

## ASSA COUNCIL MEETING MINUTES

<b>DATE</b>	22 Sep 2015	<b>TIME</b>	19:30 to 20:30	<b>VENUE</b>	Via Skype
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### ATTENDANCE

Council	Role
Dr Pierre de Villiers	President (Chair)
Case Rijdsdijk	Vice President, Garden Route Centre Chair, MNASSA Editor
Dr Ian Glass	Council Member
Chris Stewart	Council Member
Bosman Olivier	Membership Secretary
Lerika Cross	Secretary
Johan Smit	Chair –Pretoria Centre, Outreach and Dark Sky Section Director

### Appointees

Auke Slotegraaf	SGAS Editor, Deep Sky Section Director
Chris de Coning	ASSA Archiving, Astronomical History
Dr Christian Hettlage	Web Master (Skype network connection issues)

### Apologies (a) /Absent

Prof Matie Hoffman	Vice President (Skype network connection issues)
Adv AJ Nel	Treasurer (Skype network connection issues)
James Smith (a)	Web Manager
Peter Dormehl (a)	Chair - Durban Centre
Peter Dormehl (a)	Chair - Durban Centre
Allen Versfeld (a)	Imaging Section Director
Kos Coronaios (a)	Observing Director
Claire Flanagan (a)	Convenor of Scholarships
Frikkie du Bruyn (a)	Chair - Midlands Centre, Cosmology Section Director
Dave Blane	Shallow Sky Section Director
Eddy Nijeboer	Chair - Cape Centre
Jerome Jooste	Chair – Johannesburg Centre
Thinus van der Merwe	Chair - Bloemfontein Centre

### ASSET

Tim Cooper (a)	For ASSET Trustees
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	<b>Agenda</b>	<b>Discussions / Decisions / Actions (in bold)</b>
1	Welcome	P de Villiers welcomed everyone to the 1 <sup>st</sup> ASSA Council meeting for 2015/16 year.
	Apologies	Apologies received are noted in the minutes.
2	Previous Minutes	Subject to the correction of Lorenzo Raynard's surname in the minutes of the meeting held 13 July 2015, as requested by P de Villiers (item 3.1.2), the minutes were proposed to be accepted by C Rijdsdijk, seconded by C Stewart.
	Agenda	The agenda items as proposed were accepted.
	Matters arising	Note: Actions arising from previous minutes are <i>in italics</i> . Actions are underlined
3	President Welcome	<p><b>3. New President Welcome</b></p> <p>P de Villiers, the new ASSA President, said he is looking forward to facilitating and increasing communication within ASSA. And in support of this intent, he :</p> <p style="margin-left: 40px;">a) proposed to visit the various Centres at own cost. <u>Centre Chairs</u> to provide P de Villiers of dates of their next couple of Centre monthly meetings;</p>

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		<p>b) asked the <u>Centre Chairs and Section Directors</u> to provide an update of their activities at least 10 days before a meeting to be circulated with the proposed agenda for the meeting. He undertook to provide an update on the Hermanus Centre activities as an example of such an update.</p> <p>He also intends to strengthen communication between ASSA and relevant external entities such as the SKA.</p>
4	ASSA's Comms channels	<p><b>4 ASSA Communication</b>  <b>Note:</b> The ASSA Communication document was updated and is attached to the minutes</p> <p><b>4.1 Outstanding from the AGM</b></p> <p>a) Updating of all reports and documents on the website: <u>Treasurer and Appointees</u> to please check with the Web Manager (James Smith) that their documents have been updated correctly;</p> <p>b) Certificates to Chris Vermeulen and Hannes/Pieter Pieterse have been progressed but not yet sent to recipients (<u>L Cross, A Slotegraaf, D Blane</u>)</p> <p><b>4.2 SKA Outreach initiative</b>  <i>(13 July) Auke reported that the SKA (Lorenzo Raynard) has contacted him to ask for an outreach experienced group with which to do a trial run in preparation for a pilot next year i.e. 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 end of session.</i></p> <p>A Slotegraaf reported that no feedback has been received from SKA since submitting the names.</p> <p>P de Villiers reported that he discussed an initiative involving 22 schools in the Overberg for scientific outreach in conjunction with the SKA as a pilot.</p> <p><b>4.3 ASSA Publications - SGAS</b></p> <p>4.3.1_2016 SGAS: A Slotegraaf said the new edition went to the printers on 18 September and noted some of the key content including the question for the competition offered by I Glass. He extended his appreciation to I Glass for all his help. And noted that Struik said no SGAS are sold from November.</p> <p>4.3.2 SGAS Price          (Confirmation from AJN after the meeting: The cost to Centres and ASSA for copies to paid up members / Hon Members: R45. <u>Centre Chairs</u> to be asked to send AJ Nel orders for the SGAS 2016 before 30 September.)</p> <p>4.3.3 Checklist due 1 Oct: SGAS 2017          "Appointment/Negotiations with SGAS Editor for next edition. Open negotiations with Struik". <u>AJ Nel</u> to consider.</p> <p><b>4.4 ASSA Publications – MNASSA and/or Editorial Board</b>          C Rijdsdijk reported no issue.</p> <p><b>4.5 Website</b></p> <p>4.5.1 Updating reports:  <u>Treasurer and Appointees</u> to please note item 3.1 a) in these minutes asking to ensure their reports are on the website.</p>

