

DATE	16 Feb 2015	TIME	19:30 to 21:13	VENUE	Via Skype
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ATTENDANCE

Council	Role
Prof Matie Hoffman	President (Chair)
Dr Ian Glass	Outgoing Vice-President
Dr Pierre de Villiers	Vice-President, Chair - Hermanus Centre
Adv AJ Nel	Hon Treasurer
Chris Stewart	Council Member
Lerika Cross	Hon Secretary
Eddy Nijeboer	Vice Chair - Cape Centre
Peter Dormehl	Chair - Durban Centre
Case Rijdsdijk	Chair - Garden Route Centre, MNASSA Editor
Jerome Jooste	Chair – Johannesburg Centre
Bosman Olivier	Chair –Pretoria Centre

Appointees

Dr Christian Hettlage	Web Master
Auke Slotegraaf	SGAS Editor, Deep Sky Section Director
Allen Versveld	Imaging Section Director
Kos Coronaios	Observing Director

Apologies (a) /Distribution

Maciej Soltynski (a)	Council Member
Thinus van der Merwe	Chair - Bloemfontein Centre
Frank Jacobs (a)	Chair - ASSA Cape Centre
Chris de Coning (a)	ASSA Archiving, Astronomical History
Johan Smit	Outreach and Dark Sky Section Director
Frikkie du Bruyn (a)	Cosmology Section Director
Dave Blane	Shallow Sky Section Director

ASSET

Tim Cooper (a)	For ASSET Trustees
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	Agenda	Discussions / Decisions / Actions (in bold)
1	Welcome Apologies	M Hoffman welcomed everyone to the 4 th ASSA Council meeting for 2014/15. Apologies received are noted in the minutes.
2	Previous Minutes Agenda and Matters arising	M Hoffman asked and received acceptance of the Council minutes of meetings distributed with the agenda and which were held: - 17 November 2014. Proposed: C Stewart, Seconded: C Rijdsdijk - 26 January 2015 (special meeting on ASSA Finances). Proposed: C Stewart, C Rijdsdijk The agenda items as proposed were accepted and a couple of additional items included. Note: Actions arising from previous minutes are <i>in italics</i> . Actions are underlined
3	ASSA's Comms channels	Communication 3.1 ASSA Observing and Outreach and Dark Sky 3.1.1 ASSA NEO-Watch: It was noted that since the last meeting the ASSA NEO-Watch implemented: - an email group

Agenda	Discussions / Decisions / Actions (in bold)
	<p>- web page ie http://assa.saa.ac.za/sections/shallow-sky/neo-watch/ being updated by Tim Cooper</p> <p>- write up in MNASSA.</p> <p>The next steps are to continue marketing the initiative to reach the right amateurs with the right equipment and will be driven by T Cooper.</p> <p>3.1.2 No other item tabled.</p> <p>3.2 ASSA Publications - SGAS</p> <p>3.2.1 SGAS 2015: L Cross reported that some 5 people have advised since late January that they have not received the SGAS and these were sent additional copies.</p> <p>M Hoffman proposed and Council agreed that formal congratulations to A Slotegraaf for the 2015 edition are appropriate.</p> <p>3.2.2 SGAS 2016 (after the meeting): A Slotegraaf communicated with AJ Nel and M Hoffman regarding software requirements for the 2016 edition.</p> <p>3.3 ASSA Publications – MNASSA and/or Editorial Board</p> <p>C Rijdsijk noted that the next edition is on track and will be with I Glass shortly.</p> <p>3.4 ASSA Publications - C de Coning requested 3 copies SGAS / MNASSA</p> <p>Extract from request from C de Coning received before the meeting: “I would like to request at least 3 copies of ASSA generated printed materials for the ASSA Archive:</p> <p>(a) SGAS. For the last couple of years the archive has only one copy of the Handbook (Skyguide) and is my personal copy that I donated. This has come about since Council made the deal with "Random House Struik" to publish the handbook. Previously council decided to have x-amount of copies printed (Handbook and MNASSA). What we did not sell ended up in my archive.</p> <p>(b) MNASSA is now digitally available, but it would be good archival practice to print "full colour hardcopies". I would like to ask council for funds to print out three copies of each MNASSA since we went digitally, or alternatively we can make an agreement with SAAO who houses the archive to print the hardcopies and hand them to me.”</p> <p>Council agreed :</p> <ul style="list-style-type: none"> - to request (a). <u>L Cross</u> to send 3 SGAS copies to C de Coning; - in principle to request (b) subject to <u>C de Coning</u> presenting a cost estimate to Council and an invoice to Council in due course. <p>3.5 Website</p> <p>It was tabled that A Slotegraaf asked to be relieved from his current website maintenance duties, described as ASSAWeb Manager role.</p> <p>C Hettlage, who with A Slotegraaf set up the current site hosted at the SAAO, also wanted to reduce his effort but kindly agreed to stay on as ASSA Web Master and the link to the SAAO IT team for hosting issues.</p> <p>K Coronaios explained the approach proposed by A Slotegraaf that going forward updating of the website could be done by <u>Section Directors</u> (and other <u>Council Members</u>) of relevant pages/portions of the website and to also update the Home Page. A Slotegraaf has given</p>

