

ASSA COUNCIL MEETING MINUTES

DATE	6 June 2017	TIME	19:30 to 21:07	VENUE	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
Adv AJ Nel	Treasurer
Dr Ian Glass	Council Member
Chris Stewart	Council Member
Bosman Olivier	Membership Secretary
Lerika Cross	Secretary
Mike Hadlow	Chair - Durban Centre
Eddy Nijeboer	Chair - Cape Centre

Appointees

Auke Slotegraaf	SGAS Editor, Deep Sky Section Director
Dave Blane	Double and Variable Stars Section Director
Chris de Coning	ASSA Archiving, Astronomical History
Clyde Foster	Shallow Sky Section Director

Apologies (a) /Absent

Prof Matie Hoffman	Vice President, Chair - Bloemfontein Centre
Percy Jacobs (a)	Spectroscopy and Photometry Section Director
Dr Claire Flanagan(a)	Convenor of Scholarships
Allen Versfeld (a)	Imaging Section Director
Kos Coronaios (a)	Observing Director
Dr Christian Hettlage (a)	Web Master
James Smith (a)	Web Manager
Jerome Jooste (a)	Chair – Johannesburg Centre
Johan Smit	Chair –Pretoria Centre, Outreach and Dark Sky Section Director
Steffan Devos	Acting Chair - Midlands Centre

ASSET

Tim Cooper (a) For ASSET Trustees

	Agenda	Discussions / Decisions / Actions (in bold)
1	Welcome Apologies	P de Villiers welcomed everyone to the 4 th ASSA Council meeting for 2016/17 year and noted that it was the second last meeting before the AGM in August. Apologies received are noted in the minutes.
2	Previous Minutes Agenda Matters arising	Council accepted the minutes of the meeting held 21 February 2017 (Proposed by AJ Nel, seconded by C Stewart). The agenda items as proposed were accepted. E Nijeboer requested to add an item: why information/ call for support for the 3 June KBO 2014MU69 occultation was not made available to the Cape Centre (covered under item 3.6) Note: actions arising from previous minutes are <i>in italics</i> . Actions are underlined Outcomes from the Finance Sub-Committee meeting held 2 May 2017 are denoted as <i>(2 May FSC)</i> and the outcomes from the Website Communication meeting held 30 May 2017 are denoted as <i>(30 May Website)</i> .
3	ASSA Comms	3 ASSA Communication 3.1 Centre subscription <i>(21 Feb 17) AJ Nel to just finally confirm Constitution does not require Centres to have subscriptions.</i>

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(2 May FSC) AJ reported that he updated the Constitution to clarify this in Par 4.1 of Appendix I to the Constitution, i.e. a subscription is not mandatory.
Item closed.

3.2 Communicating reports, newsletters

P de Villiers thanked all the contributors of reports and newsletters submitted before the meeting. He thanked C Stewart for compiling the Activity Summary and noted some of the highlights eg from the Durban Centre, the high attendance figures for the event at the Botanical gardens and C Rijdsdijk's commendable personal contribution to the Garden Route Centre.

He also noted that in discussion with C Stewart it clarified some of the issues involved in compiling the summary and difficulty of an automatic update from various sources.

3.3 Planned astronomical related activities on the ASSA website

The outcome of the meeting held on 30 May on recording planned activities on the website was accepted. L Cross to send request for input on all planned activities from Centre Chairs and Directors in the format agreed.

P de Villiers asked that all Centres - that have a link to a newsletter - send their website link to L Cross who will arrange a suitable page on the ASSA website. All Centres should have links to the ASSA site on their websites.

3.4 Centre and Section Reports in preparation for AGM

A reminder was given that all input on past activities for the year such as the Activity Report, Section Director Reports, to be made available by end June or as soon as possible thereafter (Centre Chairs, Section Directors).

3.5 Communications Document

Southern African Astronomy History Director and ASSA Archivist;
C de Coning queried the two different roles that are listed in the Communications document (attached), i.e. ASSA Archivist, Southern African Astronomy History.
This was briefly discussed.

As the 2 roles have not yet been fully described in the document it still needs further discussion. (As A Slotegraaf and C Stewart were main contributors to the Communications document, L Cross to arrange a discussion with them and C de Coning to finalise this issue).

3.6 ASSA Publications - SGAS

3.6.1 2016 SGAS copies

B Olivier said the extra copies request by C de Coning for the archive was sent.

B Olivier also noted that the 2016 surplus copies have been allocated and AJ Nel agreed that ASSA will fund the postage via PostNet.

3.6.2 2017 SGAS copies

B Olivier confirmed that he received the extra 10 copies the AJ ordered - all went to Pretoria Centre – and he ordered another 20 copies. He will send 3 copies to P de Villiers.

