

ASSA COUNCIL MEETING MINUTES

DATE	24 Mar 2014	TIME	19:30 to 20.30	VENUE	Via Skype
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ATTENDANCE

Council

	Role
Ian Glass	Vice-President (Chair)
Chris Stewart	Council Member
Lerika Cross	Secretary
Pat Booth	Membership 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

Appointees

Christian Hettlage	Web Master
Chris de Coning	ASSA Archives, Astronomy History Director
Allen Versveld	AstroPhotography Director

Apologies (a) Not Present

Matie Hoffman (a)	President
Pierre de Villiers (a)	Vice-President, Chair - Hermanus Centre
AJ Nel (a)	Treasurer
Maciej Soltynski (a)	Council Member
Gary Els	Chair – ASSA Johannesburg Centre

NOTE:

The ASSA President could not attend the meeting held on 24 March and a subsequent special ASSA meeting was called for 31 March 8pm in order to progress key items before the next scheduled Council meeting. Outcomes from both meetings are included in this document.

	Agenda	Discussions / Decisions / Actions (in bold)
1	Welcome Apologies	I Glass welcomed everyone to the 3 rd 2013/14 Council meeting. Apologies received are noted in the minutes. Please read the note above.
2	Minutes of 10 Feb 2014 Agenda	The minutes of the meeting held 10 February 2014 were accepted as a true reflection of the meeting (C Rijdsdijk, C Stewart). The agenda was accepted. Matters arising from previous meeting are in <i>italics</i> in the minutes, actions underlined.
3	ASSA's Comms channels	<p>Communication</p> <p>3.1. Website and Communications (10 Feb) 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. <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. L Cross reported that no feedback was received and undertook to remind the Centre Chairs and Section Directors again and to distribute their comments to Council before the next Council meeting.</p> <p>3.2 Sections: ASSA Observing and Outreach A draft discussion document for Council's information was noted – and is attached to the minutes. The draft will be revised following further discussions and input from anyone interest in responding.</p>

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		<p>3.3 Sections: Dark Sky The mail from C Stewart sent with the agenda proposed that ASSA becomes a Group Member of the IESSA (Illumination Engineering Society of South Africa) which will place ASSA in a position to educate their members about light pollution and influence their direction. (refer http://www.iessa.org.za/node/13). This was unanimously agreed and <u>J Smit</u> (Dark Sky Director) <u>C Stewart</u> and <u>L Cross</u> were tasked to take this action forward.</p> <p>3.4 ASSA Publications - SGAS 3.4.1 (10 Feb) <u>AJ Nel</u> to confirm if all invoices were sent and paid by Centres and to process the contract for the SGAS Editor 2015. To be confirmed by <u>AJ Nel</u>.</p> <p>3.4.2 Leftover SGAS: P Booth advised that she had about 49 Sky Guides left for new Country Members joining for the year. There was a request from A Gray (who started the Brak River Astronomy Club) for SGAS 2014 copies. It was discussed and confirmed that ASSA is not allowed to “sell on” the SGAS. The recommendation to A Gray will be to have the club members join as ASSA Country Members (at a cost of R50 plus R55) and then they can get the SGAS as part of their membership. <u>L Cross</u> to reply to A Gray.</p> <p>3.4.3 QA on SGAS content As a nice positive comment, it was suggested that the <u>SGAS Editor</u> asks a couple of people to proof read the draft just to ensure that minor detail such as numbering and Sunrise and Sunset times are accurately recorded.</p>
4	Scholarships	<p>Scholarships M Soltynski’s report submitted before the meeting: The ASSA Scholarships Committee (M G Soltynski, I S Glass, A Gray and S Manxoyi of SAAO) awarded the SAAO-ASSA Scholarship (value R12 000 each, funded by SAAO) to:</p> <ul style="list-style-type: none"> - Francois Botha UNISA (2nd year modules) - Deon De Villiers UNISA (1st & 2nd year modules) - Verlon Etsebeth UNISA (mainly 2nd year modules) <p>There were 9 applicants, and about 5 other applicants who did not provide all the documents requested, and thus were not considered by the Committee</p> <p>The ASSA Scholarship went to the only applicant:</p> <ul style="list-style-type: none"> - Freya Bovim UCT 2nd year <p>The Committee decided to award her R10 000 from ASSA funds</p>
5	Membership	<p>Membership 5.1 Membership: membership status, issues P Booth reported that there were 115 Country Members incl Hon Members. One new member – D Horne PO Box Fairy Glen. B Olivier noted that it would be appropriate to highlight to new Country Members the existence of the closest ASSA Centre at the time of joining.</p> <p>Item in abeyance 5.2 Increasing Country Membership - in abeyance until there is substance to report by any Council Member (12 Sep) (5.4) <i>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>

