are:</p> <ul style="list-style-type: none"> - the amount of funds available, - on what basis would the funds be allocated – the allocation criteria. <p>4.7 <u>AJ Nel</u> to send proposed guidelines to Council which can then be debated and finalised soonest.</p> <p>Request for funding support from ASSA Pretoria 4.8 The request below was tabled and discussed by Council. The outcome of the request is that it needs to be considered as part of all the proposals to be submitted as discussed (see above items in this section of the minutes)</p> <p>Request from ASSA Pretoria for ASSA Council to join ASSA Pretoria Centre to collaborate and present a prize(s) at the North Gauteng Expo within the bigger ESKOM Young Scientist Expo. B Olivier said that ASSA Pretoria will - in order to make the prize bigger - join Johan Moolman’s initiative to offer a prize for the physics and astronomy and space science category in the ESKOM Young Scientist Expo.</p> <p>B Olivier said that ASSA Pretoria Centre encourages <u>all ASSA Centres</u> to become involved in</p>

ASSA COUNCIL MEETING MINUTES

	Agenda Points	Discussions / Decisions / Actions (in bold)
		the various ESKOM Young Scientist Expos in their regions by sponsoring prizes for the regional winners. The Competition starts at school level in April/ May – provisional finals are in Sep and finals in Oct. C Rijdsijk asked who would be responsible for judging – this information was not known.
5	Financial Matters - ASSET	<p>ASSET 5.1 (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>AJ Nel said that he would propose to ASSET that they transfer the ASSET funds to ASSA and close ASSET. Council supported the proposal and accepted the offer from <u>AJ Nel</u> to send Council a draft email to go to ASSET setting out the proposal to ASSET.</p>
6	Financial Matters - Auditing	<p>Auditing of 2010/2011 and 2011/2012 6.1 (3.1) <i>2010/2011 and 2011/2012 years are still to be audited;</i> Not discussed – left over for next meeting (<u>AJ Nel</u>)</p>
7	Financial Matters - SGAS	<p>SGAS 2013 financial 7.1 Payments by Centres and ASSA for SGAS 2013 <u>AJ Nel</u> advised that he may still be waiting for two Centres to still pay for their SGAS 2013 order.</p>
8	Financial Matters - ASSA Symposium Financial Leftovers	<p>ASSA Symposium – financial leftovers 8.1 Council noted M Soltynski’s comment in his email reporting his apology for the meeting: “The Symposium was, in my opinion, an outstanding and memorable success. Congratulations and thanks to the organisers”.</p> <p>8.2 Glass noted that ASSA Cape Centre organisers never received the money requested from Oxford University Press. There was supposed to be a cheque donation of 350 Pounds to the Symposium and <u>IS Glass</u> will follow up.</p>
9	Membership matters	<p>New Members and Membership numbers 9.1 P Booth reported that ASSA has 122 Country Members including Honorary. Council approved 3 new members: DR PJ HUGO, PO BOX 779, FAERIE GLEN, 0043 MR EV COETZEE, 42 JOUBERT STR, GLEN MARAIS, KEMPTON PARK, 1619 MR O SWART, PO BOX 634, CAPE GATE, 7562</p> <p>9.2 P Booth also reported that she posted the SGAS to Country Member on 27 November and she will claim back the postage from AJ Nel.</p> <p>9.3 It was reconfirmed that any person may join ASSA as both a Country Member and a Centre member – it is a personal choice and no conflict exist.</p> <p>Hon Members and Sky& Telescope renewals 9.4 (4.3) <i>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.</i> P Booth did not report any issues with the process of advising all Hon Members to handle the renewal of S&T themselves and submit refunds. L Cross reported that she renewed the SkyGuide for Mike Begbie (who is now in London).</p>
10	Scholarships	<p>Scholarships 10.1 M Soltynski reported that Scholarship information was updated for 2013 on the website on http://assa.saa.ac.za > the society > scholarships.</p>

