

ASSA COUNCIL MEETING MINUTES

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DATE	20 May 2013	TIME	19:40 to 20.55	VENUE	Via Skype
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ATTENDANCE

Present	Role
Ian Glass	President (Chair)
AJ Nel	Treasurer
Chris Stewart	Council Member
Lerika Cross	Secretary
Maciej Soltynski	Council Member, Convenor of Scholarship Committee
Auke Slotegraaf	Sky Guide Editor
Lia Labuschagne	Chair – ASSA Cape Centre
Bosman Olivier	Chair – ASSA Pretoria Centre
Case Rijdsdijk	Chair - Garden Route Centre, MNASSA Editor
Pierre de Villiers	Chair - Hermanus Centre
Gary Els	Chair – ASSA Johannesburg Centre

Apologies (a) Not Present

Matie Hoffman	Vice President, Chair – Bloemfontein Centre
Pat Booth	Membership Secretary
Christian Hettlage (a)	Web Master
Logan Govender (a)	Chair - Durban Centre

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 present. Apologies were received from Christian Hettlage and Logan Govender.
2	Minutes /Matters arising	Previous Minutes of Meetings Minutes of meeting on 18 March 2013 were accepted. Matters arising from previous meeting are noted in <i>italics</i> in minutes below, actions underlined.
3	Financial Matters	Financial Matters 3.1 ASSA registering as non-profit organisation <i>18 Mar 2013: C Hettlage reported that ASSA received a letter saying that the application for registration has been received by Department of Social Development.</i> AJ Nel reported that the Department of Social Development want amendments to the Constitution and also require all Council members' details. There is also apparently concern about non-South Africans being listed as Council members. <u>AJ Nel</u> undertook to write to them and raise the concerns and queries discussed. (AJN sent an email dated 22 May attaching a letter dealing with the issues – anyone can obtain a copy of this letter from the Secretary on request).
	Financial Matters cont	3.2 SARS tax amnesty: <u>AJ Nel</u> undertook to contact Ronnie Glass (External Auditor) for an opinion about exploiting the tax amnesty offering from SARS.
	Financial Matters cont	3.3 Investment of ASSA Funds - 2013 <i>25 Sep 12: Agreed: ~50% of the funds in the current business account as well as all funds in the two investment accounts may be transferred to a central investment account - the annual interest earned to be used to settle the bursaries.</i> <i>27 Nov 2012 agreed: Council agreed with the principle of one investment account.</i>

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	<p>24 Jan 2013: <i>AJ Nel contacted the SBSA branch in Pinelands with a request to combine the 3 ASSA accounts for purposes of ease of admin and secure maximum interest.</i></p> <p>18 Mar 2013: <i>AJ Nel reported that Standard Bank has forwarded to him the documentation to combine the accounts.</i></p> <p><u>AJ Nel</u> reported that he has completed the documentation for combining the 3 accounts and gave it in at Greenstone SBSA branch – he explained that the account will receive 5% fixed interest and the monies could be made available on short notice.</p>
Financial Matters cont	<p>3.4 ASSET</p> <p>24 Jan 13: <i>AJ Nel sent a note to ASSET and proposed to ASSET that they transfer the ASSET funds to ASSA and close ASSET</i></p> <p>No formal response has been received yet. L Cross advised that she resent the note by AJ Nel to P Cramb as he asked for it on 18 May 2013.</p>
Financial Matters cont	<p>3.5 Auditing of 2010/2011 and 2011/2012</p> <p>2010/2011 and 2011/2012 years are still to be audited;</p> <p>18 Mar 13: <u>AJ Nel</u> advised that the Financials was sent off to the Auditor R Glass on 14 March.</p> <p><u>AJ Nel</u> undertook to make the documents in a pdf form and mail it to Ronnie Glass and copy Ian Glass.</p>
Financial Matters cont	<p>3.6 Payments by Centres and ASSA for SGAS 2013</p> <p>24 Jan 13: <i>AJ Nel advised that he still is awaiting payment from Durban Centre and will send L Govender a reminder.</i></p> <p><u>AJ Nel</u> to just finally confirm if payment has been received from Durban Centre.</p>
4	<p>Membership matters</p> <p>New Members and Membership: membership status, issues</p> <p><u>P Booth</u> did not attend the meeting and no stats were provided before the meeting.</p>
5	<p>Scholarships</p> <p>M Soltynski noted that there was nothing to report.</p>
6	<p>Section Directors & Website Review</p> <p>Section Director and Website review</p> <p>6.1 Following a review done since the last Council meeting, by a working group comprising the Section Directors and volunteers on Council, the work-in-progress document (filename ASSA Communication 130515) was tabled at the meeting.</p> <p>6.2 The review included the work already done in terms of the Section Director and the website review (refer to previous minutes) and was prompted by the resignation of Tim Cooper as CAM Section Director and the comments that followed his resignation.</p> <p>6.3 The work-in-progress document asked for Council’s approval in principle, to:</p> <ul style="list-style-type: none"> • <i>Replace Sections with Interest Groups and replace Section Directors with Specialists and Facilitators appointed by ASSA Council. This was agreed to in principle with the amendment to retain the naming of Section Directors instead of calling them Facilitators;</i> • <i>Establish / formalise a number of roles on Council in order to achieve the ASSA objectives specifically in terms of Observing and Outreach (noted in the Constitution). These focus areas were also suggested to be replicated at ASSA Centres. No objections was received from Council on this proposal;</i> • <i>Analyse the technology options and implement suitable means and mechanisms to support the endeavours of Section Directors and Specialists to enable interaction, communication and cooperation among ASSA Council, ASSA Centres , Specialists, Facilitators, ASSA Members and the public at large. Commence with the ASSA website; a sub-committee to progress this. No objections was received from Council on this proposal</i> • <i>Assess the implications on ASSA Constitution. Although not discussed in detail, it was not seen that the review will have significant changes on the Constitution. However, it was agreed that the finalisation of the Constitution should await the final recommendations from</i>

