

ASSA COUNCIL MEETING MINUTES

Page 1 of 5

DATE	24 Jan 2012	TIME	19:40 to 20.23	VENUE	Via Skype
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ATTENDANCE

Present	Role
AJ Nel	Treasurer
Chris Stewart	Council Member
Pat Booth	Membership Secretary
Lerika Cross	Secretary (Chair)
Christian Hettlage	Web Master
Auke Slotegraaf	Sky Guide Editor
Gary Els	Chair – ASSA Johannesburg Centre
Bosman Olivier	Chair – ASSA Pretoria Centre

Apologies (a) Not present

I Glass	President
Matie Hoffman	Vice President and Chair – Bloemfontein Centre
John Saunders	Chair - Hermanus Centre
Logan Govender	Chair - Durban Centre
Maciej Soltynski (a)	Council Member, Convenor of Scholarship Committee
Case Rijdsdijk (a)	Chair - Garden Route Centre, MNASSA Editor
Lia Labuschagne	Chair – ASSA Cape Centre

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

	Agenda Points	Discussions / Decisions / Actions (in bold)
1	Welcome	The meeting started late trying to ensure that everyone showing on Skype can be connected. I Glass, the President, was not able to attend on short notice and L Cross, Secretary, opened and led the meeting in his absence as there were 7 members present. Apologies were noted as received from C Rijdsdijk, M Soltynski.
2	Minutes /Matters arising	Previous Minutes of Meetings 2.1 The minutes of the meeting on 27 November 2012 were confirmed. 2.2 Matters arising from that meeting were noted in <i>italics</i> in the agenda and also below in the minutes.
3	3.1 Financial Matters – Non Profit Organisation	Financial Matters 3.1 ASSA registering as non-profit organisation <i>The Society will early in the 2012/2013 financial year become a registered non-profit organisation. <u>AJ Nel</u> to request a resend of application</i> <u>AJ Nel</u> reported that he did a resend of the application and is awaiting response.
	3.2 Financial Matters – Investment of ASSA Funds - 2013	3.2 Investment of ASSA Funds - 2013 <i>Meeting of 25 Sep 2012 agreed: 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. Meeting of 27 Nov 2012 agreed: Council agreed with the principle of one investment</i>

ASSA COUNCIL MEETING MINUTES

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	<p><i>account subject to <u>AJ Nel</u> providing the proposed detail in email to Council for final consideration.</i></p> <p><u>AJ Nel</u> reported that he contacted the SBSA branch in Pinelands - where the ASSA accounts are kept - in mid Dec 2012 with a request to combine the 3 ASSA accounts for purposes of ease of admin and secure maximum interest. <u>AJ Nel</u> to follow up with the bank branch to establish progress.</p>
<p>3.3 Financial Matters – Process for applying for ASSA funds</p>	<p>3.3 Process for applying for ASSA funds <i>(4.4) Agreed at meeting of 27 Nov 2012: <u>AJ Nel</u> proposed that Council allocates the annual interest and half the estimated profit for such efforts. This was agreed to in principle by Council. <u>AJ Nel</u> to send proposed guidelines to Council which can then be debated and finalised soonest.</i></p> <p>3.3.1 Policy document: It was noted that <u>AJ Nel</u> did send out a draft fund distribution policy and comments were received from I Glass, M Soltynski, L Cross, C Stewart, C Rijdsdijk, A Slotegraaf. <u>AJ Nel</u> advised that he felt that the proposal adequately addressed all comments. <u>AJ Nel</u> proposed that the proposed layout for a request - as received from M Soltynski - be incorporated in the policy document. Council supported this layout:</p> <ul style="list-style-type: none"> · Date of application · Title of Project · Amount requested · Start date and duration of project · ‘Owner’ of project – i.e. name or names, or if a body, the name of the body and the name of a responsible person (and contact details) · Purpose of project · Number of people involved in the project organisation · Number of people to be affected by the project · How will the project be judged to have been a success · Description of Project (not more than 300 words) · Budget for project i.e breakdown of allocation of funds requested from ASSA · Other envisaged sources of project funding, and amount from each source <p><u>AJ Nel</u> to amend the proposal and send to Council.</p> <p>3.3.2 Amount of monies for funding: A Slotegraaf asked - and members supported his request – if <u>AJ Nel</u> could advise on the total amount of monies that would be available for consideration throughout the year.</p>
<p>3.4 Financial Matters - ASSET</p>	<p>3.4 ASSET <i><u>AJ Nel</u> 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.</i></p> <p><u>AJ Nel</u> did compile and sent a note to ASSET – see attachment to the minutes. <u>AJ Nel</u> has not yet had a response from ASSET.</p>
<p>3.5 Financial Matters - Auditing</p>	<p>3.5 Auditing of 2010/2011 and 2011/2012 <i>2010/2011 and 2011/2012 years are still to be audited;</i></p> <p><u>AJ Nel</u> reported that he will provide the required information to R Glass soonest and advise when he had done so.</p>
<p>3.6 Financial Matters – Payments by</p>	<p>3.6 Payments by Centres and ASSA for SGAS 2013 <i><u>AJ Nel</u> advised that he may still be waiting for two Centres to still pay for their SGAS 2013 order.</i></p>