	Agenda Points	Discussions / Decisions / Actions (in bold)
11	Section Director Guidelines	<p>Section Director Guidelines 11.1 (6.1) Refer to the input received and listed at the end of minutes of 15 Nov 2011). <u>A Slotegraaf</u> reported that he has been talking to T Cooper and J Saunders and will shortly be sending a proposal to all Section Directors.</p>
12	Website	<p>Website Report 12.1 (7.1) <i>Website Review: A Slotegraaf advised that the website is also dependent on the ASSA Section review and should be seen in tandem.</i></p> <p>No progress to report.</p>
13	Historical Section	<p>ASSA Archives to UCT Archive 13.1 (8.1) <i>The website review proposal will also include proposal about how to present /place the ASSA archival information.</i></p> <p>In abeyance pending website review.</p> <p>Council noted the information received from C de Coning that the agreement between ASSA and UCT to house the Archive has now been signed. The original is in C de Coning's personal filing system – to be recorded in MNASSA (C Rijdsdijk).</p>
14	Editorial Board Matters - MNASSA	<p>MNASSA 14.1 (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> This <u>Council</u> decision minuted on 25 Sep 2012 to be discussed and confirmed again at the next meeting (as there were differing recollections of the outcome).</p> <p>C Rijdsdijk asked that Council's gratitude be recorded to W Koorts for his continuous excellent effort with MNASSA typesetting. I Glass also extended Council's gratitude to C Rijdsdijk for his effort and high standard maintained as MNASSA Editor.</p>
15	Editorial Board Matters - SGAS 2013	<p>Delivery SGAS 2013 15.1 AJ Nel noted that he has sent all orders through to STRUIK for direct delivery to the Centres and SAAO (att I Glass) for Country Members. C Rijdsdijk said he has already received the Garden Route Centre's copies.</p> <p>15.2 P Booth advised that she has sent off copies to the Country Members.</p> <p>SGAS 2012 15.3 I Glass extended offer again to <u>anyone</u> – with a worthy reason outreach cause – to let him know soonest if they would like left over copies of SGAS 2012.</p> <p>15.4 A Slotegraaf reported that STRUIK advised that local printing prices have increased a lot and they are looking at overseas printing. This will affect time schedules for printing, ie pdf's for 2014 content will have to be ready much earlier, by 10 July, in order to get delivery in November. If the overseas printing deadline cannot be met royalties will decrease from 34% to 32%. <u>A Slotegraaf</u> will pass on the communication received from STRUIK. Council generally agreed that it was more important to get the Society's data up to date than to worry about the 2% royalty decrease.</p>
16	ASSA Symposium 2012	<p>ASSA Symposium 2012: 12 to 14 Oct 2012 16.1 Tabled: an email note from M Soltynski: "Symposium was, in my opinion, an outstanding and memorable success. Congratulations and thanks to the organisers."</p> <p>16.2 A Slotegraaf noted that 777 views have already been requested of the videos taken at the Symposium and loaded on YouTube by him – detail below the minutes. The Symposium site is at: http://symposium2012.assa.sao.ac.za/programme/</p>

