

ASSA COUNCIL MEETING MINUTES

DATE	29 March 2018	TIME	19:30 to 20:15	VENUE	Via Skype
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ATTENDANCE

Council	Role
Case Rijdsdijk	President (Chair)
Chris Stewart	Vice President
Dr Pierre de Villiers	Vice President
Dr Ian Glass	Council Member
Adv AJ Nel	Treasurer
Bosman Olivier	Membership Secretary
Lerika Cross	Secretary
Jerome Jooste	Chair – Johannesburg Centre
Eddy Nijeboer	Chair - Cape Centre

Appointees

Auke Slotegraaf	SGAS Editor, Deep Sky Section Director
Bruce Dickson	Cosmology and Astrophysics Section Director
Percy Jacobs	Photometry and Spectroscopy Section Director
Chris de Coning	ASSA Archiving
Dr Claire Flanagan	Convenor of Scholarships
Allen Versfeld	Imaging Section Director
Kos Coronaios	Observing Director

Apologies (a) /Absent

Clyde Foster (a)	Council Member
Mike Hadlow (a)	Chair - Durban Centre
Prof Matie Hoffman	Chair - Bloemfontein Centre
Johan Smit	Chair –Pretoria Centre
Dave Blane (a)	Double and Variable Stars 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
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	Agenda	Discussions / Decisions / Actions (in bold)
1	Welcome	C Rijdsdijk welcomed everyone to the 4 th ASSA Council meeting for 2017/18 year.
	Apologies	Apologies received are noted in the minutes.
2	Previous Minutes	Previous Minutes of Meetings and Agenda Confirmation of minutes of Council meeting held 23 January was approved (Proposed C Stewart, Seconded A Slotegraaf)
	Matters arising	Note: Actions arising from previous minutes are <i>in italics</i> . Actions are underlined
	Agenda	Outcomes from the Finance Sub-Committee meeting held 26 March 2018 are included and denoted as (<i>26 Mar FSC</i>) The agenda items as proposed were accepted
3	ASSA Comms	3 ASSA Communication 3.1 Reports from Centres Reports received from Centres (Durban and Hermanus) are included in the attachments.

ASSA COUNCIL MEETING MINUTES

		<p>3.2 Country wide planned activities on the website The outcome of discussion on the issue of how to get sufficient input from Centres or Directors to compile 2018 list activities on the ASSA Home Page in order to inform /guide visitors to the site to relevant Southern African activities was: Centre Chairs will be asked to nominate one person who will be responsible to contribute to activities (<u>L Cross</u>). <u>A Slotegraaf</u> kindly offered to train individuals to update their information on the ASSA Homepage.</p> <p>3.3 Centre visits <i>(23 Jan) C Rijdsdijk informed he plans to visits all Centres during the year including Bloemfontein.</i> C Rijdsdijk will include these visits in his travel schedule for the year and inform Council in due course. He is planning a possible visit to ASSA Bloemfontein whilst attending the annual SA Institute of Physics Conference in Bloemfontein - 25 - 29 June.</p> <p>3.4 Amateur observations Further to the recent ASSA Symposium, the opportunity to get variable star observers to join AAVSO was discussed. P Jacobs noted that observers must join the AAVSO by logging on to the website and that there are ~ 4 active AAVSO members in RSA at present who submit observations. <u>P Jacobs</u> offered to guide / inform ASSA_Discussion of upcoming events.</p> <p><u>P Jacobs</u> also noted that a Spectroscopy database is being set up further to speaking to Stella Kafka at the Symposium and he will keep the community informed.</p>
4	ASSA SGAS	<p>4. ASSA Publications - SGAS</p> <p>4.1 Review of SGAS <i>(28 Nov) Agreed to request Council and Appointees to solicit input from members.</i> <i>(23 Jan) A request for input by 20 Jan was sent to ASSA_Info on 4 Dec. A summary of input received to be sent to the Editorial Board within the next 2 weeks. (<u>L Cross</u>)</i> FSC 26 March: outcomes from the Review are expected both from the Editorial Committee and in terms of the financial recommendation by mid-May. Council noted the outcome from the FSC 26 March. C Rijdsdijk reported that the review (attached) was discussed with the <u>Editorial Committee</u> and relevant outcomes will be recorded by mid Mat. All relevant financial related items will be included in the next <u>FSC meeting</u>.</p> <p>4.2 Contract SGAS Editor 2019 <i>(23 Jan) <u>AJ</u> to confirm contractual aspects regarding SGAS 2019 Editor.</i> <i>(After meeting: AJ confirmed that the current agreement with Auke is on-going and may be cancelled by either party on two months' written notice)</i> FSC 26 March: <u>AJN</u> confirmed a 5% increase in SGAS 2019 Editor remuneration. Council agreed that the item may be closed.</p>
5	Scholarships	<p>5. Scholarships <i>(23 Jan) The ASSA and Cooke Scholarships are worth R20,000 and the three HartRAO-ASSA Scholarships R16,000 each, for 2018. All three have been advertised on the ASSA website and via social media. With the changes at HartRAO (absorption into SARAO, and resignation of Ludwig Combrink, Director), enquiry was made with the relevant SARAO people about continuation of the HartRAO-ASSA scholarships who have acknowledged query but not yet answered it.</i> C Flanagan reported that that the Committee is looking at ~ 7 applications and she confirmed that the 3 HartRAO bursaries will fall away in 2019 due to the fact that they are now incorporated in South African Radio Astronomy Observatory (SARAO).</p>