ASSA COUNCIL MEETING MINUTES

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	Centres for SGAS 2013	<u>AJ Nel</u> advised that he still is awaiting payment from Durban Centre and will send <u>L Govender</u> a reminder.
	3.7 Financial Matters – ASSA Symposium leftover	<p>3.7 ASSA Symposium – financial leftovers <i>There was supposed to be a cheque donation of 350 Pounds to the Symposium and <u>IS Glass</u> will follow up.</i> C Hettlage reported that he is aware that the cheque donation was received. Thus no more outstanding financial issues relating to the Symposium.</p> <p>After the meeting: I Glass advised Garth Hampshire garth@postman.co.za that “the proceeds of the Oxford cheque should be forwarded to the ASSA national treasurer as the event was an ASSA national one”. AJ Nel was copied on the mail.</p>
4	Membership matters	<p>4.1 New Members and Membership numbers P Booth reported – and Council accepted – these new Country members: MR GUILLAUME DE SWART, UNIT 2 TIVOLI FLATS, HUMEWOOD RD & STRAND AVE, HUMEWOOD, PORT ELIZABETH, 6001 MR ERNEST HENDRIK LE ROUX, PO BOX 3100, POLOKWANE, 0700 MR MIKE NCUBE, PO BOX 2725, POLOKWANE, 0700 MR CHARLES POSTHUMUS, POSTNET SUITE 3124, PRIVATE BAG X82245, RUSTENBURG, 0300 MR ANDRE POTGIETER, 80 VAN DER STEL AVE, UITENHAGE, 6229</p> <p>The total: 145 Country members incl Hons</p> <p>4.2 B Olivier asked is ASSA responds in writing to new Country members and P Booth confirmed that she does and also sends them a SGAS copy. Between P Booth and B Olivier an issue with a new member Mr Posthumous was clarified.</p> <p>4.3. G Els asked if the Constitution precluded anyone from joining as an ASSA Country member and a Centre member – it discussed and confirmed that anyone can join both as a Country member and a Centre member.</p>
5	Scholarships	<p>Scholarships L Cross noted that the checklist lists 15 Jan for the Scholarship application dead line and noted the report sent in my M Soltynski: ”scholarships for 2013 have been advertised on AstroNet and at UCT and SAAO staff. I am willing to accept applications all year, but have indicated 1 Feb as a closing date as Jan 15 is too early in the year (matric results only just out, universities not up to speed etc). So far have three enquiries and no applications.”</p>
6	Section Director Guidelines	<p>Section Director Guidelines <i>Refer to the input received and listed at the end of minutes of 15 Nov 2011).</i> <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> <p>A Slotegraaf reported that his discussion with T Cooper is ongoing.</p>
7	Website	<p>Website Review <i>Website Review: A Slotegraaf advised that the website is also dependent on the ASSA Section review and should be seen in tandem.</i> C Hettlage reported that he intends to have a draft new website up by mid-Feb – he was thanked and his efforts applauded by all attendees.</p>
8	Historical Section	<p>ASSA Archives to UCT Archive No outstanding actions - and nothing reported or discussed.</p>
9	Editorial	MNASSA