3.6.3 Increase 2018 SGAS price

A Slotegraaf reported that she spoke to Pippa Parker and agreed to increase the cover price. This will increase the ASSA royalty income.

It was agreed that the ASSA income from SGAS royalties be ring fenced and used for causes such as assisting ASSA Symposium every 2 years (AJ Nel).

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		<p>P de Villiers indicated that he had discussion with the local Education Department to allow every a copy to every science teacher at cost.</p> <p>C Rijsdijk made the point that a workshop of how to use the SGAS would be desirable i.e. how to get the most out of the SGAS.</p> <p>3.7 ASSA Publications – MNASSA and/or Editorial Board <u>C Rijsdijk</u> noted that he does not have information to compiled an obituary for Pat Booth. <u>E Nijeboer</u> offered to see what can be obtained via the Cape Centre. <u>A Slotegraaf</u> offered to contact Pat’s neighbour again.</p> <p>3.8 Historical records from PE Peoples Observatory Society <i>(21 Feb 17) C Rijsdijk informed that he can get all the records of the PE Peoples Observatory Society from Nielen Schafer and asked C de Coning if it would be appropriate to have these records in the ASSA archives. C de Coning confirmed, absolutely.</i> <u>C Rijsdijk</u> will get the documents to C de Coning as it seems ASSA Archive is best place to store it. It was agreed that the AGM would be good event to handover these documents.</p>
		<p>3.9 KBO Occultation: <i>(21 Feb 17) C Foster reported that he and 12 to 15 amateurs in the country have been approached by SAAO regarding ProAm collaboration project involving the New Horizons spacecraft. C Rijsdijk noted that the call from SAAO to amateurs was reported in the latest MNASSA.</i></p> <p>E Nijeboer informed Council that the Cape Centre felt that they were not formally informed of the Occultation to allow the information to reach its members. After some discussion it was requested that:</p> <ul style="list-style-type: none"> - Centre Chairs and Appointees take note to at least share useful information on the ASSA mail groups ASSA_Info and ASSA_Discussion; - Centre Chairs to join the ASSA_Info and ASSA_Discussion groups and encourage their members to do the same. This will allow all to stay in touch with ASSA activities and share information.
4	Scholarships	<p>4. Scholarships (HartRAO -ASSA Scholarships x 3 and ASSA Scholarship x1) Council noted that AJ confirmed on 2 May at the FSC that all scholarships pay outs were processed. <u>C Rijsdijk</u> asked that <u>AJ Nel</u> if he could provide a short written clarification on how the Cooke Scholarship will work. This is to be placed on the website and MNASSA.</p> <p><u>C Rijsdijk</u> undertook to write to Nielen Schafer (contact for Cooke Scholarship) to ask if he would accept an invitation to the AGM. The handover of historic information could then also be done at the AGM.</p>
5	Membership	<p>5. Membership B Olivier reported that there are ~ 85 Country Members and undertook to place the list on the 1Drive and inform when this has been done.</p> <p>I Glass asked if B <u>Olivier</u> could advise him which members requested MNASSA in printed form (Ian kindly arranges the distribution of such printed copies)</p>

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6	Governance	<p>6 Governance</p> <p>6.1 Amendments to the ASSA Constitution The latest version of the Constitution - updated by AJ Nel - is attached to the minutes. Council accepted the updated version of the Constitution and requested that it be placed on the website (<u>L Cross J Smit</u>) . The Constitution will be ratified at the AGM in August (<u>AJ Nel</u>)</p> <p>6.2 Overbeek Award The two medals have been paid for and are ready for collection at Pagliari. <u>I Glass</u> deposited the blank Gill Medals at the SAAO safe and is asked if he could kindly help with getting the two Overbeek Medals in the same safe.</p> <p>It was agreed that the Medal should be formally announced and handed over at the AGM The two Medal recipients to be invited to the AGM (<u>P de Villiers</u>) It was also agreed that Danie Overbeek's son Andy Overbeek be invited to the AGM to hand over the Medal (<u>L Cross</u> to approach Andy)</p> <p>6.3 Resignation of Section Director – Cosmology Council took note that Frikkie de Bruyn informed on 28 May that he has to resign as director of Cosmology Section and from ASSA. P De Villiers offered to draft a thank you letter to Frikkie for the initiative of starting the Section and all his support of ASSA as Midlands Centre Chair. <u>C Rijdsdijk</u> offered to contact M Soltynski.</p>
7	Financial Matters	<p>7. Financial Matters</p> <p>7.1 2015/16 financials Council took note that the FSC on 2 May reported that these financials were eventually signed off by P de Villiers, AJ and three Council members. <u>L Cross</u> reported that she has received 2 hard copies of the signed financials from R Glass and will deliver these to the offices of CTF Services.</p> <p>7.2 2017/18 financials <i>(21 Feb 17) <u>AJ</u> offered to draft list of indicator of expenses over the year for Council to keep in touch and for Financial Sub-Committee to review from time to time.</i> Council was asked to note that at the FSC on 2 May AJ submitted a proposed budget for 2017 18. June is the 2016 17 financial year end. (AJN, CTF Services)</p> <p>7.3 Special Projects Amount for Special Projects is included in the proposed budget. P de Villiers noted that all applications for special project funding to be submitted by end January each year to the Secretary and Treasurer.</p> <p>7.4 Other financial requests <i>(2 May FSC) Other requests for funding:</i> <u>R Glass</u> gratuity/gift from ASSA <u>C Foster</u> requested clarity on the policy/procedures regarding funding of presenting and/or attendance at overseas conferences <u>P de Villiers</u> undertook to meet up with R Glass in Cape Town and raise the offer of a thank you gift with him. It was confirmed that ASSA cannot at this stage consider funding travel to attend overseas conferences.</p> <p>7.5 Proxima project <i>(21 Feb 17) <u>C Rijdsdijk</u> reported that he would like to complete this project and the one item</i></p>