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	<p>4.5.2: Highlight renewal of subscriptions: An action was noted for <u>B Olivier</u> and <u>J Smith</u> to look at the ASSA Website specifically the Membership page now that Memberships Renewals are now due and also to check that the process to renew /subscribe are clear.</p> <p>There is no change to the subscription amount for the 2015/16 year.</p> <p>It would be good to note that part of the membership includes the Sky Guide 2016 and this should be available by end October to ship to ASSA Country Members.</p> <p><b>4.6 SKA SEA SAC</b> <i>(13 July) 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. <u>B Olivier</u> who offered to attend the inaugural meeting held on 15 September reported that the meeting aimed to get the key role players involved and at this stage there does not appear to be a role for ASSA.</i></p> <p><b>4.7 Dark Sky benchmark initiative</b> <i>(13 July) 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.</i></p> <p>No update was received to table or discuss at the meeting</p>
5	<p>Scholarships</p> <p><b>5 Scholarships 2015</b> <b>5.1 HartRAO-ASSA Scholarships x 3 (R42 000) and ASSA Scholarship x1</b> L Cross said that C Flanagan reported that M Soltynski has been in contact with her regarding handover of the role.</p>
6	<p>Membership</p> <p><b>Membership</b> <b>6.1 Membership report:</b> B Olivier reported that ASSA has 64 paid up Country Members since June. New members are: Peter Morris and Dirk Rossouw.</p> <p>AJ Nel was thanked (in absentia) for arranging notification to current Country Members on subscriptions renewals (annual subscriptions will be increased for the 2016/17 year as agreed at the AGM to R65)</p> <p><b>6.2 Number of members per Centre:</b> It was agreed that Centre Chairs should include (in the update envisaged in 3 b)) the number of Centre members to Council.</p> <p><b>6.3 ASSA Member list on the website:</b> Some reservations were noted at the meeting on this suggestion and at the meeting and <u>P de Villiers</u> undertook to contact C Rijdsdijk after the meeting to discuss any perceived benefit for the suggestion and revert back.</p> <p><b>6.4 Advertise subscription renewal</b> Refer to action noted under 4.5.2</p>
7	<p>Governance</p> <p><b>7. Governance</b> <b>7.1 Midlands Centre</b> The Midlands Centre's Constitution was received and is attached to the minutes. <u>P de Villiers</u> undertook to send a letter of acceptance to the Centre.</p> <p><b>7.2 All Centre Constitutions:</b></p>

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	<p><i>(13 July) M Hofmann asked all <u>Centre Chairs</u> to provide Council with a copy of their Centre Constitution.</i></p> <p>A reminder to be sent to Centre Chairs (<u>L Cross</u>). Upon receipt of all Constitutions, they are to be sent to Council.</p>
8	<p><b>8. Financial Matters</b></p> <p><b>8.1 ASSA Audit 2011 -14</b></p> <p>8.1.1 Signing of documents L Cross reported that all the necessary pages of the financials have been signed and forwarded to R Glass.</p> <p>8.1.2 VDP Application <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> No progress yet from R Glass. May be awaiting items to be completed.</p> <p>8.1.3 Actions from the Management Letter <i>(26 May) Outstanding:</i> <b>Marketlink Accounts (<u>AJ Nel</u>):</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 (<u>Council</u> 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 (<u>AJ Nel</u>, <u>I Glass</u>, <u>B Olivier</u>)</b> <i>(13 July) I Glass and AJ Nel have signed and B Olivier undertook to go and sign at his SBSA branch on 14 July.</i> <u>B Olivier</u> advised that SBSA has lost all the signed forms and the process must be repeated and undertook to manage this process to completion with the other signatories, <u>AJ Nel</u> and <u>I Glass</u>.</p> <p><b>Confirmation was requested by R Glass that the current account is now recorded in the name of the Society. (<u>AJ Nel</u>)</b> <u>AJ Nel</u> to provide written confirmation of this to be passed to R Glass.</p> <p><b>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.</b> <i>(13 July) Accounts for the year July 14 to June 2015 was provided by the CTF Services on 15 July.</i></p> <p><b>8.2 Financials for 2014/15 year</b></p>

