

ASSA COUNCIL MEETING MINUTES

DATE	15 July 2013	TIME	19:30 to 20.40	VENUE	Via Skype
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ATTENDANCE

Present	Role
Ian Glass	President (Chair)
Matie Hoffman	Vice President, Chair – Bloemfontein Centre
AJ Nel	Treasurer
Chris Stewart	Council Member
Maciej Soltynski	Council Member, Convenor of Scholarship Committee
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
Pat Booth	Membership Secretary
Lia Labuschagne	Chair – ASSA Cape Centre
Gary Els	Chair – ASSA Johannesburg Centre

Apologies (a) Not Present

Pierre de Villiers (a)	Chair - Hermanus Centre
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	<p>I Glass welcomed everyone present.</p> <p>Apologies were received from L Govender and P de Villiers.</p>
2	Minutes /Matters arising	<p>Previous Minutes of Meetings</p> <p>Minutes of meeting on 17 June 2013 were accepted.</p> <p>Matters arising from previous meeting are noted in <i>italics</i> in minutes below, actions <u>underlined</u>.</p>
3	Financial Matters	<p>Financial Matters</p> <p>3.1 ASSA registering as non-profit organisation</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>AJ Nel reported that documentation was forwarded on 23 May.</p> <p>(After meeting on 17 July AJN reported: “I have had a response from the Dir of NPO's and they are happy with our submissions but for the fact that we need to include a clause that the Society will perform financial transactions through a bank account. I have included it as clause 18.1 on the constitution with mark-ups and expl notes. We now need to place it on the website and advise on voting. We need 2/3 of all members to vote in favour, which is a schlep.” This version of the Constitution is attached to the minutes. Process for going forward would need to be agreed at the next meeting of Council.</p>

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		<p>3.2 SARS tax amnesty: <i>AJ Nel undertook to contact Ronnie Glass (External Auditor) for an opinion about exploiting the tax amnesty offering from SARS.</i></p> <p>AJ Nel reported that he spoke to Ronnie Glass. Based on current rules and the current financial status, ASSA does not need to apply to tax amnesty. Item closed.</p> <p>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> <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>AJ Nel reported that the forms need the President’s signature. <u>AJ Nel and I Glass</u> to arrange.</p> <p>3.4 ASSET <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>Council discussed the current situation and the outcome was that <u>I Glass</u> will draft a note to ASSET Trustees asking them to contribute to the AGM agenda. (After the meeting: the letter sent by I Glass is attached to the minutes).</p> <p>3.5 Auditing of 2010/2011 and 2011/2012 <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><u>AJ Nel</u> reported that he finalised all the financials up to 2012 13 (last 3 years) and he intends to drop it off personally with Ronnie Glass in Cape Town when in Cape Town 17, 18 July.</p> <p>3.6 Payments by Centres and ASSA for SGAS 2013 <i>24 Jan 13: <u>AJ Nel</u> to just finally confirm if payment has been received from Durban Centre.</i></p> <p>AJ Nel reported that he has not seen proof of payment by <u>Durban Centre</u> for SGAS 2013 and a proof of payment should be asked for to trace the payment. The payment is urgently required as SGAS 2014 copies will not be delivered unless payment for 2013 has been settled.</p>
4	Membership matters	<p>4.1 New Members and Membership: membership status, issues P Booth reported that no new members joined this year. I Glass asked <u>Centre Chairs</u> to provide their membership numbers to him as soon as possible.</p> <p>4.2 Sky & Telescope subscription for Ronnie Glass as Hon Member: <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.</p> <p>4.3 Membership fees 2014 <i>4.2 Council requested AJ Nel to make a recommendation for 2014 membership fees.</i> <i>It was discussed that perhaps the fees should take account of the anticipated 2014 budget and anticipated printing cost increase from SGAS.</i></p> <p>AJ Nel proposed that a nominal increase is made to the annual membership subscription. It was discussed and agreed that the membership fee should be increased to R55 pa and the</p>

