

# ASSA COUNCIL MEETING MINUTES

<b>DATE</b>	17 June 2013	<b>TIME</b>	19:30 to 20.25	<b>VENUE</b>	Via Skype
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## ATTENDANCE

### Present

### Role

Ian Glass	President (Chair)
Chris Stewart	Council Member
Lerika Cross	Secretary
Auke Slotegraaf	Sky Guide Editor
Christian Hettlage	Web Master
Bosman Olivier	Chair – ASSA Pretoria Centre
Case Rijdsdijk	Chair - Garden Route Centre, MNASSA Editor
Pierre de Villiers	Chair - Hermanus Centre

### Apologies (a) Not Present

Matie Hoffman	Vice President, Chair – Bloemfontein Centre
AJ Nel	Treasurer
Maciej Soltynski (a)	Council Member, Convenor of Scholarship Committee
Pat Booth	Membership Secretary
Lia Labuschagne	Chair – ASSA Cape Centre
Gary Els	Chair – ASSA Johannesburg Centre
Logan Govender (a)	Chair - Durban Centre

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

	<b>Agenda Points</b>	<b>Discussions / Decisions / Actions (in bold)</b>
1	Welcome	<p>I Glass welcomed everyone present.</p> <p>Apologies were received from Logan Govender and Maciej Soltynski.</p>
2	Minutes /Matters arising	<p><b>Previous Minutes of Meetings</b></p> <p>Minutes of meeting on 20 May 2013 were accepted.</p> <p>Matters arising from previous meeting are noted in <i>italics</i> in minutes below, actions underlined.</p>
3	Financial Matters	<p><b>Financial Matters</b></p> <p><b>3.1 ASSA registering as non-profit organisation</b></p> <p><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></p> <p><i>20 May 2013: AJ Nel undertook to write to Dept of Social Development and raise the concerns and queries discussed.</i></p> <p>No progress to report – AJ Nel not at the meeting.</p> <p><b>3.2 SARS tax amnesty:</b></p> <p><i>AJ Nel undertook to contact Ronnie Glass (External Auditor) for an opinion about exploiting the tax amnesty offering from SARS.</i></p>

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		<p>No progress to report – AJ Nel not at the meeting.</p> <p><b>3.3 Investment of ASSA Funds - 2013</b>  <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>  <i>20 May 2013: AJ Nel 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.</i></p> <p>No progress to report – AJ Nel not at the meeting.</p> <p><b>3.4 ASSET</b>  <i>24 Jan 13: AJ Nel sent a note to ASSET and proposed to ASSET that they transfer the ASSET funds to ASSA and close ASSET</i>  <i>20 May 2013: No formal response has been received yet.</i></p> <p>C Rijdsijk noted his concern regarding the slow progress in getting response from ASSET following the note from Council via AJ Nel; he stated his opinion that the matter should really be pushed if at all possible. <u>I Glass</u> offered to contact P Cramb informally.</p> <p><b>3.5 Auditing of 2010/2011 and 2011/2012</b>  <i>2010/2011 and 2011/2012 years are still to be audited;</i>  <i>20 May 2013: AJ Nel undertook to make the documents in a pdf form and mail it to Ronnie Glass and copy Ian Glass.</i></p> <p>I Glass noted that R Glass advised him that he has not received the documents. This was noted with concern as the AGM is a month away. <u>AJ Nel</u> to advise the current status as soon as possible to I Glass.</p> <p><b>3.6 Payments by Centres and ASSA for SGAS 2013</b>  <i>24 Jan 13: <u>AJ Nel</u> to just finally confirm if payment has been received from Durban Centre.</i></p> <p>No progress to report – AJ Nel not at the meeting.</p> <p><b>3.7 SARS tax amnesty:</b>  <i>(3.2) <u>AJ Nel</u> undertook to contact Ronnie Glass (External Auditor) for an opinion about exploiting the tax amnesty offering from SARS.</i></p> <p>No progress to report – AJ Nel not at the meeting.</p>
4	Membership matters	<p><b>New Members and Membership: membership status, issues</b></p> <p>4.1 <u>P Booth</u> did not attend the meeting. No contact has come from P Booth for 2 meetings. (Note: Ian made contact with Pat after the meeting and she indicated that she has been ill but is now on the way to recovery and is prepared to stand for Mem Sec again)</p> <p><b>Membership fees 2014</b></p>

