

## ASSA COUNCIL MEETING MINUTES

<b>DATE</b>	13 July 2015	<b>TIME</b>	19:30 to 20:55	<b>VENUE</b>	Via Skype
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### ATTENDANCE

#### Council

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

#### Appointees

Auke Slotegraaf	SGAS Editor, Deep Sky Section Director
Allen Versfeld	Imaging Section Director
Dave Blane	Shallow Sky Section Director

### Apologies (a) /Absent

Adv AJ Nel (a)	Hon Treasurer
Maciej Soltynski (a)	Council Member
Peter Dormehl (a)	Chair - Durban Centre
Thinus van der Merwe (a)	Chair - Bloemfontein Centre
Chris de Coning (a)	ASSA Archiving, Astronomical History
Kos Coronaios (a)	Observing Director
Johan Smit	Outreach and Dark Sky Section Director
Frikkie du Bruyn (a)	Cosmology Section Director
Dr Christian Hettlage(a)	Web Master

#### ASSET

Tim Cooper (a)	For ASSET Trustees
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	Agenda	Discussions / Decisions / Actions (in bold)
1	Welcome	M Hoffman welcomed everyone to the 6 <sup>th</sup> ASSA Council meeting for 2014/15.
	Apologies	Apologies received are noted in the minutes.
2	Previous Minutes	M Hoffman asked and received acceptance of the Council minutes of meeting held 26 May 2015. Proposed: C Stewart , Seconded:. C Rijdsdijk
	Agenda Matters arising	The agenda items as proposed were accepted.  Note: Actions arising from previous minutes are <i>in italics</i> . Actions are underlined
3	ASSA's Comms channels	<p><b>ASSA Communication</b></p> <p><b>3.1 ASSA Observing and Outreach and Dark Sky</b></p> <p><b>3.1.1 ASSA Imaging Section:</b> It was noted that the ASSA Imaging Section Director - A Versfeld has added Neil Viljoen as Specialist. The updated ASSA Communication document is attached to the minutes.</p> <p><b>3.1.2 SKA Outreach initiative:</b> Auke reported that the SKA (Lorenzo Reinhardt) has contacted him to ask for an outreach experienced group with which to do a trial run in preparation for a pilot next year which will have the following purpose:</p>

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	<p>A workshop on the SKA to ensure that SKA related information during outreach efforts is correctly provided; material and a test may be involved at the end of the session.</p> <p>M Hoffmann would like to be involved and E Nijeboer offered to provide a list from the local ASSA Centre. After some discussion it was agreed: anyone who is interested to be involved in the trial to send Auke their names - as soon as possible. Auke will send an email to Lorenzo and copy L Cross to inform Council of the communication.</p> <p><b>3.2 ASSA Publications - SGAS</b>  <b>2016 SGAS:</b> Auke said content was on track and he will send invitations to the advertisers.            It was discussed to possibly have a "2016 Sky Guide prize coupon" with a prize such as a Celestron Binoculars (~ R3000). A number of questions and issues around the process was discussed and nothing firm decided other than the principle was accepted but the detail still to be refined. <u>L Cross</u> offered to do a summary and comments should be returned to Auke who would need to finalise it soonest in order to discuss with Struik. Some conditions to be considered: the original page from the Sky Guide and the winner to be announced on the website.</p> <p><b>3.3 ASSA Publications – MNASSA and/or Editorial Board</b>            C Rijdsdijk once again thanked Ian Glass and Willie Koorts for the fantastic support they give the publication. He reiterated that the journal exist for the members and again asked that all members including Centre Members (<u>Centre Chairs</u>) are asked to forward articles for consideration. Contributions for the next edition would close around mid-August.</p> <p>.</p> <p><b>3.4 Website</b>  <i>(26 May) Update after the meeting: A Skype call was held on 27 May with James Smith, C Hettlage and A Slotegraaf. James Smith confirmed on 28 May "I should be able to handle the task".</i>            Council welcomed James Smith (in absentia) to his new role as Web Manager with Christian Hettlage (Web Master). The role of Web Manager has been updated in the Communications document (attached to the minutes)</p>
4	<p><b>4 Scholarships 2015</b>  <b>4.1 HartRAO-ASSA Scholarships x 3 (R42 000) and ASSA Scholarship x1</b>            Report from Maciej Soltynski received after the meeting:</p> <ol style="list-style-type: none"> <li>1. HartRAO (Prof Ludwig Combrinck) have agreed to support three scholarships in 2016. The amount per scholarship is increased from R14000 to R16000;</li> <li>2. Council needs to agree to ring-fence a capital amount to provide ongoing finance for the ASSA Scholarship;</li> <li>3. Information for scholarship applicants has been updated for 2016 (available at the ASSA website);</li> <li>4. Scholarships section of the ASSA website has been updated.</li> </ol> <p>Council took note that Maciej Soltynski has informed that after serving as Convenor of the ASSA Scholarships Committee for 14 years he wish to step down from this position at the end of the ASSA year. Council discussed options for a new appointee and Claire Flanagan was proposed by L Cross and seconded by C Rijdsdijk. Council accepted the proposal which will be ratified at the AGM.</p> <p>M Hoffman undertook to write a formal thank you note to Maciej.</p>

