





## ASSA COUNCIL MEETING MINUTES

		<p>It was noted that it would be excellent to receive input from Bloemfontein Centre for MNASSA because of their valuable contributions which deserve to be recorded in the publication. <u>P de Villiers</u> offered to follow-up with Dawie van Jaarsveld in this regard.</p> <p><b>4.7 Posting of printed copies of MNASSA</b>  I Glass informed that there are still a number of people who have requested MNASSA and is being provided with MNASSA in printed form via post.  Council agreed that consideration should now be given to ending this process as it is labour intensive, expensive to post and no guarantee that it will be delivered. (<u>I Glass, B Olivier, L Cross</u>)  (After the meeting: I Glass provided a list of recipients, postage cost R7.80  The list provided – excluding the ex-officio and courtesy copies:  Mr and Mrs W Kronenberg  Mr JD Laing  MAK Hampson  Prof DH Reid unpaid - suspended  Dr PT Wedepohl unpaid – suspended)</p> <p><b>4.8 Publication of new members in MNASSA</b>  It was agreed that new members’ details are no longer needed to be published in MNASSA</p> <p><b>4.9 Nightfall publication</b>  <a href="http://assa.sao.ac.za/sections/deep-sky/nightfall/">http://assa.sao.ac.za/sections/deep-sky/nightfall/</a>  <u>C Rijsdijk</u> undertook to send a special thank you note to Douglas Bullis the Editor-in-Chief of Nightfall for an excellent publication.</p>
5	Scholarships	<p><b>5. Scholarships</b>  <i>(FSC 15 Nov 2017) AJ Nel confirmed that C Flanagan has been informed of the 2018 scholarships values.</i>  The values proposed by the FSC on 15 November and formally approved by Council:</p>
6	Membership	<p><b>6. Membership</b>  <b>6.1 ASSA Country Membership 2018/19</b>  Council noted the addition under the Checklist:  1 June New Country Membership fees to be agreed by Council</p>
7	Governance	<p><b>7. Governance</b>  No item to discuss except to note that the ASSA Funds Distribution Policy has been placed on the website (thanks, Auke) on the page <a href="http://assa.sao.ac.za/about/assa-constitution/">http://assa.sao.ac.za/about/assa-constitution/</a></p>
8	Financial Matters	<p><b>8 Financial Matters</b>  <b>8.1 ASSA Financials 2017</b>  <i>(10 Oct ) L Cross confirmed that the financials have been sent to R Glass who has already responded with a list of queries to which replies are being sought. (AJN, LC)</i>  <i>(FSC 15 Nov 2017) The queries from Ronnie Glass were answered and the final accounts were approved by him. The 2017 financial are now being signed by designated ASSA signatories and the signed copy will be returned to R Glass and placed on the website (<u>L Cross, J Smith</u>)</i>  It was reported that R Glass provided the final signed version of the financials and this was sent to Council and CTFS and requested to be placed on the website (<u>L Cross, J Smith</u>)  Item closed.</p> <p><b>8.2 Special Projects</b>  <i>(FSC 15 Nov 2017) R25 000 will be available for special projects, plus 50% of the increase in additional royalties resulting from the higher selling price of SGAS.</i>  Council noted that the ASSA Funds Distribution Policy was placed on the website at <a href="http://assa.sao.ac.za/about/assa-constitution/">http://assa.sao.ac.za/about/assa-constitution/</a></p>