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		<p>some training sessions and would be happy to give more training via telecom as required.</p> <p>It was noted that this approach is being tried and not yet fully operational with all Directors (and Council Members such as Secretary).</p> <p>Thus, there is a requirement to find a suitable replacement Web Manager. <u>ASSA Centre Chairs</u> are asked to consider if there is anyone at their Centres who would like to volunteer for the Web Manager role (which will include quality assurance) and to contact L Cross.</p> <p>M Hoffman expressed Council's gratitude to C Hettlage for agreeing to continue as Web Master.</p> <p>3.6 IAU Directory for World Astronomy: NameExoWorlds contest: http://www.iau.org/news/pressreleases/detail/iau1406/ C Rijdsijk reported that it took him a long time to get ASSA registered but future benefits will flow now that ASSA is registered. It was noted that the contest is only opened to ASSA members and applicants will be referred to B Olivier. B Olivier noted that he does not have access to the Centres' Members Lists and thus would not always know if the person is in fact a member. C Rijdsijk suggested that <u>B Olivier</u> asks the Centre Chairs for their member lists.</p>
4	Scholarships	<p>4 Scholarships 2015 4.1 HartRAO-ASSA Scholarships x 3 (R42 000) and ASSA Scholarship x1</p> <p>The scholarship applications dead line was 1 Feb. Report tabled from M Soltynski (Convener of Scholarships):</p> <p>“1. Marion West of HartRAO has been appointed (by HartRAO) to the ASSA Scholarships Committee. 2. 14 applications received for 3 HartRAO-ASSA and 1 ASSA scholarships. One ineligible and one late so leaving 12. 3. Academic quality of applicants is good. 4. But their ability to adhere to the application requirements is not. This has led to more than a week's delay in the selection process. 5. The ASSA Scholarship Committee is working on deciding who will be awarded the scholarships. The committee comprises Ian Glass, Andrew Gray, Marion West and Maciej Soltynski (convenor). 6. AJ advises the amount available for the ASSA Scholarship: we are looking at about 15k but should be able to justify 25k if need be. 7. Details of the scholarships are at http://assa.saa.ac.za/about/scholarships “</p> <p>M Hofmann extended his gratitude to M Soltynski for his effort.</p> <p>4.2 ASSA Scholarship amount: As AJ Nel was not on Skype at the time this item was discussed, the amount to be allocated for the ASSA Scholarship was not further discussed. (There is no fixed amount set aside for the ASSA Scholarship each year and is negotiated each year. In a mail before the meeting M Soltynski suggested that <u>Council</u> discusses in due course that funds be ring-fenced in future).</p>
5	Membership	<p>Membership 5.1 Membership report</p>

