

ASSA COUNCIL MEETING MINUTES

DATE	14 Oct 2013	TIME	19:30 to 20.26	VENUE	Via Skype
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ATTENDANCE

Present	Role
Matie Hoffman	President (Chair)
Ian Glass	Vice-President
Lerika Cross	Secretary
Pat Booth	Membership Secretary
Auke Slotegraaf	Sky Guide Editor
Christian Hettlage	Web Master
Peter Dormehl	Chair - Durban Centre
Gary Els	Chair – ASSA Johannesburg Centre
Bosman Olivier	Chair –Pretoria Centre
Case Rijdsijk	Chair - Garden Route Centre, MNASSA Editor
Lia Labuschagne	Chair - ASSA Cape Centre Chair

Apologies (a) Not Present

Pierre de Villiers (a)	Vice-President, Chair - Hermanus Centre
AJ Nel (a)	Treasurer
Chris Stewart (a)	Council Member
Maciej Soltynski (a)	Council Member

	Agenda	Discussions / Decisions / Actions (in bold)
1	Welcome	M Hoffman welcomed everyone to the 2 nd 2013/14 Council meeting. Apologies received are noted in the minutes.
2	Previous Minutes Matters arising	Previous Minutes of Meetings Minutes of meeting on 12 September 2013 were accepted Matters arising from previous meeting are in <i>italics</i> in minutes below, actions are underlined.
3	Governance	<p>3.1 Council 2013 14 Composition and Appointees</p> <p>3.1.1 Council 2013/14: M Hoffman confirmed that the new Vice President was duly elected since the previous meeting; as the only nomination received was for P de Villiers, a voting process was not necessary.</p> <p>3.1.2 Council Appointees: Council confirmed that the list of Council Appointees - as submitted with the agenda - was correctly recorded. As agreed and noted at the previous meeting the agenda and minutes were circulated to Appointees and individuals will be invited as called for by the agenda.</p> <p>3.2 Constitution</p> <p>3.2.1 (12 Sep) Changes agreed to be included in final draft and distributed to Council:</p> <ul style="list-style-type: none"> - Revisions required for registering Non- Profit Organisation. - To allow all members of Council to be eligible to be nominated as Vice-President, thus when the Centre Chairs for the next year are known. - Consider a provision of internet voting procedure, e.g. Survey Monkey. - Editorial Board to be included. <p>To finalise Constitution: Centre Chairs be asked to get their members approval. The voting process will be agreed at the next Council meeting and the voting process can then proceed after that.</p> <p><u>AJ Nel</u> to produce final draft and distribute to Council for final acceptance.</p>
4	Financial	Financial Matters

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	Matters	<p>4.1 Auditing of 2010/11, 2011/12, 2012/13 financials <i>(12 Sep) AJ Nel advised the meeting that the Financials for the year 2010/2011, 2011/2012 and 2012/13 were forwarded to the ASSA Auditor, R Glass – 7 August – currently under “audit”.</i> No progress reported (AJ Nel not present).</p> <p>4.3 Items in abeyance until there is substance to report</p> <p>4.3.1 ASSET <i>(12 Sep) Some members voiced concern that the relationship with ASSET has not yet been normalised. Council agreed that <u>M Hoffman</u> will make contact with I Glass and M Soltynski for background to the ASSA/ASSET communication to date and will advise in due course.</i></p> <p>4.3.2 ASSA registering as non-profit organisation <i>(12 Sep) Until the final ASSA Constitution can be presented to the Department, the matter is in abeyance</i></p> <p>4.3.3 Investment of ASSA Funds - 2013 <i>(12 Sep) AJ Nel advised that the item is on the backburner in consequence of insufficient funds to justify the combination of the accounts (R 500 000.00 required). This flows inter alia from the fact that the ASSET funds will not be made available for the combined investment.</i></p>
5	Membershi p matters	<p>Membership</p> <p>5.1 Membership fees 2014 <i>(12 Sep) It was agreed that the membership fee should be increased to R55 pa and the entrance fee will be kept at R50. After the meeting a query arose about the printed version of MNASSA and correspondence sent that it will be kept at last year’s pricing: extra R55 to the subscription.</i> Council confirmed to keep the cost for receiving a printed MNASSA at an additional R55.</p> <p>B Olivier enquired if it was not required by law to provide hard copies to the main libraries. ISG stated that only one library had to have a copy if fewer than 100 copies are printed. I Glass informed Council that we make computer print outs for a few members (about 12 copies) and 2 more are given to the SAAO. Council decided that, seeing MNASSA is now an e-publication and ASSA prints out only a few copies, the status quo will remain.</p> <p>5.2 Membership: membership status, issues P Booth submitted the membership status and said she is has not yet completed the renewal reminder process with the Country members: 82 (Country + Hons) members. No new members.</p> <p>M Hoffman enquired what the reported membership for 2012/13 was. Number reported in the President’s report in August:</p> <ul style="list-style-type: none"> • Bloemfontein 75 • Cape 60 • Garden Route 49 • Country Members 169 • Durban 90 • Hermanus 92