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		<p>the working group;</p> <ul style="list-style-type: none"> • <i>Longer term: a periodic rejuvenation review – to see what is working and see if the processes are Ok for the times. ASSA Symposium is considered a good forum for such reviews. This proposal was not discussed.</i> <p>6.4 As no objection was received from Council, the <u>working group</u> received a mandate to continue efforts with the <u>Secretary</u> co-ordinating the progression of the document.</p> <p>6.5. L Cross asked for formal feedback from <u>anyone</u> interested in responding; to facilitate this, the document is attached to the minutes in MsPowerPoint format.</p>
7	Historical Section	<p>ASSA Archives to UCT Archive No outstanding actions.</p>
8	Editorial Board Matters - MNASSA	<p>MNASSA <i>18 Mar: Council agreed that the MNASSA website will be retained and a link to the MNASSA site will be placed on the ASSA page - the ASSA Page will be the main link given out as reference as the point of contact for MNASSA. (in abeyance for website review)</i></p> <p>8.1. Ian Glass reported that he had sent to the SAO/NASA abstract service entries which included the URLs for most of the articles published in MNASSA during the last few years. This should help to raise ASSA profile in the worldwide community. Willie Koorts was thanked for extracting the individual files. Council expressed its thanks to Ian and Willie for a great effort.</p>
9	Editorial Board Matters - SGAS 2013	<p>SGAS 2014 <i>24 Jan 13: AJ Nel will arrange for a contract to be presented to A Slotegraaf.</i></p> <p>9.1 AJ Nel advised that a proposed contract was prepared that provided for an increase of 9.8%. There was no objection from Council in this regard. <u>AJ Nel</u> to forward the contract to A Slotegraaf.</p> <p>9.2 A Slotegraaf noted that the SGAS must go to the printers in mid to late September.</p>
10	ASSA Constitution	<p>New ASSA Constitution: <i>18 Mar: AJ Nel will finalise the copy for publication on the website and final distribution.</i></p> <p><u>AJ Nel</u> offered to distribute the latest draft of the Constitution as well as a mark-up version for the purposes of the Dept of Social Development regarding the NPO application.</p>
11	Next ASSA Symposium	<p>Next ASSA Symposium Nothing specific to report.</p>
12	ASSA General	<p>ASSA General</p> <p>12.1 Honorary Members and Awards: No formal motivation was received for a Gill Medal or any other award by end March, thus there will be no awards for 2012/13.</p> <p>12.2 AGM : Date and venue: AGM was confirmed for 7 August in Cape Town at the SAAO. <u>L Labuschagne</u> kindly offered to look at the implications on the Cape Centre's meeting arrangements ; and also kindly to arrange for refreshments for the AGM.</p> <p>12.3 Call for Nominations for Council : <u>L Cross</u> to arrange for call for nominations for Council 2013/14 to be sent out and placed on website.</p>
13	General	<p>General</p> <p>13.1 Sky & Telescope subscription for Ronnie Glass as Hon Member: P Cramb advised L Cross that R Glass does not get a Sky & Telescope as Hon Member. P Booth did write to all Hon Members to advise them of the process to follow. L Cross to ask <u>P Booth</u> to again forward the mail to Ronnie and also ask him if he needs help to subscribe himself and claim back from</p>

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		<p>AJ Nel.</p> <p>13.2 Endorsement by ASSA requested of the Voortrekker Sterrekunde Spesialisasie run by Oord GoudRand Sterrekunde program: This is only required by early 2014. B Olivier and A Slotegraaf provided more information on this request and also noted that their syllabus looked to be of a high standard. Council supported the request in principle but requested the syllabus for formal review. It was agreed that the material should be formally reviewed by both Johan Smit (ASSA Pretoria) and also Willie Koorts as he is also involved with the Voortrekkers in the Western Cape. <u>L Cross</u> will request the syllabus.</p> <p>13.3 ASSA Deep Sky Directors Certificate: A Slotegraaf noted that the Certificate was issued to George Dehlen of Pretoria Centre for achieving ASSA Top 100 deep sky list – a great distinction - he also noted that Percy Jacobs is doing a fantastic job of encouraging observing in the ASSA Pretoria Centre.</p> <p>14.4 Candidate to serve as an ordinary member of the South African National Committee for the International Astronomical Union (SANC-IAU): For the record it was noted that Case Rijdsdijk was nominated for the position via email proposal/voting process.</p> <p>14.5 Photographic Glass Plates archives from the Republic Observatory: G Els reported that the glass plates were given a home by SAASTA for storage at the Johannesburg Observatory. It was noted that ASSET could be approached to fund digitising of the plates.</p> <p>14.6 Astronomy Town Meeting: G Els noted that the NRF acting director will be hosting a meeting in Cape Town on the future of astronomy.</p> <p>14.7 Contact detail outdated on the ASSA website: <u>G Els</u> noted that the ASSA website Centre contact details were out of date and agreed to inform C Hettlage of the details he would like to have appear for ASSA Johannesburg Centre.</p>
14	Closure Next meeting	Next Meetings: 19.30 via Skype on the following proposed dates: 17 June, 15 July AGM on 7 Aug

Minutes Approved: _____ Date: _____

Attachments to minutes:

- (1) ASSA Communication 130515.ppt (refer to item 6.5)

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 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