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	<p>L Cross said that AJ Nel has received the annual financials from CTF Services, returned comments and the documents finalised. These were forwarded to Council and R Glass on 23 September.</p> <p><b>8.3 Comments on Monthly accounts:</b>  <i>(13 July) 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.</i>  <i>P 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. (Council)</i></p> <p>I Glass and P de Villiers said they had a look at the monthly accounts on the 1Drive and everything looked in order.</p> <p><b>8.4 Observing Sections funding</b> (as per ASSA Funds Distribution Policy - for 2015)</p> <p>8.4.1 From Observing Director  <i>(16 Feb) K Coronaios requested to visit 7 Centres between May and Dec 2015. Value R19739.50.</i>            K Coronaios advised before the meeting that he will not have time to take his proposed visits to Centres further this year and would have to stand over to consider in 2016.</p> <p>8.4.2 Launch of the “Big 5 of the African Sky”  <i>(16 Feb) A Slotegraaf requested R10 160 for the “Launch of the Big 5 of the African Sky” observing project in order to “facilitate the launch &amp; promotion of the “Big 5 of the African Sky” observing programme”.</i>            A Slotegraaf said the Big 5 launch awaits its presence in mid-evening sky around Feb - Jul. None of the monies has been spent.</p> <p>8.4.3 Project to construct a scale model of Proxima and the Sun using the distance between Johannesburg and Cape Town as a baseline  <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>C Rijdsdijk provided an update (15 Sep) to SAASTA’s Proxima team. He re-iterated that the Stellar Highway project is intended to celebrate three SA Firsts:</p> <ul style="list-style-type: none"> <li>- the first parallax measurement of a star from the Observatory in Cape Town</li> <li>- the discovery of Proxima from the Observatory in Johannesburg</li> <li>- the creation of the first Stellar Highway between the Observatories in Cape Town and Johannesburg representing to scale the sizes of, and distances between, the Sun and Proxima.</li> </ul> <p>He noted that the stainless steel hemispheres representing the Sun and Proxima to scale have been made by the SAAO work shop in Cape Town and the plaques (3 each for CT and JHB) on which these are to be mounted have been received. They are 20 mm thick A4 slabs of Rustenburg granite (black) with appropriate wording to explain what they represent.</p> <p>He reported at the meeting that feedback was received from Prof Ted Williams (SAAO Director) who kindly agreed to the mounting in Cape Town on the Meridian Circle south pier. He said that less than R3000 has been spent to date.</p> <p>It was noted that the main SAASTA/NRF event will be held at Johannesburg Observatory on 8 October.</p>

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		<p><b>8.5 Honorarium to Hon Members not subscribing to the S&amp;T</b>                      Received from AJ Nel after the meeting: "I've been made aware that Sky and Telescope currently sells for over R 800 and that the "honorarium" which we pay to Honorary members not wanting the purchase of Sky and Telescope stands at R 400.00. I presume we will be required to double the same to R 800.00. Should I not receive any objections or alternative suggestions by 30 September 2015 I will presume that the increase meets with everyone's approval."</p>
9	ASSA Endowment Trust	<p><b>ASSET</b>  <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>T Cooper sent an update before the meeting: "the Trustees indeed met in Cape Town on 25 June and reached consensus on all the items tabled for discussion" He advised that as soon as the minutes of the meeting is available from the Trust secretary, he would like provide a summary to Council.</p>
10	General	<p><b>10 General items</b></p> <p>10.1 Exposure of ASSA to Sterre en Planete on RSG: P de Villiers noted that RSG has a wide audience of ~ 4000 and it would be good to get exposure of ASSA and ASSA events through this channel of communication. Ideas for contributing topics were raised such as "how to choose a telescope". <u>P de Villiers</u> undertook to make contact with M Hoffmann and W Koorts who are regular contributors to the programme.</p> <p>10.2 Checklist review: due 1 Oct: SGAS 2017: "Appointment/Negotiations with SGAS Editor for next edition. Open negotiations with Struik" was noted and recorded under 4.3.3.</p>
11	Closure  Next meeting	<p>Pierre thanked everyone for their contribution to the meeting and closed the meeting at 20:30</p> <p>The next meetings for the 2015/16 year are proposed as follows: All at 19:30 via Skype                      24 November, 23 Feb, 26 April, 28 June, 3 August (AGM)</p>

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

### Attachments to the minutes:

#### **Attachments:**

ASSA Communication 15092515.pdf (refer item 7.1)

ASSA Midlands Centre Constitution (refer item 4)

### ASSA special focus areas

Section	Director	Area	ASSA
Shallow Sky	D Blane	ASSA Website	C Hettlage James Smith
Deep Sky	A Slotegraaf	Scholarships	C Flanagan
Cosmology and Astrophysics	F de Bruyn	ASSA Observing	K Coronaios
Southern African Astronomy	C de Coning	ASSA	C Rijdsdijk

## ASSA COUNCIL MEETING MINUTES

History		Communications	
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 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**