ASSA COUNCIL MEETING MINUTES

6	Membership	<p>6 Membership 6.1 ASSA Country Membership 2018/19 <i>(28 Nov '17) Reminder 1 June: New Country Membership fees to be agreed by Council</i> B Olivier reported that there are 112 paid up ASSA Country Members and ~ 6 joined since January. SAPO performed well in delivery the SGAS books as only 4 were returned. Even B Dickson reported he received his copy in Toronto. B Olivier noted that it costs ~ R20 – R30 to post overseas so it is still feasible.</p>
7	Governance	<p>7 Governance 7.1 Checklist (annexure): Nominations for: Honorary Members and Awards are now due and a request for nomination / proposal was sent to Council and Appointees on 24 March requesting input by 13 April.</p> <p>Further suggestions/proposals received were not debated in detail and would need to be taken further via emails to Council before the next Council meeting (<u>L Cross</u>):</p> <ol style="list-style-type: none"> a) resuscitate the Dark Sky section? There is much in the way of real science that can be done by many members of ASSA b) setting up a "Citizen Science" Section? c) resuscitate the "Computer Section"?
8	Financial Matters	<p>8 8 Financial Matters 8.1 Special Projects <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> ASSA Funds Distribution Policy is http://assa.sao.ac.za/about/assa-constitution/ <i>(17/11/28) L Cross to send a notice to the ASSA Info mail list informing of the Policy and requesting applications forwarded to allow the FSC to consider submissions on 16 Jan).</i> <i>(FSC 16 Jan 2018) L Cross sent out call for fund applications to ASSA Info on 4 December. No applications received by either L Cross or AJ Nel. If no applications are received by the next Council meeting then the matter will be closed. AJ confirmed that currently approved projects are the Big Five and the Oral Histories Project.</i> <i>(23 Jan) The meeting noted the outcomes from the FSC meeting. <u>L Cross</u> offered to search for the formal outcome from Council regarding the Oral Histories Project.</i> FSC 26 March outcome: as application for funding by Oral Histories Project (the only Special Project for 2018) was not formally finalised in 2017 it was reconsidered and recommended for approval by Council for an amount of R 10 700 to be allocated in the 2018 budget. Council approved the proposal from the FSC 26 March. C Rijsdijk noted that the project of <u>C de Coning</u> can proceed with the project as motivated (and provide a report on the Project to Council in due course).</p> <p>8.2 Investment of ASSA funds <i>(FSC 15 Nov 2017) The proposal from R Glass regarding the donation of R300 000 for the Cooke Scholarship Fund was discussed.</i> <i>(17/11/28) Council was informed that R Glass presented a financial advisor and a proposal was distributed to the FSC who now need to discuss/ decide on a proposal at next meeting.</i> <i>(FSC 16 Jan 2018) AJ Nel provided the link to the mandate and funds summaries as well as the details of each fund. https://1drv.ms/f/s!Aqo8CBAk8rqchbIM-BeQ4v6tXo7RsA</i> The FSC supported the proposal and R Glass' recommendations. The funds should deliver 11% before fees and 9% as actual. The proposal is better than the current investment. R200 000 will remain in cash. AJ advised that he had signed a mandate as authorisation which is with R Glass which only requires a date to become implemented. It was proposed that the item awaits the final approval by Council at its next meeting.</p>

