**DATE** 29 Nov 2017 **TIME** 19:34 to 20:32 **VENUE** Via Skype

**ATTENDANCE** 

CouncilRoleCase RijsdijkPresident (Chair)Chris StewartVice PresidentDr Pierre de VilliersVice PresidentDr Ian GlassCouncil MemberClyde FosterCouncil Member

Lerika Cross Secretary

Mike Hadlow Chair - Durban Centre
Jerome Jooste Chair - Johannesburg Centre

Eddy Nijeboer Chair - Cape Centre

**Appointees** 

Auke Slotegraaf

Bruce Dickson

Dave Blane

Percy Jacobs

SGAS Editor, Deep Sky Section Director

Cosmology and Astrophysics Section Director

Double and Variable Stars Section Director

Photometry and Spectroscopy Section Director

Apologies (a) /Absent

Adv AJ Nel (a) Treasurer

Bosman Olivier (a)

Prof Matie Hoffman

Dr Claire Flanagan (a)

Johan Smit

Chair – Pretoria Centre

Chris de Coning (a)

Kos Coronaios

Allen Versfeld (a)

Membership Secretary

Chair – Bloemfontein Centre

Convenor of Scholarships

Chair – Pretoria Centre

ASSA Archiving

Observing Director

Imaging Section Director

Dr Christian Hettlage (a) Web Master James Smith (a) Web Manager

Steffan Devos Acting Chair - Midlands Centre

**ASSET** (for distribution)

Tim Cooper For ASSET Trustees

	Agenda	Discussions / Decisions / Actions (in bold)	
1	Welcome	C Rijsdijk welcomed everyone to the 2 <sup>nd</sup> ASSA Council meeting for 2017/18 year.	
	Apologies	Apologies received are noted in the minutes.	
2	Previous	Previous Minutes of Meetings and Agenda	
	Minutes	The meeting accepted the minutes of Council meeting held 10 October 2017 (attached)	
	Agenda	The agenda items as proposed were accepted	
	Matters	Note: Actions arising from previous minutes are <i>in italics</i> . Actions are underlined	
	arising	Outcomes from the Finance Sub-Committee meeting held 15 October 2017 are included and	
		denoted as (15 Oct FSC)	
3	ASSA	3 ASSA Communication	
	Comms	<b>3.1 Communications document</b> (dd 171124)	
		Council approved placing of the Communications document on the website. (L Cross, J	
		Smith, A Slotegraaf)	
		3.2 Planned astronomical related activities on the ASSA website	

		(10 Oct) A Slotegraaf noted that he receives relevant information from Centres for the SGA and this can also be used to publish on the ASSA website.
		Item was not discussed – to stay over.
4	ASSA	4. ASSA Publications - SGAS
	SGAS	4.1 Increased SGAS 2018 price
		(26 Sep FSC) The increased selling price: R140, a R15 increase from R125. The selling
		price to ASSA will be R70 and a discount on the first 300 at R17.25
		Royalties are paid March and September each year. An estimate of royalties is ~ R10 000. (FSC 15 Nov 2017) Corrected: 50% of the increase in additional royalties resulting from the
		higher selling price of SGAS be earmarked for respectively special projects and the ASSA
		symposium.
		Council noted the outcome from the FSC meeting. Item closed.
		4.2 Orders and payments for SGAS 2018
		(FSC 15 Nov 2017) AJ followed up on 14 November with the Centres that have not yet
		provided their SGAS 2018 requirements.
		Attendees asked if orders have already been placed with Struik and when delivery can be expected. L Cross to follow with <u>AJ Nel</u> and ask if he could please confirm this information
		with all who have placed orders. (After meeting: A J replied that orders were placed and deliveries can be expected week of 4 Dec.)
		4.3 SGAS Orders for outreach purposes
		(10 Oct 17) A Slotegraaf asked if it was possible to order SGAS via AJ Nel to Struik at the
		reduced price for outreach purposes provided that none are sold on. (AJ Nel)
		(FSC 15 Nov 2017) <u>AJ</u> undertook to ask Struik if additional orders for outreach purposes
		only (thus no selling on of the publication allowed) during the course of 2017/2018 may be
		processed at a price of R70. Motivations for such orders, for outreach or school education
		purposes, need to be made to AJ Nel who will be the single channel for such orders (if
		allowed by Struik). AJ Nel may request applications to be on a formal letterhead if he
		considers that a requirement.
		Council noted the outcome from the FSC meeting.
		Feedback is still awaited from AJ on his request to Struik if the price could be R70.
	1	4.4 Review of SGAS