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		<p><u>L Cross</u> to send a notice to the ASSA Info mail list informing of the Policy and requesting applications are forwarded to AJ Nel and L Cross by 12 January (to allow the FSC to consider submissions on 16 January). (Please note the intent of the allocation as defined in Section 3 of the Policy).</p> <p><u>C Rijsdijk</u> informed that he is aware of a simple format that could be adjusted to suit ASSA Special Projects fund applications and will forward to the <u>FSC</u> for consideration by return email for an urgent decision in order for it to be included in the process. (After the meeting: C Rijsdijk confirmed that the Funds Distribution Policy already adequately covers guidelines for completion, ref Annex A).</p> <p>Council agreed that the FSC is to consider application and anyone on the FSC who has submitted applications will recuse themselves. Council agreed that all current recipients of approved requests of ASSA funding do not need to re-apply.</p> <p><b>8.3 Investment of ASSA funds</b> <i>(FSC 15 Nov 2017) The proposal from R Glass regarding the donation of R300 000 for the Cooke Scholarship Fund was discussed. The key points raised by R Glass were not to leave the R 300 000 on a cash deposit. He also didn't agree that the capital never be touched. It was given for a purpose and if used up over 30 years that's in compliance of its purpose. It was his opinion a failure by the council to comply with its responsibilities to hold over R 1M in cash funds when there is no intention to disburse same short term etc."</i> <i>L Cross was mandated to contact R Glass and ask him for a proposal as offered.</i></p> <p>Council was informed that R Glass presented a financial advisor and a proposal which was distributed to the <u>FSC</u> who now need to discuss and decide on a proposal at their next meeting. P de Villiers indicated that he considered the proposal of very good value.</p> <p>C Rijsdijk will be meeting R Glass on 4 December in Cape Town, show him around the SAAO and take him to lunch at ASSA's expense and will take the opportunity to thank R Glass for his effort to place ASSA in touch with the financial advisor.</p>
9	ASSA Symposium	<p><b>9. ASSA Symposium 2018 at SAAO from 9 March 2018</b> <i>((21 Feb 17) Theme: Amateur Astronomy in the Digital Data Age – how Amateurs can do real Science. LOC: Ian Glass, Auke Slotegraaf, <u>Case Rijsdijk</u>, Eddy Nijboer. (FSC 15 Nov 2017) R10 000 was approved for the Symposium.</i></p> <p>Council noted the amount approved by the FSC for the Symposium. C Rijsdijk provided an update (attached to the minutes). Key items discussed:</p> <ul style="list-style-type: none"> <li>- The issue of registration, pre-payment and confirmation of payment / booking. <u>A Slotegraaf</u> offered to investigate further and provide feedback to C Rijsdijk and also E Nijboer;</li> <li>- Maybe a deadline is set by when registrations will close, e.g, mid-Feb.</li> <li>- Information to be placed on the ASSA FB page to be sent to Kos Coronaios</li> </ul>

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10	ASSET	<p><b>10 ASSET</b>  <i>(10 Oct )” We are still awaiting information from the Master in Pretoria, requested in May this year, and I have already sent them three reminders. We need this documentation in order to progress the affairs of ASSET”</i></p> <p>Latest update from ASSET (via Tim Cooper):  “Last message to the Master in Pretoria met with no response. .. I have been in contact with my attorneys and they have ascertained the true state of affairs as follows. The Master of the High Court in Pretoria has cancelled their contract with Metrofile and has signed a contract for archiving with an alternative company, Docufile. However, on cancelling the contract, Metrofile has refused access to the documents due to non-payment of their account by the Master. Negotiations are in progress to settle the outstanding amount owed by the Master, but at this stage they cannot state when this will be completed. My attorney mentioned that they have been waiting for documents since February 2017. The Trustees are exploring other options to resolve the impasse as soon as possible.”</p> <p>C Rijdsdijk further reported that he had a telephone conversation with T Cooper and expressed his gratitude obo <a href="#">ASSA to the Trustees for their personal effort put into</a> resolving the impasse.</p>
12	General	<p><b>General</b>  No item was raised.</p>
13	Checklist	<p><b>Checklist review</b></p> <p>31 Jan            Finalise Special projects allocation  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  1 June            New Country Membership fees to be agreed by 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              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  Annual refresh of the Communications document after the AGM</p>
13	Next meeting	<p>Proposed Skype meetings for 2018: Next FSC: proposed for 16 January 2018 19:30  Council meetings at 19:30 : 23 January 27 March 22 May 26 June AGM 1 August</p>

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

**Attachments:**

ASSA Minutes 171010 v4

ASSA Symposium 2018 17 11 28