	Agenda	Discussions / Decisions / Actions (in bold)
		<p>B Olivier reported that there were 4 new members:</p> <ol style="list-style-type: none"> 1) Clive Chandler: 11 Thicket Road Rosebank, Cape Town (POP could not be read) 2) Rudolf Francois Pretorius Unit no. 15, Northview Clusters Malteser Street, Noordhang, Randburg (Payment notification received) 3) Gerald Muchiri, Jan Smuts Residence, Drosty Road, Grahamstown (No POP) 4) Angus Burns P O Box 21106, Hutten Heights, Newcastle (POP received) <p>SGAS 2015 to be sent to these new members (<u>L Cross</u>)</p> <p>The number of paid up Country Members is not yet known as the Member List needs to be reconciled to statements. AJ Nel was asked (in his absence) to please make available all statements for the year on the 1drive at http://1drv.ms/1ALTWww</p>
6	Governance	<p>6. Governance</p> <p>6.1 2013-02-05 ASSA Funds Distribution Policy.doc</p> <p>C Stewart commented that when looking at the Funding Policy document - submitted with the agenda in support of item 7.6 - he noted that there is an anomaly in the document insofar as the objectives cover “sections” and the criteria of allocation covers “centres”.</p> <p>Relevant extract from the Policy:</p> <p><i>Objectives (1.1)</i></p> <p>1.1.1 <i>To establish and maintain various sections in order to facilitate astronomical observing by members and to receive and report astronomical observations made and facilitate astronomical outreach by the society.</i></p> <p>3. <i>Criteria of allocation:</i></p> <p>3.2.1 <i>The requirement vests in the centres and as such the request must come from a centre and not an individual directly;</i></p> <p>3.2.2 <i>The allocation must actively further the interest in astronomy of persons or groups not currently actively involved in formal structures such as academic research or astronomy groups (e.g. centres of the ASSA).</i></p> <p>It was discussed and agreed that <u>C Stewart</u> and <u>AJ Nel</u> will collaborate on clarifying the document and <u>Council Members</u> are invited to send their input to both.</p> <p>M Hoffman asked if the policy was finalised. L Cross said the policy was finalised at the meeting of 24 January 2013 (ref 3.3.1) and is the latest version at hand and this was confirmed by AJ Nel. It is annexed to the minutes.</p> <p>6.2 Communication: replying to external queries</p> <p>C Rijdsdijk raise the issue that when people log into the website they often send a query to more than one of the standard email addresses which are routed to ASSA Council members or Appointees. Sometimes more than one person respond to the email received and this could lead to conflicting answers.</p> <p>He proposed that the ASSA people copied first agree on a response and also who should reply. This will result in a unified /agreed response.</p> <p>After some discussion, C Rijdsdijk’s proposal was agreed and all <u>Council Members and Appointees whose email addresses are available on the website should take note.</u></p>

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7	Financial Matters	<p>Financial Matters</p> <p>7.1 ASSA Audit 2011 -14</p> <p>7.1.1 The Audit reports were received from the external auditor Ronnie Glass on 23 January 2015. These reports are available on the ASSA repository set up by AJ Nel at http://1drv.ms/1ALTWww</p> <p>7.1.2 Audit files received: AFS - ASTRONOMICAL SOCIETY OF SA - 2011.pdf AFS - ASTRONOMICAL SOCIETY OF SA - 2012.pdf AFS - ASTRONOMICAL SOCIETY OF SA - 2013.pdf AFS - ASTRONOMICAL SOCIETY OF SA - 2014.pdf</p> <p>7.1.3 Resolutions 2011-2014.pdf Council did not discuss if the Audit Files and the Resolutions need to be signed formally by the Presidents and Treasurers and 3 Committee Members as noted in the documents. (<u>L Cross</u> to seek advice)</p> <p>7.1.4 The ASSA management letter (2011-2014) .pdf: The letter notes “ We have been unable to issue an audit opinion”. It reflects a summary of the audit and notes the accounting matters that need to be addressed. The letter also notes “We await comments received from Council to include in this letter ”.</p> <p><u>I Glass</u> kindly agreed to compile a reply as requested to the items raised in Annexure 1 on behalf of Council (based on the minutes of the meeting). It is noted that the report also states that the “contents should not be disclosed to third parties without our written consent”. The ASSA accountants had to be made aware of the outcomes in order to define the scope of their work.</p> <p>The letter also requests that ASSA immediately register for tax by means of a VDP-voluntary disclosure programme application. This must cover the past 3 years at a minimum. R Glass’ fee excl vat , for attending to the VDP application and rendition of tax returns for June 2012 to June 2014 will be R 4500. This proposal was accepted by Council using the key motivating factor that ASSA is involved in the commercial activity of selling SGAS’s. (Proposed: L Cross Seconded: I Glass)</p> <p>7.1.5 Letter to ASSA.pdf: This letter requests R22 800 (incl) to be invoiced to ASSA as a “nominal recompense” for the 4-year audit completed. Council agreed to this request and will be advised to R Glass when replying to the Management Letter (<u>L Cross</u>)</p> <p>7.1.6 Actions from the Management Letter</p> <table border="1" data-bbox="357 1787 1520 2089"> <thead> <tr> <th data-bbox="357 1787 424 1854">#</th> <th data-bbox="424 1787 762 1854">From the Management Letter</th> <th data-bbox="762 1787 1520 1854">Recommendation - progress - actions</th> </tr> </thead> <tbody> <tr> <td data-bbox="357 1854 424 2089">1</td> <td data-bbox="424 1854 762 2089"> 6. Accounting matters This needs to be introduced immediately. 6.1 Accounting controls over income –eg subs reconciled to membership </td> <td data-bbox="762 1854 1520 2089"> All documentation - including the Members List - is now kept on the web at http://1drv.ms/1ALTWww The new Membership Secretary has started on 16 Feb 2015 to update the Member List. The list must be sent to CTF Services asap to process the requisite invoices. </td> </tr> </tbody> </table>	#	From the Management Letter	Recommendation - progress - actions	1	6. Accounting matters This needs to be introduced immediately. 6.1 Accounting controls over income –eg subs reconciled to membership	All documentation - including the Members List - is now kept on the web at http://1drv.ms/1ALTWww The new Membership Secretary has started on 16 Feb 2015 to update the Member List. The list must be sent to CTF Services asap to process the requisite invoices.
#	From the Management Letter	Recommendation - progress - actions						
1	6. Accounting matters This needs to be introduced immediately. 6.1 Accounting controls over income –eg subs reconciled to membership	All documentation - including the Members List - is now kept on the web at http://1drv.ms/1ALTWww The new Membership Secretary has started on 16 Feb 2015 to update the Member List. The list must be sent to CTF Services asap to process the requisite invoices.						