#### 4.4 Review of SGAS

(FSC 15 Nov 2017) The FSC discussed input received from the Johannesburg Planetarium regarding the cost of the SGAS. The meeting discussed various ideas for review of the 2019 publication. <u>L Cross</u> offered to prepare an outline for discussion by a subcommittee to be decided on at the next Council meeting.

The outcome from the FSC meeting was noted as well as the draft review outline and comments distributed. Further discussions agreed to:

- specifically request Council and Appointees to solicit input from members, to encourage everyone to contribute input.
- arrange a skype session with Council and Appointees (early Feb)

L Cross to send out request for input.

#### **MNASSA**

# 4.5 MNASSA – Sabinet "royalties"

(26 Sep FSC) AJ Nel reported that an instruction was received from Sabinet asking for an invoice to be sent for the amount they gave. Payment is expected mid-Oct.

The same split of income as previous year was agreed for C Rijsdijk, I Glass, W Koorts (AJN to confirm)

(FSC 15 Nov 2017) AJ Nel confirmed that the pay-outs of these royalties were made. Council noted the outcome from the FSC meeting. Item closed.

### 4.6 Input to MNASSA

		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. P de Villiers offered to follow-up with Dawie van Jaarsveld in this regard.
		4.7 Posting of printed copies of MNASSA  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. (I Glass, B Olivier, L
		Cross) (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)
		4.8 Publication of new members in MNASSA  It was agreed that new members' details are no longer needed to be published in MNASSA
		4.9 Nightfall publication http://assa.saao.ac.za/sections/deep-sky/nightfall/ C Rijsdijk undertook to send a special thank you note to Douglas Bullis the Editor-in-Chief of Nightfall for an excellent publication.
5	Scholars hips	<b>5. Scholarships</b> (FSC 15 Nov 2017) AJ Nel confirmed that C Flanagan has been informed of the 2018 scholarships values. The values proposed by the FSC on 15 November and formally approved by Council:
6	Member ship	6. Membership 6.1 ASSA Country Membership 2018/19 Council noted the addition under the Checklist: 1 June New Country Membership fees to be agreed by Council
7	Gover nance	7. Governance 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.saao.ac.za/about/assa-constitution/">http://assa.saao.ac.za/about/assa-constitution/</a>
8	Financial Matters	8 Financial Matters 8.1 ASSA Financials 2017 (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) (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 (L Cross, J Smith) 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 (L Cross, J Smith) Item closed.  8.2 Special Projects (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. Council noted that the ASSA Funds Distribution Policy was placed on the website at http://assa.saao.ac.za/about/assa-constitution/

<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).

<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).

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.

### 8.3 Investment of ASSA funds

(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."

L Cross was mandated to contact R Glass and ask him for a proposal as offered.

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.

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.

# 9 ASSA Sympo sium

# 9. ASSA Symposium 2018 at SAAO from 9 March 2018

((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.

Council noted the amount approved by the FSC for the Symposium.

C Rijsdijk provided an update (attached to the minutes).

Key items discussed:

- The issue of registration, pre-payment and confirmation of payment / booking. <u>A</u>
  <u>Slotegraaf</u> offered to investigate further and provide feedback to C Rijsdijk and also E Nijeboer;
- Maybe a deadline is set by when registrations will close, e.g, mid-Feb.
- Information to be placed on the ASSA FB page to be sent to Kos Coronaios

ACCET	10 A COPPE
ASSEI	10 ASSET (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"  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."  C Rijsdijk further reported that he had a telephone conversation with T Cooper and expressed his gratitude obo ASSA to the Trustees for their personal effort put into resolving the impasse.
General	General No item was raised.
Checklist	Checklist review  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 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  Annual refresh of the Communications document after the AGM
Next meeting	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
	Checklist

Minutes Approved:	Date:
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### **Attachments:**

ASSA Minutes 171010 v4

ASSA Symposium 2018 17 11 28