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6	Outreach	<p>ASSA Outreach / SAASTA <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> <i>(10 Feb) <u>L Cross</u> undertook to resend the draft to <u>M Hoffman</u>.</i> Council to decide at the next meeting if this item can be closed.</p>
7	Governance	<p>Governance 7.1 Constitution <i>(10 Feb) AJ Nel confirmed 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.</i> <u>AJ Nel</u> to send the final version to Council.</p>
8	Financial Matters	<p>8. Financial Matters 8.1 Auditing of 2010/11, 2011/12, 2012/13 financials <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> <i>(10 Feb) AJN reported that he has had about 20 off queries from the Auditor who is processed all three audits</i> <u>Bookkeeping services:</u> the meeting of 31 March 2014 agreed that further to the mail from L Cross to Council dated 27 March 09.10pm a max of R5 000 may be incurred by Council to finalise the bookkeeping required to allow sign off of the audits for the last 3 years and to make a recommendation of how best to proceed to get painless audits in future.</p> <p>8.2 Two signatories to withdraw funds and increasing the withdrawal limit <i>(18 Nov) 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)</i> <i>(10 Feb) AJN reported that M Hoffman was added as signatory. <u>AJ Nel</u> to confirm this item can be closed.</i> <u>M Hoffman and AJ Nel</u> to report if this item can be closed.</p> <p>8.3 ASSA registering as non-profit organisation <i>(10 Feb) <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.</i> <u>AJ Nel</u> to advise</p> <p>8.4 Item in abeyance 8.4.1 Investment of ASSA Funds - 2014 <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>
9	ASSA Endowment Trust	<p>9 ASSET <i>(10 Feb) The objective of the meeting was met in that Council agreed on the following approach to follow: All the comments received and made at the meeting will be taken into account by <u>M Hoffman</u>, <u>AJ Nel</u> and <u>C Rijsdijk</u> who received a mandate from Council to draft a letter to the ASSET Trustees. The draft will aim at getting the ASSA and ASSET to work together as envisaged in the ASSET Trust Deed to achieve ASSET’s</i></p>

	Agenda	Discussions / Decisions / Actions (in bold)
		<i>main objectives ie to promote and further the interests of the ASSA.</i> C Rijsdijk offered to circulate his draft which were commented on and further discussed at the ad-hoc Council meeting held on 31 March following which further drafts were circulated. <u>M Hoffman</u> to mail the final to the ASSET Trustees. (Final edition is attached to the minutes)
10	ASSA 2014 Symposium	ASSA Symposium: 25 – 27 Sep 2014 (Hosts: Durban Centre) P Dormehl reported that: - he will send the website URL and info to have included in the next MNASSA and on the ASSA website; - Registration is open as soon as the info is published on the websites. R550 per person attending the 3 days; - Committee in the process of sending letters to the Centres and for general advertising and calling for papers /abstracts Presentations of the talks: C de Coning asked if it will be possible to do the same as Auke did with the presentations for the symposium hosted by the Cape Centre – to get everyone’s talks together and put them into a format for further distribution.
9	General	General 10.1 Review of checklist: 31 March: closing nominations for Honorary Members and Awards: A reminder will be sent to ASSA_announce. 10.2 Any other matter for General <u>Book Review Editor:</u> C Rijsdijk advised that L Labuschagne has agreed to do book reviews. It will also be placed in the next MNASSA.
10	Next meeting	I Glass closed the meeting at 20.30 Next meetings scheduled: 19.30 via Skype: 19 May, 14 July AGM 6 August in Bloemfontein (to be confirmed)

Minutes Approved: _____ Date: _____

Attachments to the agenda:

Documents:

Item 3.2: ASSA Outreach and Observing Ideas – 24 April 2014

Item 9. Final draft forwarded to ASSET

ASSA special focus areas

Section	Director	Area	ASSA
Shallow Sky	D Blane	Scholarships	M Soltynski
Deep Sky	A Slotegraaf	ASSA Observing	K Coronaios
Cosmology and Astrophysics	F de Bruyn	ASSA Communications	C Rijsdijk
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		

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