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		<p>4.2 Council requested <u>AJ Nel</u> to make a recommendation for 2014 membership fees. It was discussed that perhaps the fees should take account of the anticipated 2014 budget and anticipated printing cost increase from SGAS.</p>
5	Scholarships	<p><b>Scholarships</b> M Soltynski advised before the meeting that there was nothing to report.</p>
6	Section Directors & Website Review	<p><b>Section Director and Website review</b> <i>(6.1) The working group received a mandate to continue efforts with the Secretary co-ordinating the progression of the document. L Cross asked for formal feedback from anyone interested in responding.</i></p> <p>6.1 Council considered the document which was attached to the agenda specifically pages 2 and 3. The document is also attached to the minutes with updates following the meeting.</p> <p>6.2 Council approved the recommended appointments of Section Directors and the additional roles on Council as depicted in the attached document.</p> <p>6.3 It was agreed that the Section Directors and ASSA roles will be reviewed each year by Council in June to allow adequate time to allow update of information in the new year's SGAS.</p> <p>6.4 The <u>Secretary</u> was asked to take the process forward of making contact with the appointees and also to facilitate the advertising - using channels open to Council – for those roles not yet filled.</p> <p><b>Website Review</b> 6.4 C Hettlage advised Council that the new SAAO website has gone live – Council members are encouraged to go and look at the new site.</p> <p>6.5 C Hettlage and A Slotegraaf advised that they are working hard to get the new ASSA site –which will kindly be hosted by SAAO - completed within the next week or two. A Slotegraaf is migrating the old website content to the new one. Council applauded their progress!</p> <p>6.6 <u>C Hettlage</u> and <u>A Slotegraaf</u> will advise Council as soon as content becomes available to comment on.</p>
7	Historical Section	<p><b>ASSA Archives at UCT Archive</b> C de Coning advised this to the Secretary before the meeting – for Council info:</p> <p>“ The material deposited at the Archive have been sorted and finally indexed about a month ago. Some of the material they label as ephemeral, such as votes cast by council and sealed on awarding the Gill medal. These material I collected and brought it back to "my archive" filled with odds and ends. In the last few months I received all the minute books and other material from the now defunct Natal Midlands Centre. I also received very interesting material from Jan Hers, including his original site report for choosing a site for a national observatory. His studies showed Graaf-Reinet to be superior, but the decision to use Sutherland was a political one and he was overruled. Last week I deposited this new material at UCT to be processed.”</p>

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8	Editorial Board Matters - MNASSA	<p><b>MNASSA</b></p> <p>8.1 The link to MNASSA.org site will 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. (<u>C Hettlage</u>)</p> <p>8.2 Both the ASSA site and the MNASSA.org site need to have a link to download the index of the MNASSA article content. (<u>C Hettlage</u>)</p> <p>8.3 I Glass asked if the SAAO can continue to provide the facility to look at the number of hits to the site and <u>I Glass</u> and <u>C Hettlage</u> will talk about this with SAAO staff. They will also chat to them about having a check to detect broken links to external websites.</p> <p>8.4 <u>C Rijsdijk</u> asked Centres for material for MNASSA and will draft a note to the Centre Chairs in this regard and also to individual ASSA members who are doing ASSA work.</p>
9	Editorial Board Matters - SGAS 2013	<p><b>SGAS 2014</b></p> <p>10.1 Editor Contract: A Slotegraaf has received his contact document from AJ Nel.</p> <p>10.2 SGAS 2014: A Slotegraaf reported that the SGAS is basically finished – just waiting for the changes about the contact detail that will come. He advised that he has included a Afrikaans/English wordelyst and asked if other translation lists would be useful. <u>B Olivier</u> offered some help in this regard.</p>
10	ASSA Constitution	<p><b>New ASSA Constitution:</b></p> <p><i>20 May: <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.</i></p> <p>No progress to report – AJ Nel not at the meeting.</p>
11	Next ASSA Symposium	<p><b>ASSA Symposium 2014 – to be hosted by the Durban Centre</b></p> <p>Nothing to report</p>
12	ASSA General	<p><b>General – brought forward from 20 May meeting</b></p> <p><b>12.1 Sky &amp; Telescope subscription for Ronnie Glass as Hon Member:</b> <i>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 AJ Nel.</i></p> <p>P Booth was asked by email but has not responded.</p> <p><b>12.2 Centre involvement at ASSA Council</b> <u>I Glass</u> offered to contact Durban and Bloemfontein.</p> <p>12.3 Note from Frikkie de Bruyn for general Council info: “After the closure of the Midlands Centre and the subsequent feeling of failure, I would like to tell you about a great success story. After the very successful ASSA Symposium held in Durban the number of members increased to an unbelievable level.</p>

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		<p>The Chairman and Committee saw the opportunity to maintain this trend and arranged for a course in astronomy. There were so many entries that the venue could hardly accommodate all the people. I had a look at the members and interested people present at a subsequent meeting and was surprised at the number of young people, some of them students from the university, and the enthusiasm of the meeting was really inspiring.</p> <p>This was followed up with a course in telescope making. Again the course was oversubscribed. A new course will now be presented in astrophotography. The calibre of speakers at meetings is very good; usually from institutions of higher learning in KZN. The newsletter is very attractive and offers something for everyone; from the beginner to more advanced members. This attracted more and more people to attend meetings and some became members. A great story indeed.”</p> <p><b>12.3 Astronomy Town meeting with the NRF – 1, 2 August</b> Attendees, I Glass, C Rijsdijk, M Soltynski will give feedback to Council after the meeting.</p>
13	AGM preparation	<p><b>13.1 Reports</b> <u>Secretary</u> to send a reminder to the existing Section Directors and Scholarships to ask to lodge reports for the year.</p> <p><b>13.2 Nominations</b> Nominations for Council to be submitted to Secretary by end June. Form by way of example is already on the website.</p> <p><b>13.3 Other arrangements</b> <u>Secretary</u> to proceed with draft agenda. I Glass asked if the <u>Secretary</u> and <u>Treasurer</u> will be coming to the AGM - arrangements to be finalised if they are attending.</p>
14	Next meeting	<p><b>Next Meetings:</b> 19.30 via Skype on the following proposed dates: 15 July AGM on 7 Aug</p>

Minutes Approved: \_\_\_\_\_ Date: \_\_\_\_\_

**Attachments to minutes:**

(1) ASSA Communication 130620.ppt (refer to item 6.1)

**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 1<sup>st</sup> Wed Aug. 21 business days before 1<sup>st</sup> Wed in Aug: Deadline for members to receive notice
- 1 Oct Appointment/Negotiations with SGAS Editor for next edition. Open negotiations with STRUIK