ASSA COUNCIL MEETING MINUTES

	Agenda Points	Discussions / Decisions / Actions (in bold)
17	Constitution leftovers	<p>New ASSA Constitution: List of items left over or arising from the Constitution change 17.1 (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><u>AJ Nel</u> to recommend to Council the next steps to finalise changes to Constitution such as voting process</p>
18	ASSA – other value add	<p>ASSA Council add value to Centres and Members 18.1 (13.2) <u>L Cross</u> undertook to discuss a possible approach with SAASTA (S Mkansi) and <u>M Hoffman</u> undertook to also notify Council of opportunities that can be distributed to Centres</p> <p>L Cross reported that she had a conversation with S Mkansi (SAASTA) about how communication between DST/SAASTA and the amateur astronomy community can be improved using ASSA Council as a conduit for information on items such as grant offers, prominent speakers visiting the country and other initiatives.</p>
19	General	<p>General 19.1 Nominate an astronomer as an ordinary member of the South African National Committee for IAU: <u>L Cross</u> to advise Prof Chetty of how to contact ASSA with a formal request for nomination (done 3 Dec 2012 by email)</p> <p>19.2 Council noted the email from M Hoffman before the meeting giving information on the Planetarium Project at Bloemfontein – repeated below:</p> <ul style="list-style-type: none"> • The long-awaited 30-year Concession Agreement for the old Lamont-Hussey Observatory between the MMM (municipality) and the UFS was approved by the City Manager earlier this month and will most probably be formally approved on 29 Nov at the MMM city council meeting. • The site hand-over to the contractor took place on 12 November. We have already received R 6 million from the provincial government for the building project; • The UFS will soon receive the R6 million for the planetarium's projection system from DST - we have been ensured that only a few administrative formalities remain. • Installation of the planetarium dome will probably take place in April 2013 and the planetarium will hopefully be complete by June 2013; • Although many people already know about the project there will not be an official media release until the MEC of Free State DETEA gives the green light for the project to be officially announced in the media. • The main challenge at present is the depreciation of the Rand since we did the original budget for the imported components, namely the planetarium dome and the projection technology. This means that we had to cut the scope of work on the actual building project. We will embark on a campaign to raise funds for the planetarium chairs early next year.
16	Closure Next Meeting	<p>Next Meetings: 19.30 via Skype on the following dates (3rd Tuesday of the month was proposed: 15 Jan, 19 Feb, 20 March, 16 April (may be changed due to holiday period) , 21 May, 18 June, 16 July, AGM on 7 Aug</p>

Minutes Approved: _____ Date: _____
 Chair: I Glass

Annexures:

Item 16.2

- Breakdown of the 777 views of all videos
- A pictorial history of SAAO Sutherland 25 views
- Analogies in Astronomy and Physics 15 views
- ASSA Symposium closing remarks 11 views
- ASSA's contribution to Bloemfontein's Two Observatories' Project 16 views
- Astronaissance: Communicating Astronomy and Space to the African Imagination 13 views
- Astronomy and the School Curriculum in South Africa 17 views
- Astronomy Online 37 views
- Astrophotography from a backyard observatory 60 views
- Astrophotography workshop led by Dale Liebenberg 24 views
- Cape Astronomical Association: Origins of ASSA 13 views
- Collection of Pencil Sketches of Astronomers 12 views
- Doing astrophotography with a DSLR on a tripod 167 views
- Extrasolar Planets 15 views
- Galaxy Clusters 43 views
- Large MeerKAT Survey Proposals 10 views
- Lessons Learned in Outreach 15 views
- Nicolas-Louis de La Caille at the Cape (1751-1753) 22 views
- Observational Cosmology: a 30 year window 11 views
- Observing programmes at the Bronberg and Klein Karoo Observatories 15 views
- Radio astronomy: SKA-era interferometry and other challenges 60 views
- Some open clusters I didn't discover 14 views
- The MeerKAT radio telescope - the path to the SKA mid-frequency array 72 views
- The SAAO Outreach Programme 5 views
- The shaping and testing of two 20-inch optical telescope mirrors 42 views
- Tracking Space Debris-including Spy Satellites 27 views
- What's Up with SALT? 16 views

Checklist:

- 15 Jan Scholarship application dead line
- 31 Mar Closing date for nominations for: Honorary Members and Awards
- 15 April Deadline for Secretary to send to Council list of nominations.
- 30 April Deadline for agreement with Struik of the printing schedule for the following SGAS
- 1 Jun Call for nominations for Council
- 30 Jun Closing date for nominations for Council, receipt of Section reports, for receipt of report from Scholarships Convenor, for submission of items for placing on the Agenda of the AGM, Financial year end
- 1 Jul Submission of annual updated ASSA membership form, Country Members: Subs renewal
- 31 Jul Closing date for ballot for Council nominations
- AGM 1st Wed in Aug. 21 business days before 1st Wed in Aug: Deadline for members to receive notice
- 1 Oct Appointment/Negotiations with SGAS Editor for next edition. Open negotiations with STRUIK