

# ASSA COUNCIL MEETING MINUTES

<b>DATE</b>	10 Feb 2014	<b>TIME</b>	19:30 to 20.45	<b>VENUE</b>	Via Skype
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## ATTENDANCE

Council	Role
Matie Hoffman	President (Chair)
Pierre de Villiers	Vice-President, Chair - Hermanus Centre
Ian Glass	Vice-President
AJ Nel	Treasurer
Chris Stewart	Council Member
Maciej Soltynski	Council Member
Lerika Cross	Secretary
Peter Dormehl	Chair - Durban Centre
Bosman Olivier	Chair –Pretoria Centre
Case Rijdsdijk	Chair - Garden Route Centre, MNASSA Editor
Lia Labuschagne	Chair - ASSA Cape Centre Chair
<b>Appointees</b>	
Auke Slotegraaf	Sky Guide Editor, SD – Deep Sky
Christian Hettlage	Web Master
Kos Coronaios	ASSA Observing Director

## Apologies (a) Not Present

Pat Booth (a)	Membership Secretary
Gary Els (a)	Chair – ASSA Johannesburg Centre

	<b>Agenda</b>	<b>Discussions / Decisions / Actions (in bold)</b>
1	<p>Welcome</p> <p>Minutes of 18 Nov 13</p>	<p>M Hoffman welcomed everyone to the 4<sup>th</sup> 2013/14 Council meeting. Apologies received are noted in the minutes.</p> <p>The minutes of the meeting held 18 November 2013 were accepted as a true reflection of the meeting (C Rijdsdijk, AJ Nel). Matters arising from previous meeting are in <i>italics</i> in the minutes, actions underlined.</p>
2	ASSA's Comms channels	<p><b>2 Communication</b></p> <p><b>2.1. Website and Communications</b></p> <p><i>(18 Nov) (6.1) The new ASSA website was made live on 13 November by SAAO IT</i></p> <p>C Hettlage expressed his thanks and appreciation to A Slotegraaf for his really excellent contribution and support of the new website. This was echoed by all and M Hoffman extended his appreciation to Auke and everyone who has – and is – contributing in making the ASSA website modern and relevant and an excellent amateur astronomers' resource.</p> <p>M Hoffman asked the <u>Centre Chairs and Section Directors</u> to give a short report back at the next meeting on how they have spread the word and contributed the new ASSA communication channels.</p> <p>When asked about the uptake from Hermanus Centre, <u>L Cross</u> offered to send a list of all the subscribers to the 2 mail lists ASSA_Info and ASSA_Communication to P de Villiers. Kos Coronaios noted that thus far there were 47 subscribers on the Discussion and 72 to the Info lists.</p> <p>M Hoffman also offered to spread the news perhaps using Sterre and Planete.</p> <p><b>2.2 ASSA Sections</b></p> <p>In the absence of G Els, L Cross tabled a proposed change to Section Director –</p>

	Agenda	Discussions / Decisions / Actions (in bold)
		<p>Astrophotography. G Els (current Section Director) support the request to Council to appoint Allen Versfeld as Section Director for Astrophotography; Allen is very keen to contribute in this role and has already populated the website with relevant information. The change was approved by Council – the updated list of Appointees is attached to minutes.</p> <p><b>2.3 ASSA Publications - SGAS</b>  <i>(18 Nov) (6.3) <u>AJ Nel</u> to post invoices to the Centre.</i>  <i>(18 Nov) (9.1) 1 October: Appointment/Negotiations with SGAS Editor for next edition. This was noted by Council. AJ Nel noted that it was a “rolling” contract with Struik.</i>  <u>AJ Nel</u> to confirm if all invoices were send and paid by Centres (to report at next meeting).</p> <p><u>AJ Nel</u> confirmed that the Struik contract is settled for 2015 edition and he will process the contract for the SGAS Editor 2015 (A Slotegraaf).</p> <p>C Rijdsdijk thanked Auke for another good job on SGAS 2014 and this was echoed by Council. M Soltynski asked if Council should not also acknowledge Ian Glass’ contribution for the SGAS 2014 edition – this was supported by A <u>Slotegraaf</u> and Council.</p>
3	Scholarships	<p><b>3. Scholarships</b>  Deadline was 1 Feb.  M Soltynski reported to Council that the applications were being considered by the Scholarship Committee. He re-iterated that there were 4 scholarships:</p> <ul style="list-style-type: none"> <li>- 3 granted by SAAO (R12k each for undergraduates) administers by ASSA;</li> <li>- 1 using ASSA funds (for 2nd and 3rd years). <u>AJ Nel</u> said that the likely amount from ASSA would be ~ R20 to R25k but he will still confirm this.</li> </ul> <p>M Soltynski advised that the outcome will likely be in 10 days’ time.</p>
4	Membership	<p><b>Membership</b>  <b>4.1 Membership: membership status, issues</b>  P Booth sent in a report:</p> <ul style="list-style-type: none"> <li>- 114 Country members incl Hon Members</li> </ul> <p>New members:</p> <ul style="list-style-type: none"> <li>- Ms Katherine James, Grahamstown</li> <li>- Another new member application was received but only paid R55 and balance is awaited</li> <li>-</li> </ul> <p>C Hettlage reported online membership applications:</p> <ul style="list-style-type: none"> <li>- Francois Botha (31 Jan)</li> <li>- Katherine James (27 Dec) – confirmed by P Booth</li> <li>- Nkosi Talent (18 Nov)</li> </ul> <p><b>4.2 Sky &amp; Telescope subscription for Hon Members</b>  <i>(12 Sep) (5.2) 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>  L Cross sent a mail to R Glass to advise him of the annual subscription process for Sky &amp; Telescope.</p>