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		<p><i>outstanding is the plinth and plaque at the Johannesburg Observatory.</i></p> <p>C Rijdsdijk reported that he met up with S Mkansi and undertook to communicate further with him in order to finalise the plinth at the Jhb Observatory and advise if there is any costs for ASSA account.</p>
8	ASSET	<p>8 ASSET</p> <p>L Cross read the report submitted obo ASSET by T Cooper. Ref to the full report submitted included below the minutes</p>
9	ASSA Symposium	<p>9 ASSA Symposium 2018 at SAAO March 2018 (21 Feb 17) Theme: <i>Amateur Astronomy in the Digital Data Age – how Amateurs can do real Science.</i> LOC: Ian Glass, Auke Slotegraaf, <u>Case Rijdsdijk</u>, Eddy Nijboer.</p> <p>C Rijdsdijk said that a number of overseas speakers are being approached to present at the Symposium.</p>
10	Awards, Hon Mems	<p>10 Awards and Hon Members - nominations</p> <p>The awards are being finalised by the Awards Sub Com and will be presented at AGM.</p>
11	AGM prep	<p>11 AGM Preparation</p> <p>Date and venue was confirmed: 2 August hosted by Cape Centre and to be held at the SAAO.</p> <p><u>L Cross</u> to:</p> <p>Start the communication around the out of town invited Council members and guests; Request Council nominations from Centre Chairs and Appointees with deadline 30 June; Send reminder to Centre Chairs to have their AGMs concluded and AGM reports completed by end July; Send reminder to Section Directors, Scholarship Convenor (already received) to send their Annual Reports by end June. Ask that notification of AGM to be placed on the website with an agenda (J Smith)</p> <p><u>L Cross</u> and <u>E Nijboer</u> to discuss arrangements around the AGM.</p>
12	Checklist	<p>12 Checklist review</p> <p>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 next SGAS 1 Jun Call for nominations for Council; Annual review of website 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 1st Wed Aug. 21 business days before 1st Wed in Aug: Deadline for members to receive notice 1 Oct Appointment/Negotiations with SGAS Editor for next edition. Open negotiations with Struik</p>
13	Next meeting	<p>P de Villiers thanked everyone for their participation and closed the meeting at 21:07</p> <p>Next skype meetings at 19:30: 25 July, AGM 2 August (SAAO – hosted by Cape Centre)</p>

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Minutes Approved: _____ Date: _____

Attachments:

Files:

2017-05-24 ASSA Constitution - Compiler Medals Donations Centres Markup
ASSA Communication 170509

Item 8 in the minutes

ASSET – Report to ASSA Council meeting to be held on 30 May 2017

On behalf of the Trustees I am pleased to provide the following update.

1. Meeting of Trustees

The Trustees met in Cape Town on 10 April 2017 to discuss various items pertaining to the Trust, including the obstacles to finalising the audited accounts to end December 2016. Decisions were taken which are being vigorously pursued to resolve the current impasse.

2. Communication Master of the Court and previous years accounts

Mr Cramb has made numerous visits to the Masters office in Cape Town, and the Trust file was located. Examination of the file showed that the Trust records held by the Master's office are not up to date, including a number of documents pertaining to changes in the Trustees which are not on file. The current Trustees are taking the necessary steps to bring the Master's file up to date as quickly as possible.

3. ASSA Symposium 2018

The request received from the LOC for funding in lieu of the proposed 2018 Symposium was discussed. The Trustees were unanimous in their decision to provide funding in both 2017 and 2018. The amount however is still to be decided, and will be done once the issues with the accounts have been finalised.

T Cooper

END