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		<p>lists –ie a proper record of members and their membership payments</p>	<p>The Membership Secretary is reconciling payments between the payments on the current account statements and the members list. Invoice to go out to everyone of List. All payments to have a corresponding invoice.</p> <p>The year's totals of subscriptions, donations and advance payments needs to be recorded. Further, if we are to accept donations to ASSET, these will need to be set aside and forwarded to ASSET.</p>
2	6.2 Systematic filing of documentation which is then available for audit.		<p>http://1drv.ms/1ALTWww has all documentation since mid-2014 and will be used for all financial related documents, including invoices and receipts for all expenditure and income. These will be entered in the books by the accountant at CTF Services.</p> <p>Query to resolve: Should these be physically kept by the Hon Treasurer for a certain number of years. There will be some space at SAAO for ASSA records if the Treasurer prefers past years to be kept there.</p>
3	6.3 A proper accounting system applied from 1 July 2014 eg Pastel. This should be prepared by accountants locally against an agreed fee.		<p>All statements from 1 July 2014 are on http://1drv.ms/1ALTWww for CTF Services/Ronnie to access. R Glass sent CTF Services the opening balances as at 1 July 2014 (done as at 28 Jan 15) CTF Services acquired Pastel and invoiced ASSA R999 (incl) Also invoices for accounting services for the effort to date R342 (incl). This is the agreed monthly fee.</p>
4	6.4 Quarterly financial statements commencing from 30 September 2014. I await receipt of these.		<p>These should be done by CTF Services but needs the Member List to do this. <u>B Olivier</u> to send soonest to L Cross to forward.</p>
5	7 Marketlink accounts These need to be obtained retrospectively and recorded in the books of account. Monthly statements to be obtained.		<p>Market link account paper copy statements were sent by Ian to AJ and Ronnie. Signatories to the 3 accounts were finalised at the meeting of 26 Jan 15. <u>L Cross</u> is progressing a resolution to be signed by M Hoffman and sent to SBSA Pinelands. The bank to be requested to allow signatories to advise to which local branch the documents should be sent for signature. Cliff Turk is current signatory on the accounts and can be approached to help if need be at the bank (they may want an existing signatory present).</p> <p>Queries: Does Ronnie require statements for the last few years or only going forward. Purpose of Market Link accounts to be confirmed by Council in due course once access obtained.</p>
6	8 Standard Bank accounts I have requested current copies of the 2 marketlink accounts and confirmation that the		<p>To get written confirmation from SBSA Pinelands</p>