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		<p>The handover to the new appointee will be facilitated after the AGM. <u>L Cross</u> to inform Claire Flanagan of the acceptance of her nomination.</p>
5	Membership	<p><b>Membership</b>  <b>5.1 Membership report</b>            B Olivier reported 68 Country members with new members added: Susan Young (Kampersrus) and Lance Hoffman (Wynberg).  <u>Centre Chairs</u> were reminded to supply their number of members at each meeting.</p> <p>Pretoria: TBA to L Cross and B Olivier            Bloemfontein: TBA to L Cross and B Olivier            Johannesburg: 124            Hermanus: 63            Durban; TBA to L Cross and B Olivier            Cape Centre: At their AGM there were 48 paid-up and 8 Honorary members with one notice of resignation. Of the paid-up memberships, 39 were for individuals and 9 were family subscriptions.            Garden Route: 50</p> <p>Membership fees: Although AJ recommended an increase, it is too late to be effective for the 2015/16 year. The increase would have to be presented at the AGM to become effective in the 2016/17 year.</p> <p>Country Members: It was agreed that a bulk email should ideally be sent to all current Country Members. B Olivier also recommended that members should be allocated a permanent number (meeting to be arranged soonest to discuss Member list AJ Nel, B Olivier and <u>L Cross</u>).</p> <p>ASSA Member list on the website: C Rijdsdijk and other noted that it would be good to have the list of all ASSA Members (names per Centre) listed on the website. (albeit a mission to keep it updated, and consent from all members to be obtained). To be taken further at the next Council meeting.</p>
6	Governance	<p><b>6. Governance</b>  <b>6.1 2013-02-05 ASSA Funds Distribution Policy.doc</b>  <i>(26 May) C Stewart reported inconsistency in the file between Centres and Sections that need to be corrected.</i>            C Stewart reported that further to discussions on wording in the policy document with AJ, the Policy (attached to the minutes) is the final and correct version (refer correction in par 3.1 which, in previous version, erroneously recorded the word "centre" instead of "section". 2015-06-10 ASSA Funds Distribution Policy (Draft 2) to be placed on the website on the website (<u>J Smith</u>))</p> <p><b>6.2 Midlands Centre</b>            The minutes of the meeting of the Midlands Centre are attached.            F duBruyn advised that there are 10 members in the Centre thus far.            Council discussed and agreed that the <u>Midlands Centre</u> must adopt a Constitution (the rules for a Centre are set out in the ASSA Constitution - see copy of the ASSA website) and once adopted and advised to Council, a letter of acceptance will be written to the Centre by the <u>ASSA President</u>.</p>

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	<p>6.3 <b>All Centre Constitutions:</b> M Hofmann asked <b>all Centre Chairs</b> to provide Council with a copy of their Centre Constitutions - these will be placed on the ASSA website in due course.</p>
7 Financial Matters	<p><b>7. Financial Matters</b></p> <p><b>7.1 ASSA Audit 2011 -14</b></p> <p><b>7.1.1 Signing of documents</b></p> <p><i>(16 Feb) The Audit reports were received - are available on the ASSA repository set up by AJ Nel at <a href="http://1drv.ms/1ALTWww">http://1drv.ms/1ALTWww</a>.</i></p> <p><i>(26 May) L Cross reported that the one page document covering approvals for all 4 years was rejected by R Glass. He asked that all the individual pages forming part of the document be signed by all the signatories noted.</i></p> <p>L Cross reported the status of signing the financials as follows:</p> <p>2011: Michael Poll signed, <u>AJ Nel to sign</u> and committee</p> <p>2012: Ian Glass and AJ Nel signed, committee to sign</p> <p>2013: Ian Glass and AJ Nel signed, committee to sign</p> <p>2014: AJ Nel signed, <u>Matie Hoffman to sign</u>, and committee</p> <p>The underlined have been asked to signed and return to <u>L Cross</u> who will get committee member signatures.</p> <p><b>7.1.2 VDP Application</b></p> <p><i>(16 Feb) 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.</i></p> <p>No progress yet from R Glass. May be awaiting items to be completed.</p> <p><b>7.1.3 Actions from the Management Letter</b></p> <p><i>(26 May) Outstanding:</i></p> <p><b>Marketlink Accounts (AJ Nel):</b></p> <ul style="list-style-type: none"> <li>- <i>AJ Nel is waiting for statements for 5 years for the 2<sup>nd</sup> market link account and send these to CTF Services to record in the books of account.</i></li> <li>- <i>Monthly statements to be obtained.</i></li> <li>- <i>Purpose of Market Link accounts to be confirmed by Council in due course once access obtained.</i></li> </ul> <p><u>AJ Nel</u> was not present to provide an update.</p> <p><b>Need to capitalise ASSA income (Council in due course) :</b></p> <ul style="list-style-type: none"> <li>- <i>Current account: is over R 300 000 in account.</i></li> </ul> <p>In abeyance for now</p> <p><b>Transferring the 3 accounts to the new signatories (AJ Nel, I Glass, B Olivier)</b></p> <p>I Glass and AJ Nel have signed and B Olivier undertook to go and sign at his SBSA branch on 14 July.</p> <p><b>Confirmation was requested by R Glass that the current account is now recorded in the name of the Society. (AJ Nel)</b></p> <p>AJ Nel to provide written confirmation of this to be passed to R Glass.</p>