ASSA COUNCIL MEETING MINUTES

		<p><i>(23 Jan) The outcomes from the FSC meeting were noted and as no objection to the proposal was received from members present at the meeting, the proposal was accepted.</i></p> <p>Special resolution agreed to by Council: Council agreed that if any further signing of Glacier documentation is required, Adv AJ Nel is mandated as sole signatory for such documents.</p> <p>Council considered the item now closed.</p> <p>8.3 Invoicing ceded to SAGE <i>(FSC 16 Jan 2018) AJ noted that CTF's Accountants asked to cede invoicing to SAGE activate thus from now all invoicing will feed into SAGE package.</i> <i>(23 Jan) B Olivier asked about the membership renewals: <u>AJ</u> will confirm if it applies to new membership and renewal notices.</i> FSC 26 March: AJ Nel confirmed that SAGE will also handle renewals. Further to the outcome of FSC 26 March, B Olivier noted that he will supply the list of members to be invoiced (this should happen in June each year once the new rate has been established). Council considered the item now closed.</p> <p>8.4 Latest statement on 1drive <i>(FSC 16 Jan 2018) B Olivier asked AJ Nel how he can get the latest statements available on a regular basis on the 1drive. <u>AJ Nel</u> undertook to formalise the request with CTFS to post the statements on the 1st of every month. <u>B Olivier</u> offered to pick up the issue with AJ Nel if the process is not followed.</i> FSC 26 March: B Olivier confirmed that statements are placed on 1drive. Council considered the item now closed.</p>
9	ASSA Symposium	<p>9 ASSA Symposium 2018 at SAAO from 9 March 2018 In wrapping up the Symposium, it was noted that the event was very successful based on feedback received by C Rijdsdijk formally and informally. Also, a number of initiatives will be taken further (some discussed have been included under the ASSA Communication ref item 3.4). There also were no budget overruns.</p> <p>The final reports submitted by C Rijdsdijk are included as attachments to the minutes. Further material still need to finalised e.g. including documentation kept by <u>C de Coning</u> on his Astronomical History website to also be available on the ASSA website as well as videos of talks that have been taped (A Slotegraaf), summary for MNASSA.</p>
10	ASSET	<p>10 ASSET <i>(23 Jan) The update from ASSET was tabled: "The Trustees can confirm we have now received the awaited documentation. In the coming weeks we intend to finalise FICA registration of the current Trustees so that ASSET functions can return to normal as soon as possible.</i></p> <p>Update after the meeting from P Cramb, Trustee: "Regretfully there has been a delay in visiting the Master's Office in order to submit the required documents need to update the affairs of ASSET. Peter Cramb and Cliff Turk anticipate being able to submit all the documents within the next week."</p>

ASSA COUNCIL MEETING MINUTES

11	General	<p>11 General items</p> <p>11.1 2024 IAU General Assembly</p> <p>C Rijdsdijk noted that he represents the ASSA on the SA National Council, SANC, of the International Astronomical Union, IAU and informed that the SANC is working on the bid book for SA Hosting the IAU General Assembly in 2024 in Cape Town.</p> <p>Many linked organizations have written letters of support, and C Rijdsdijk submitted a bid obo ASSA in mid March in support of South Africa's bid to host the 2024 IAU General Assembly in Cape Town. (CR's letter to IAU attached to the minutes).</p>
12	Checklist	<p>Checklist review</p> <p>31 Jan Finalise Special projects allocation</p> <p>1 Feb Scholarship application dead line</p> <p>31 Mar Closing date for nominations for: Honorary Members and Awards</p> <p>15 April Deadline for Secretary to send to Council list of nominations.</p> <p>30 April Deadline for agreement with Struik of the printing schedule for next SGAS</p> <p>1 Jun Call for nominations for Council; Annual review of website</p> <p>1 June New Country Membership fees to be agreed by Council</p> <p>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;</p> <p>1 Jul Submission of annual updated ASSA membership form, Country Members: Subs renewal</p> <p>31 Jul Closing date for ballot for Council nominations: Centre AGMs to be concluded before the AGM;</p> <p>AGM 1st Wed Aug. 21 business days before 1st Wed in Aug: Deadline for members to receive notice</p> <p>1 Oct Appointment/Negotiations with SGAS Editor for next edition. Open negotiations with Struik</p> <p>Annual refresh of the Communications document after the AGM</p>
13	Next meeting	<p>Council meetings at 19:30 : 22 May 19 June AGM 1 August</p> <p>Next FSC meeting is proposed for 15 May 19:30</p>

Minutes Approved: _____ Date: _____

Attachments:

Fin support of the minutes:

Item 3.1: Reports from Durban and Hermanus Centres

Item 4.1 SGAS 2019 Review Summary v2

Item 9 Documents from the 11th Symposium

- Proposal for an ASSA Symposium
- ASSA Symposium Attendance
- Report on the ASSA Symposium 2018
- 11th National Symposium

Item 11: Letter to IAU

Checklist (covered under Governance item 7)

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

ASSA COUNCIL MEETING MINUTES

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
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END