Agenda	Discussions / Decisions / Actions (in bold)	
	<p>current account is now recorded in the name of the Society.</p>	
7	<p>9 Current account. There is over R 300 000 in the account. This means that interest is not being earned at rates that the Marketlink accounts earn, to the Society's detriment.</p>	<p><u>Council</u> to establish once formal signatories in the first place. Can consider for example placing idle money on a Money Market Call Account, which pays better than the Marketlink - around 5% and money is available on call.</p>
<p>7.2 General (based on notes received from I Glass before the meeting)</p> <p>7.2.1 Need for Auditor: Item 18.4 of the ASSA Constitution states "The financial statements shall be audited by the auditor or auditing firm appointed at the previous AGM". Item 19.8.5 relates to the appointment at the AGM. ASSA is not obliged to have a professional auditor.</p> <p>7.2.2 Sky Guide: the expenses for editing, purchase of copies for members, income from royalties and income from advertisements should be separately identifiable in the annual accounts but these items are few in number and this should not be difficult for the accountant to do.</p> <p>7.2.3 Other: The income and expenditure on scholarships are also only a few items. Not clear on kind of supporting documentation required for these as they represent straightforward payments. The stationery costs seem high but not clear what is included in them.</p> <p>7.2.4 Monthly accounts: R Glass emphasized that there should be clearer responsibilities for various items. I Glass recommended that monthly working account statements from SBSA should be viewed by a number of Council Members. It was discussed and agreed that specifically the <u>President and Vice-Presidents</u> be tasked to view the monthly accounts which will be placed on http://1drv.ms/1ALTWww (AJ Nel)</p> <p>P De Villiers' suggestion was approved of placing a standard item on the agenda, "comments on monthly accounts" (<u>L Cross</u>)</p> <p>7.3 Thank you AJ C Rijdsijk thanked AJ Nel for all the hard work he has put in during the audit process. And this sentiment was supported by M Hoffman and attendees.</p> <p>7.4 ASSA registering as non-profit organisation (26 May) AJ Nel advised that he has submitted request for an NPO. AJ Nel reported that he has only received feedback from 4 Council Members on his request for personal details to be included in the application.</p> <p><u>All Council members</u> (Office Bearers) cited in the Constitution must please send in their personal detail be provided in the application.</p> <p>L Cross asked that for the purpose of the minutes the benefits for ASSA to register be repeated and AJ Nel offered:</p>		

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	<ul style="list-style-type: none"> - To get donations made easier, there are no tax implications - Application is free - ASSA is de facto a non profit organisation. <p>P de Villiers noted that ASSA would need to submit financial and annual report (R50) and advise substantial member changes annually. A final decision will be made at the next meeting. However, in the meantime, <u>all Council Members</u> should please forward their personal information to AJ Nel if not already done so. The information that AJ Nel requested on 17 November 2014 to be sent to assa@ajnel.co.za:</p> <p>Full names, Identity Number, Physical Address, Postal Address, Telephone Numbers, Facsimile Numbers, Email Addresses, Capacities in the ASSA.</p> <p>7.5 Suggestion for annual budget to Council Appointees <i>(14 Nov 15) Council discussed a motivation by A Slotegraaf (distributed to Council before the meeting). Council agreed that a working group should discuss this further and come back to Council with a proposal; group comprises: <u>AJ Nel, A Slotegraaf, D Blane, L Cross</u></i> L Cross reported that discussions were held as requested. This item is now taken forward under item 7.6.</p> <p>7.6 Observing Sections funding Further to a mail sent on all Council members and Appointees on 2 Feb 2015 to remind Members and Appointees about the ASSA Funds Distribution Policy finalised in February 2013, two requests were received.</p> <p>AJ Nel proposed that a preliminary estimate of R25 000 could be considered by Council for the year for the purpose covered in the policy.</p> <p>7.6.1 Observing Director (K Coronaios) requested to visit 7 Centres between May and Dec 2015 Value R19739.50</p> <p>The request received is “to meet Centre members, try and organise an observing program, promote ASSA to the general public, the various sections as well as the latest observing challenge, namely the ASSA Big 5. Each visit will include a presentation as well as an observing / star-gazing evening”.</p> <p>The Observing Director noted that the key benefits are to raise interest with the public and that a visit would attract a few hundred people to a viewing session. He also added that he contacted each Centre by email and the responses (which was sent to the Hon Secretary) were positive.</p> <p>Key comments from Council:</p> <ul style="list-style-type: none"> - The Centres are autonomous and the Chairs know how to address the observing needs of the Centres; - It is a big sum of money; - If the value of the visit can be described in more detail, the Chairs can consider inviting the Director and paying all/portion of the Director’s costs seeing they would gain from the visit; - Centres do have Viewing / Observing Officers (eg Johannesburg has three, Bloemfontein has one); - Although it is accepted that there are benefits to face-to-face meetings, the proposal is not detailed enough and thus it is difficult to judge the benefit that will be achieved to