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		entrance fee will be kept at R50.
5	Scholarships	<p>Scholarships M Soltynski reported that he will have the Scholarship report ready for the AGM. He said that he has approached SAAO to increase the three scholarships to R12 000.</p>
6	Section Directors & Website Review	<p>Section Director and Website review</p> <p>6.1 Section Director review <i>(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.</i></p> <p>6.1.1 L Cross reported that some – but not all responses – have been received from the newly appointed Section Directors and this will be followed up and detail provided as soon as received.</p> <p>6.1.2. M Hoffman proposed that an additional item be included in the checklist: by 30 June Council to review appointment and roles of Section Directors.</p> <p>6.2 Website Review <i>(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.</i></p> <p>6.2.1. C Hettlage and A Slotegraaf reported progress. A Slotegraaf will populate the site with old and newly gathered information – it is expected to complete the handover of the website before end August.</p> <p>6.2.2. It was proposed and agreed that once the static information has been updated the website will go live. A subsequent release will be the chat room / discussion groups and these will planned and prepared for to ensure that these are active from the start.</p> <p>6.2.3 It was asked if only ASSA members will be allowed to join the discussion groups – and it was agreed that anyone, across the planet, can join the discussion groups.</p> <p>6.2.4 The issue of moderation of groups was discussed (eg not to allow commercial advertising): it was agreed that the webmaster will determine the discipline and mechanism to follow upon registration of membership to the group/s to eliminate abuse of the forum.</p>
7	Historical Section	<p>ASSA Archives at UCT Archive Nothing was reported by the ASSA Archivist – C de Coning – but L Cross should ensure that he is copied on the minutes and also asked to contribute input to the meeting.</p>
8	Editorial Board Matters - MNASSA	<p>MNASSA</p> <p>8.1 Items in abeyance for new website: - <i>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. (C Hettlage)</i> - <i>Both the ASSA site and the MNASSA.org site need to have a link to download the index of the MNASSA article content. (C Hettlage)</i> - <i>Glass asked if the SAAO can continue to provide the facility to look at the number of hits to the site and I Glass and C Hettlage will talk about this with SAAO staff. They will also chat to them about having a check to detect broken links to external websites.</i></p> <p>8.2 C Hettlage confirmed that the SAAO is happy to continue hosting the ASSA website.</p>

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		<p>8.3 C Rijsdijk reported that he has had good input for MNASSA from P de Villiers (Hermanus Chair) and again extended thanks to W Koorts and I Glass for all their on-going contribution to MNASSA. C Rijsdijk will contact and solicit input from the other ASSA Chair persons.</p> <p>8.4 SABINET: M Soltynski asked AJ Nel if he has managed to invoice SABINET for ~ R7 000p. <u>AJ Nel</u> was asked to follow up on this.</p> <p>8.5 Bloemfontein Digital Planetarium: <u>M Hoffman</u> advised that the inauguration will be 1st week of October and offered to have input to MNASSA (due early November).</p>
9	Editorial Board Matters - SGAS 2013	<p>SGAS 2014</p> <p>9.1 A Slotegraaf advised all is on track and the content should be finalised for publication end September and he will request his requirements from Council for the SGAS 2014 edition.</p> <p>9.2 He noted the inclusion of a lexicon at the back of book with English and Afrikaans terms. It was suggested that a more comprehensive list could be made available on the website.</p> <p>9.3 SGAS 2014 advertisers: A Slotegraaf reported that everyone has been contacted and payment has already been received from Iziko.</p> <p>9.4 I Labuschagne offered to pass on a link to an Afrikaans/English dictionary (after the meeting, the link sent: http://akademie.org.za/tuisblad/index.php?option=com_content&task=view&id=151&Itemid=178)</p>
10	ASSA Constitution	<p>New ASSA Constitution:</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>The latest version of the Constitution is attached to the minutes.</p>
11	Next ASSA Symposium	<p>ASSA Symposium 2014 – to be hosted by the Durban Centre</p> <p>L Govender sent mail to I Glass advising that the proposed date for the 2014 Symposium is 25 – 27 Sep 2014.</p> <p>Extract from the mail provided after the meeting: “ the Committee for the Durban Symposium, which has been at work for the past few months has secured a venue. It is the Hotel School and Auditorium of the Durban University of Technology. It is a superb venue which is purpose designed for functions such as the symposium in secure surroundings. In addition, the DUT has an impressive radio astronomy department with its own on-site radio telescope. Prospective employees of the SKA are currently being trained there. I have booked same for the 25 – 27th September 2014 inclusive, during which the students will be on leave. The 24th is a public holiday, convenient for delegate travel and also allows an extended stay in the fairest city of the country! (Universe?) “</p> <p>The date was noted by Council and accepted. A picture of the proposed venue is attached to the minutes.</p>
12	ASSA General	<p>AGM</p> <p>12.1 Reports Reports have been received from: Deep Sky, Cosmology, CAM, ASSA Historical Sections.</p> <p>12.2 Nominations Nominations received:</p>