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	<p><i>Quarterly financial statements (commencing from 30 September 2014) to be sent to R Glass. <u>AJ Nel</u> to keep track and ensure the CTF Services provide these to L Cross to send to R Glass.</i></p> <p>L Cross provided the update: Pastel was introduced and Management Accounts from July 2014 to end March 2015 were compiled by the Accountants and sent to Auditor on 23 April 2015. (After the meeting: Accounts for the year July 14 to June 2015 was provided by the CTF Services on 15 July and is being perused by AJ Nel in anticipation of the AGM and before submitting to the Auditor)</p> <p><b>7.2 Comments on Monthly accounts:</b>  <i>(16 Feb) monthly working account statements from SBSA should be viewed by a number of Council Members. Specifically the <u>President and Vice-Presidents</u> be tasked to view the monthly accounts which will be placed on <a href="http://1drv.ms/1ALTWww">http://1drv.ms/1ALTWww</a> (<u>AJ Nel</u>)</i></p> <p>M Hoffman, I Glass and P De Villiers reported that they have perused the financials on the 1Drive and reported that they are comfortable with the content and found all quite in order and raised no issue.</p> <p>M Hoffman asked if access to the financials can be password protected. (After the meeting response by AJN: “I am the only one who can edit and the link is only provided and available on request. A password is needed to amend the files but nobody thus far sought to amend or add anything.” At least one other person should be given the password in case of issues. (<u>Council</u>))</p> <p>M Hoffman asked if <u>AJ Nel</u> could send a reminder to the President and Vice-Presidents whenever a new statement uploaded to the 1Drive.</p> <p>Pierre de Villiers noted again that there is so much money earning so little interest. This needs to be resolved as soon as the accounts have been transferred. (<u>Council</u>)</p> <p><b>7.3 Observing Sections funding</b> (as per ASSA Funds Distribution Policy - for 2015)  <b>7.3.1 From Observing Director</b>  <i>(16 Feb) K Coronaios requested to visit 7 Centres between May and Dec 2015. Value R19739.50. Key benefits are to raise interest with the public and that a visit would attract a few hundred people to a viewing session.</i></p> <p><i>Outcomes:</i></p> <ul style="list-style-type: none"> <li>- <i>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);</i></li> <li>- <i>A report - after the visit - would detail and assess the success for other Centres;</i></li> <li>- <i>The objectives must detail how the visit will further astronomy in general (to be in line with the funding objective).</i></li> </ul> <p><u>K Coronaios</u> sent mail to Pretoria and Johannesburg Centres to host pilot and their Chairs reported that they have replied back to him.            No outcome yet.</p> <p><b>7.3.2 Launch of the Big 5 of the African Sky”</b>  <i>(16 Feb) A Slotegraaf requested R10 160 for the “Launch of the Big 5 of the African Sky” observing project in order to “faciliate the launch &amp; promotion of the “Big 5 of the African Sky” observing programme”. Benefits will be judged by “ number of reports received and published on website. Budget breakdown provided.</i></p> <p><i>Outcomes:</i></p>