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		<p>warrant the cost eg what will be the expected outcome, what materials will be used and/or generated, how will it be judged to be a success.</p> <p>Outcomes:</p> <ul style="list-style-type: none"> - There should be a match between what is offered by the visit versus what the Centres would benefit from. Taking into account that the Centre needs differ; - A pilot visit is proposed to one or two Centres - <u>Bloemfontein Centre</u> agreed to be the pilot, subject to the Bloemfontein Committee approval - with the purpose for the <u>Observing Director</u> to detail the objectives, costs and benefits to table with Council (this does not have to wait for the next Council meeting); - A report - after the visit - would detail and assess the success for other Centres to benefit from ; - The objectives must detail how the visit will further astronomy in general (to be in line with the funding objective). <p>7.6.2 Deep Sky Section Director (A Slotegraaf) requested R10 160 for the “<i>Launch of the Big 5 of the African Sky</i>” observing project in order to “<i>faciliate the launch & promotion of the “Big 5 of the African Sky” observing programme</i>”.</p> <p>The funds will be used for production and distribution of a media kit (primarily printed material), rewards (certificates, lapel pins), promotional items (mugs, Tshirts) and postage.</p> <p>The project aims to promote observing (of the deep-sky) amongst newcomers, both ASSA/ Centre members and general public, by highlighting five prominent deep-sky objects. Supporting material will guide observing process, feedback will be given, and rewards issued. Benefits will be judged by “ number of reports received and published on website.</p> <p>Budget comprises: Observing Cheat Sheets: R 705. Observing Handbook : R300 Flyers: R300 Sticker set: R1 260.00 Big 5 T-shirts: R2 640.00 Big 5 mugs: R1 355.00 Big 5 lapel pins R1 200.00 Postage (envelopes, boxes, stamps, etc.) R2 400.00</p> <p>Key comments from Council</p> <ul style="list-style-type: none"> - How will the promotional material be used? It is envisaged to be used as a carrot to attract people to join the programme. It is envisaged that there will be levels of awards. <p>Outcomes:</p> <ul style="list-style-type: none"> - Council approved R10 160 to be deployed as noted (Proposed by E Nijeboer, Seconded: J Jooste); - <u>Section Director</u> to track and report to Treasurer on the deployment of funds; - <u>Any grantee</u> must present invoices to the Treasurer for payment; - <u>Section Director</u> will provide reports on outcomes/benefits achieved against expenditure as project progresses.
8	ASSA Endowment Trust	<p>ASSET <i>(17 Nov 14) From T Cooper: There are still some issues that we need to work through amongst the Trustees before reaching consensus.</i> T Cooper’s report was tabled which noted that the Trustees of the ASSA Trust intend to meet in Cape Town to discuss the way forward and the latest estimate is that T Cooper will join the Trustees in Cape Town early March.</p>
9	ASSA support for	<p>ASSA support for Symposium at DUT <i>(17 Nov 14) The meeting was asked to refer to the email sent to Council from M Hoffman</i></p>

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	Symposium	<p>for a proposed symposium scheduled to be held at DUT in June 2015. <u>M Hoffman</u> agreed to formulate the options to vote on:</p> <ul style="list-style-type: none"> - An ASSA National Symposium delegated to ASSA Durban in collaboration with DUT; - ASSA Durban initiative but with moral and individual support from ASSA National. <p>M Hoffman recapped that the request from ASSA Durban Centre was for support from ASSA National on a proposed symposium envisaged to be organised by DUT, UKZN and ASSA Durban. And as such the event could not be called an ASSA Symposium as rightly reasoned by C Rijdsdijk and others in communications to him.</p> <p>The outcome of further discussions was that ASSA National would be willing to consider requests from ASSA Durban in respect of the event if specifically addressed to Council.</p>
10	General	<p>10 General</p> <p>10.1 Astro Tourism</p> <p>M Hoffman asked that discussion on this item be left in abeyance for a meeting in future but invited anyone to forward to him any information or research within scope of the topic, e.g. Astronomy Guides, accommodation.</p> <p>10.2 Checklist review</p> <p><u>Everyone</u> to please note and where applicable respond before the upcoming deadlines:</p> <ul style="list-style-type: none"> - 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;
11	Closure	M Hoffman thanked everyone for their attendance and closed the meeting at 21:15
	Next meeting	Next Meetings: 19 May, 20 July 2015 at 19:30 via Skype. AGM 5 August 2015 maybe at Bloemfontein

Minutes Approved: _____ Date: _____

Attachments to the minutes:

2013-02-05 ASSA Funds Distribution Policy.doc

ASSA special focus areas

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

END