ASSA COUNCIL MEETING MINUTES

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	Board Matters - MNASSA	<p><i>Council agreed with M Soltynski's suggestion that MNASSA becomes available on ASSA website and not on separate site from ASSA.</i> <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).</i></p> <p>9.1 The matter was briefly again reviewed by Council and attendees concurred that the MNASSA website home should be on the SAAO server and be integral part of the ASSA website. L Cross undertook to get I Glass' final confirmation on this outcome.</p> <p>After the meeting from I Glass: "Regarding the MNASSA web site, I reluctantly agree but suggest that the existing mnassa.org site be retained for a year with a message saying that the enquiry is being forwarded to the new site and that the old one will be closed down at the end of 2013. The editor and Willie Koorts need to be told of this."</p>
10	Editorial Board Matters - SGAS 2013	<p>SGAS 2013 10.1 Charge for SGAS by Centres for SGAS: C Rijdsdijk requested that Council discusses this query: "I do not think that centres should get financial gain from the sale of SGAS to members, especially as it is available in bookstores at R95". His query came as result of information from one Centre that is selling on SGAS at R100.</p> <p>AJ Nel agreed that in terms of the Struik agreement SGAS should be sold to members at cost which is the price charged to Centres – if there are visitors to a Centre meeting AJ Nel noted that some mark-up on the cost price could be charged by a Centre. B Olivier advised that Pretoria Centre includes a copy of SGAS for free as part of annual fees and also to new members.</p> <p>SGAS 2014 10.2 Appointment of A Slotegraaf as SGAS 2014 Editor: As it was noted – in response to a question from L Cross – that A Slotegraaf has not been formally appointed as the SGAS 2014 Editor, B Olivier proposed and members attending supported the proposal that A Slotegraaf be appointed formally as SGAS 2014 Editor. <u>AJ Nel</u> will arrange for a contract to be presented to A Slotegraaf.</p> <p>10.3 Ideas for SGAS 2014: Council was asked to solicit and return ideas for next edition to A Slotegraaf.</p>
11	Constitution leftovers	<p>New ASSA Constitution: List of items left over or arising from the Constitution change (17.1) <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> <i><u>AJ Nel</u> to recommend to Council the next steps to finalise changes to Constitution such as voting process</i></p> <p><u>AJ Nel</u> advised that the amended Constitution - with the revisions as proposed after its formal acceptance via the written voting process in 2011 – needs to be voted on again by members.</p> <p>The proposal by G Els was agreed by attendees: the amended document, annotated with the changes, be presented to the Centre members by <u>the Centre Chairs</u> during their meetings and newsletters in February and that the outcome of a voting process be forwarded from each Centre Chair to the Secretary, L Cross by mid March (15 March) .</p> <p>A copy and note also to be placed on the website (wording to be supplied by <u>AJ Nel</u>) – <u>C Hettlage</u> to arrange.</p>
12	General	<p>General 12.1 Young Scientist Expo: B Olivier informed Council that ASSA Pretoria is going ahead with</p>

ASSA COUNCIL MEETING MINUTES

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		<p>sponsorship of the Expo in the form of donated prizes; he undertook to give relevant information for circulation in case other Centres are interested in doing same.</p> <p>12.2 Distribution of ASSA Council minutes: B Olivier asked that that L Cross has a look when the minutes of the meeting held on 27 Nov 2012 was circulated to Council. It was done on 5 Dec at 7.32pm.</p>
13	Late item - omitted	<p>For information and discussion at the next ASSA Council meeting:</p> <p>13.1 Next ASSA Symposium: Logan Govender, ASSA Durban advised L Cross on 20 January that: “at a special meeting of the Durban Committee, members approved the motion to host the 2014 ASSA Symposium in Durban. We are in the process of forming a sub-committee to be responsible for this event, details of whom will be forwarded in due course. We welcome any advice and suggestions from Council as well as all previous hosts”</p>
16	Closure Next Meeting	<p>Next Meetings: 19.30 via Skype on the following proposed dates: Attendees agreed that the next scheduled meeting for 19 Feb should be scrapped. The next meetings - after discussion with I Glass after the meeting (3rd Monday in a month) these are possible dates: 18 March, 15 April (may be changed due to holiday period), 20 May, 17 June, 15 July. AGM on 7 Aug</p>

Minutes Approved: _____ Date: _____

Attachments to minutes:

Latest versions of: The Funding Policy, the ASSA Constitution, letter sent to ASSET.

Checklist:

- 1 Feb Scholarship application dead line (changed 27 Jan 2013)
- 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