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		<table border="1" data-bbox="395 266 1385 456"> <thead> <tr> <th data-bbox="395 266 676 340">Proposed for Council Member</th> <th data-bbox="676 266 922 340">Proposer</th> <th data-bbox="922 266 1206 340">Seconder</th> <th data-bbox="1206 266 1385 340">Candidate consent</th> </tr> </thead> <tbody> <tr> <td data-bbox="395 340 676 378">Pierre de Villiers</td> <td data-bbox="676 340 922 378">Case Rijdsdijk</td> <td data-bbox="922 340 1206 378">Auke Slotegraaf</td> <td data-bbox="1206 340 1385 378">Yes</td> </tr> <tr> <td data-bbox="395 378 676 416">Maciej Soltynski</td> <td data-bbox="676 378 922 416">Auke Slotegraaf</td> <td data-bbox="922 378 1206 416">Christian Hettlage</td> <td data-bbox="1206 378 1385 416">Yes</td> </tr> <tr> <td data-bbox="395 416 676 456">Chris Stewart</td> <td data-bbox="676 416 922 456">Bosman Olivier</td> <td data-bbox="922 416 1206 456">Johan Smit</td> <td data-bbox="1206 416 1385 456">Yes</td> </tr> </tbody> </table> <p data-bbox="395 495 715 524">12.3 Other arrangements</p> <p data-bbox="395 524 976 555">The final AGM agenda is attached to the minutes</p> <p data-bbox="395 593 1461 692">12.4: Centres to be asked to please arrange their AGMs to be concluded before end July in 2014 – to allow all nominations to council to be finalised at the ASSA AGM (added to the checklist attachment to the minutes)</p>				Proposed for Council Member	Proposer	Seconder	Candidate consent	Pierre de Villiers	Case Rijdsdijk	Auke Slotegraaf	Yes	Maciej Soltynski	Auke Slotegraaf	Christian Hettlage	Yes	Chris Stewart	Bosman Olivier	Johan Smit	Yes
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13	General	<p data-bbox="395 696 497 725">General</p> <p data-bbox="395 725 1485 792">13.1 Astronomy Town meeting with the NRF 1, 2 August : I Glass, C Rijdsdijk, M Soltynski and M Hoffman will attend the meeting.</p> <p data-bbox="395 831 1493 893">13.2 IAU: M Soltynski proposed that there should be closer contact between Council and the office of the IAU.</p> <p data-bbox="395 931 1461 994">13.3 SGAS 2013: I Glass offered to send G Els (via W Koorts) some SGAS 2013 – these have been made available by Struik at reduced cost.</p> <p data-bbox="395 1032 1525 1131">13.4: Opening of the Digital Planetarium in Bloemfontein: M Hoffman said it would be good if ASSA could send some representatives to the opening event scheduled for the last week of October.</p>																			
14	Next meeting	<p data-bbox="395 1137 603 1167">Next Meetings:</p> <p data-bbox="395 1167 1066 1198">AGM on 7 Aug at the SAAO hosted by the Cape Centre</p> <p data-bbox="395 1198 900 1238">Next meeting via Skype on 9 Sept at 19.30</p>																			

Minutes Approved: _____ Date: _____

Attachments to minutes:

- Refer Item 3.1: File 2012-07-18 ASSA Constitutional Amendments With Explanations
- Refer to Item 3.4: File Letter to ASSET 130716
- Refer to item 10: 2012-06-27 ASSA Constitution
- Refer to item 11: ASSA Symposium 2014 Hotel School
- Refer to item 12.3: AGM Agenda 130807 v2

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, receipt of report from Scholarships Convenor, submission of items for placing on the Agenda of the AGM, Financial year end;
Council to review appointment and roles of Section Directors;
- 1 Jul Submission of annual updated ASSA membership form, Country Members: Subs renewal
- 31 Jul Closing date for ballot for Council nominations: **Centre AGMs to be concluded;**
- 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