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		<p>L Cross noted that problems are being experienced in renewing online for S&amp;T and assistance is being given to overseas Hon Member Jose Campos and also to Peter Cramb. The Hon Members at present are</p> <table border="1" data-bbox="408 344 1139 833"> <tr><td>1</td><td>MIKE</td><td>BEGBIE</td></tr> <tr><td>2</td><td>PAT</td><td>BOOTH</td></tr> <tr><td>3</td><td>JOSE DA SILVA</td><td>CAMPOS</td></tr> <tr><td>4</td><td>TIM</td><td>COOPER</td></tr> <tr><td>5</td><td>PETER</td><td>CRAMB</td></tr> <tr><td>6</td><td>MICHAEL</td><td>FEAST</td></tr> <tr><td>7</td><td>RONALD</td><td>GLASS</td></tr> <tr><td>8</td><td>ANDREW</td><td>GRAY</td></tr> <tr><td>9</td><td>TOM</td><td>LLOYD EVANS</td></tr> <tr><td>10</td><td>CASE</td><td>RIJSDIJK</td></tr> <tr><td>11</td><td>AUKE</td><td>SLOTEGRAAF</td></tr> <tr><td>12</td><td>MACIEJ</td><td>SOLTYNSKI</td></tr> <tr><td>13</td><td>MAGDA</td><td>STREICHER</td></tr> <tr><td>14</td><td>CLIFF</td><td>TURK</td></tr> </table> <p>From discussion it appears that a number of Hon Members are not exploiting their S&amp;T subscriptions. It is understood that P Booth wrote to all to advise them of the changed process (<u>P Booth</u> to just confirm this).</p> <p><b>Item in abeyance</b>  <b>4.3 Increasing Country Membership</b> - in abeyance until there is substance to report by any Council Member  <i>(12 Sep) (5.4) Proposals to increase ASSA’s “country member” base: from outside SA borders and inside RSA borders. Council to think on specifics – a 2014 Objective.</i></p>	1	MIKE	BEGBIE	2	PAT	BOOTH	3	JOSE DA SILVA	CAMPOS	4	TIM	COOPER	5	PETER	CRAMB	6	MICHAEL	FEAST	7	RONALD	GLASS	8	ANDREW	GRAY	9	TOM	LLOYD EVANS	10	CASE	RIJSDIJK	11	AUKE	SLOTEGRAAF	12	MACIEJ	SOLTYNSKI	13	MAGDA	STREICHER	14	CLIFF	TURK
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5	Outreach	<p><b>5. ASSA Outreach</b>  <i>(18 Nov) (7.1) A session held 11 Nov - to discuss the draft long term strategy for Education/Outreach/Science and Mathematics Awareness sent to SAASTA mail list Astronet by K Govender - prepared a draft reply and Council agreed that it may be sent by <u>M Hoffman</u> to K Govender.</i>  <u>L Cross</u> undertook to resend the draft prepared by the sub group to <u>M Hoffman</u> to consider for sending on to Kevin.</p>																																										
6	Governance	<p><b>6 Governance</b>  <b>6.1 Constitution</b>                      AJ Nel confirmed – when asked by M Hoffman – that Council can accept that all processes were followed and that the Constitution - as published on the website with some minor grammar changes - can now be considered as accepted and final by Council. <u>AJ Nel</u> will send the final version to Council for sign off.</p>																																										
7	Financial Matters	<p><b>7 Financial Matters</b>  <b>7.1 Auditing of 2010/11, 2011/12, 2012/13 financials</b>  <i>(12 Sep) (4.1) 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>  <i>(18 Nov) (4.1) <u>AJ Nel</u> advised that R Glass advised before the meeting that he will try and finalise audit of all three financial years before the end of December and he will follow-up again before mid-Dec.</i>                      AJN reported that he has had about 20 off queries from the Auditor who is processed all three audits and indications are that these could be finalised by month end.</p>																																										