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	<ul style="list-style-type: none"> <li>- <i>Council approved R10 160 to be deployed as noted;</i></li> <li>- <i>Section Director to track and report to Treasurer on the deployment of funds;</i></li> <li>- <i>Any grantee must present invoices to the Treasurer for payment;</i></li> <li>- <i>Section Director will provide reports on outcomes/benefits achieved against expenditure as project progresses.</i></li> </ul> <p><i>Auke will send invoice when funds are required.</i></p> <p>Auke noted that everything is ready to go but he is waiting for the appropriate time for the launch ie when one can see the Big 5 in early to mid evening sky around Feb -Jul. None of the monies has been spent.</p> <p><b>7.4.1 Project to construct a scale model of Proxima and the Sun using the distance between Johannesburg and Cape Town as a baseline</b>  <i>(26 May) The proposal was submitted by C Rijdsdijk. The main intent was to create a permanent record of the event. Council agreed to allow a ceiling of R10 000 towards building of the structures or plaques and C Rijdsdijk may thus continue.</i></p> <p>Case reported that he is still waiting for estimates to put into the proposal. J Jooste reported that ASSA Johannesburg is willing to cover the cost of the Observatory end of the initiative. C Rijdsdijk still would like estimated costs for his proposal. P de Villiers to provide estimates to build the plinths.</p>
8	<p>ASSA Endowment Trust</p> <p><b>ASSET</b>  <i>(16 Feb) Trustees of the ASSA Trust intend to meet in Cape Town to discuss the way forward.</i>  <i>(26 May) T Cooper offered to travel to Cape Town at his own cost to enable a face to face meeting to try and progress this issue finally. A date of 25 June has been agreed.</i></p> <p>Tim was not at the meeting and L Cross said she sent the agenda late to him.</p>
9	<p>General</p> <p><b>9 General items</b></p> <p>9.1 Department of Environmental Affairs requested ASSA to be represented on the Special Advisory Committee for the SKA SEA and wanted contact detail and address which was provided by L Cross to Patience Sehlapelo to send an invitation letter.</p> <p>9.2 Antique Cooke Telescope and Accessories For Sale (see the information attached to the minutes)  K Coronaios requested the item to be noted by Council. M Hoffman said that Boyden may be interested. C Rijdsdijk shared his knowledge having been involved with the matter for a year.</p> <p>9.3 Dark Sky benchmark initiative:  M Hoffman reported that he and Auke is preparing a plan - for possible submission to the NRF - on a process for establishing a benchmark for measuring light in South African skies and noted that the light meters required could be in the region of R2000 to R3000.</p> <p>C Stewart noted interesting Apple applications eg LuxMeter Pro and also Loss of the Night citizen science project. C Rijdsdijk noted that an initiation of the idea could be material for MNASSA.</p>
10	<p>Check list review</p> <p><b>10 Checklist review</b>  It was noted that the closing date for Council nominations is 31 July.  <u>L Cross</u> undertook to send out a reminder to ASSA_announce</p> <p>It was noted that Centre AGMs are to be concluded before the AGM (<u>ASSA Centre Chairs</u>).</p>

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11	AGM	<p><b>11 AGM 5 August - to be hosted by ASSA Cape Centre</b></p> <p>Key points noted:</p> <p>Logistics:</p> <ul style="list-style-type: none"> <li>- ASSA Cape Centre will be the hosts of the AGM and will be held in the SAAO Auditorium</li> <li>- The meeting should start at 8pm</li> <li>- Skype for the Council members who cannot attend the meeting (Eddy)</li> <li>- Google Event Streaming could be considered (Eddy,Auke)</li> <li>- ASSA will fund travel and accommodation for President, incoming President, Hon Treasurer and Hon Secretary;</li> <li>- Agenda (proposed agenda attached to minutes)</li> <li>- Council nominations and Appointees (list of nominations to date received attached to the minutes)</li> <li>- Final awards: nomination for awards closed on 31 March. Any possible awards can be directed to the President by 17 July. Any and all awards will be considered by the President and two Vice-Presidents;</li> <li>- Presidential address - M Hoffman to provide (by 22 July) to include in the agenda which will be sent out on ASSA Info.</li> </ul>
12	Closure  Next meeting	<p>Being the last Council meeting before the AGM, Bosman thanked Matie behalf of Council for his 2 year's of leadership to Council.</p> <p>Matie thanked everyone for their contribution to the meeting and closed the meeting at 20:55</p>

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

### Attachments to the minutes:

#### **Attachments:**

ASSA Communication 150615.pdf

2015-06-10 ASSA Funds Distribution Policy (Draft 2)

Minutes of the meeting of the Midlands Centre of ASSA held on 8 July 2015

ScopeX for sale and Scope 001 pic and Scope 002 pic

AGM Agenda

2015 16 Nominations

### ASSA special focus areas

Section	Director	Area	ASSA
Shallow Sky	D Blane	ASSA Website	C Hettlage James Smith
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:

ASSA Minutes 150713 v4.docx

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- 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 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

**END**