	Agenda	Discussions / Decisions / Actions (in bold)
		<ul style="list-style-type: none"> • Johannesburg 159 • Pretoria 101 • Total 795 <p>5.3 Sky & Telescope subscription for Ronnie Glass as Hon Member: <i>(12 Sep) P Booth 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> <u>P Booth</u> to action when she can.</p> <p>5.4 Increasing Country Membership - in abeyance until there is substance to report <i>(12 Sep) Proposals to increase ASSA's "country member" base: from outside SA borders and inside RSA borders. Council to think more on specifics – a 2014 Objective.</i></p>
6	Comms	<p>Communication</p> <p>6.1 Website, etc</p> <p>6.1.1 Council discussed A Slotegraaf's report which was included in the agenda. Further discussions will be held but in principle it was agreed that these proposals will be progressed by <u>C Rijsdijk</u>, <u>C Stewart</u>, <u>C Hettlage</u>, <u>A Slotegraaf</u> :</p> <ul style="list-style-type: none"> - Mail list assa_info@yahoo.com for distribution and receipt of ASSA news; - Mail list assa_discussion@yahoo.com for distribution of news from and general queries to Section Directors and Specialists; - Facebook page to be set up; - Twitter account to be created. <p>6.1.2 <u>A Slotegraaf</u> reported that the migration to the new website is complete and offered to get skype training sessions going with the Section Directors and the Centre Chairs on how to access and amend their web pages.</p> <p>B Olivier asked and it was discussed what happens to the old website. It was confirmed that there will be a link to the old website until everyone is happy with the new site. Thus, the old information will not be lost.</p> <p>6.2 ASSA Publications - MNASSA</p> <p>6.2.1 In abeyance for new website until progress to report:</p> <ul style="list-style-type: none"> - <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.</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.</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><u>C Hettlage</u> and <u>A Slotegraaf</u> to confirm if these items are implemented on the new site.</p> <p>6.2.2 <u>C Rijsdijk</u> confirmed that there will be 5 editions of MNASSA this year.</p> <p>6.3 ASSA Publications - SGAS</p> <p>6.3.1 SGAS 2014 delivery: information regarding delivery and payment was requested from Centre Chairs. <u>AJ Nel</u> to send invoices to the Centre Chairs and prepare order to Struik.</p>
7	Focus areas	Focus areas (to be retained on agenda for when agenda input is received)

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		<p>7.1 Scholarships</p> <p>7.2 Section Directors (Shallow Sky, Deep Sky, Cosmology and Astrophysics, Southern African Astronomy History, Dark Sky, Imaging, Instrumentation)</p> <p>7.3 General (ASSA Observing Officer, ASSA Communications Officer, ASSA Outreach Officer, ASSA Archivist)</p> <p>7.3.1 ASSA Archives at UCT Archive: C Rijdsdijk noted that C de Coning presented him with 2 CDs with all and the complete set of MNASSA editions since day 1. C Rijdsdijk and Council expressed their gratitude: many thanks, Chris!</p>
8	ASSA 2014 Symposium	<p>8 ASSA Symposium: 25 – 27 Sep 2014 (Hosts: Durban Centre)</p> <p>8.1 P Dormehl said that the venue is confirmed for Durban University of Technology and the Committee will meeting soon.</p>
9	General	<p>9. General</p> <p>9.1 Digital Planetarium opening (1-2 Nov)</p> <p>M Hoffman said the invites to Council was sent and feedback asked by 18 October.</p>
10	Next meeting	<p>M Hoffman closed the meeting at 20.26.</p> <p>Next meetings scheduled: 19.30 via Skype: 18 November, 10 Feb, 24 March, 5 May, 23 June, 14 July (if needed) AGM 6 August in Bloemfontein (to be confirmed)</p>

Minutes Approved: _____ Date: _____

Attachments to minutes: none

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 all Council Appointees including the 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 before the AGM;**
- 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