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		<p><b>7.2 Two signatories to withdraw funds and increasing the withdrawal limit</b>  <i>(18 Nov) (4.2) Council agreed to increase the once off internet payment limit to R50 000 (from R20 000) and to add M Hoffman as a secondary authorised person for release of payments.</i>            AJN reported that M Hoffman was added as signatory. <u>AJ Nel</u> to confirm this item can be closed.</p> <p><b>7.3 ASSET</b>            The objective of the meeting was met in that Council agreed on the following approach to follow:</p> <p>All the comments received and made at the meeting will be taken into account by <u>M Hoffman, AJ Nel and C Rijdsdijk</u> who received a mandate from Council to draft a letter to the ASSET Trustees.</p> <p>The draft will aim at getting the ASSA and ASSET to work together as envisaged in the ASSET Trust Deed to achieve ASSET's main objectives ie to promote and further the interests of the ASSA. The drafting team agreed to have the draft ready for circulation to Council in a week.</p> <p><b>7.4 ASSA registering as non-profit organisation</b>  <i>(12 Sep) (4.3.2) Await final ASSA Constitution to be presented to the Department</i>  <u>AJ Nel</u> confirmed that this item can now be progressed if the ASSA Constitution is finalised albeit it still needs to be signed.</p> <p><b>7.5 Item in abeyance</b>  <b>7.5.1 Investment of ASSA Funds - 2013</b>  <i>(12 Sep)(4.3.3) The item is on backburner in consequence of insufficient funds to justify the combination of the accounts (R 500 000.00 required).</i></p>
8	ASSA 2014 Symposium	<p><b>8 ASSA Symposium: 25 – 27 Sep 2014</b> (Hosts: Durban Centre)            P Dormehl confirmed:</p> <ol style="list-style-type: none"> <li>(1) Venue would be Univ of Technology;</li> <li>(2) Theme: Astronomy SA – beyond SALT and the SKA. M Soltynski and C Rijdsdijk commented that the theme implies extremely long-term and may deter speakers;</li> <li>(3) Max number of attendees to cater for 150; charge for attendance R500;</li> <li>(4) A website will be set up. <u>P Dormehl</u> to provide the URL when it has been established and links to the site will be provided from the ASSA site and info distributed via the comms channels. C Hettlage noted that he was asked if the SAAO would be able to host the site but nothing further heard.;</li> <li>(5) M Hoffman noted that Council could possibly be approached to sponsor speaker travel.</li> </ol>
9	General	<p><b>9. General</b>  <b>9.1 Review of checklist:</b>            Council noted the upcoming closing date of 31 Mar for nominations.            Awards (other than Scholarships) are on <a href="http://assa.saao.ac.za/about/awards/">http://assa.saao.ac.za/about/awards/</a>:            Gill Medal, McIntyre, Long Service, Hon Members, President's Award, Observing Certificates.</p>

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		<b>9.2 Visits</b> M Hoffman said he had very pleasant visits to C Rijdsdijk in Wilderness and to the telescope making class in Johannesburg and would be continuing his visits around the Centres.
10	Next meeting	M Hoffman closed the meeting at 20.45 Next meetings scheduled: 19.30 via Skype: 24 March, 19 May, 14 July AGM 6 August in Bloemfontein (to be confirmed)

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

**Attachments to the minutes**

**Item 2.2**

**ASSA Appointees** (revised 10 Feb 2013)

<b>Section</b>	<b>Director</b>	<b>Area</b>	<b>ASSA</b>
Shallow Sky	D Blane	Scholarships	M Soltynski
Deep Sky	A Slotegraaf	ASSA Observing	K Coronaios
Cosmology and Astrophysics	F de Bruyn	ASSA Communications	C Rijdsdijk
Southern African Astronomy History	C de Coning	ASSA Outreach	J Smit
Dark Sky	J Smit	ASSA Archives	C de Coning
Imaging	A Versfeld		
Instrumentation	C Stewart		

**Item 9:**

**Checklist:**

- 1 Feb Scholarship application dead line
- 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 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