

ASSA COUNCIL MEETING MINUTES

DATE	22 May 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
Adv AJ Nel	Treasurer
Bosman Olivier	Membership Secretary
Lerika Cross	Secretary
Jerome Jooste	Chair – Johannesburg Centre
Eddy Nijeboer	Chair - Cape Centre
Mike Hadlow	Chair - Durban Centre

Appointees

Auke Slotegraaf	SGAS Editor, Deep Sky Section Director
Bruce Dickson	Cosmology and Astrophysics Section Director
Chris de Coning	ASSA Archiving
Dr Claire Flanagan	Convenor of Scholarships
Dave Blane	Double and Variable Stars Section Director
Allen Versfeld	Imaging Section Director

Apologies (a) /Absent

Dr Ian Glass (a)	Council Member
Clyde Foster (a)	Council Member
Prof Matie Hoffman	Chair - Bloemfontein Centre
Percy Jacobs (a)	Photometry and Spectroscopy Section Director
Kos Coronaios (a)	Observing Director
Johan Smit (a)	Chair –Pretoria Centre
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 5 th ASSA Council meeting for 2017/18 year.
	Apologies	Apologies received are noted in the minutes.
2	Previous Minutes Agenda	Previous Minutes of Meetings and Agenda Confirmation of minutes of Council meeting held 29 March 2018 as attached to the Agenda was approved.
	Matters arising	Note: Actions arising from previous minutes are <i>in italics</i> . Actions are underlined Outcomes from the Finance Sub-Committee meeting held 21 May 2018 are included and denoted as <i>(21 May FSC)</i>
3	ASSA Comms	3 ASSA Communication 3.1 Reports from Centres The reports received are attached to the minutes. 3.2 Website

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		<p>(29 March) Input from Centres or Directors to compile 2018 list activities on the ASSA Home Page: Centre Chairs to nominate one person responsible to contribute to activities (<u>L Cross</u>). <u>A Slotegraaf</u> offered to train individuals to update their information on the ASSA Homepage.</p> <p>ASSA Durban has volunteered John Gill as willing to handle the update of ASSA Home Page. Contact names have been received from Hermanus Centre. Briefing session to be arranged with John Gill.</p> <p>June is also the month for the website review and <u>L Cross</u> will send a request for input</p> <p>3.3 Centre visits by President To be arranged and reported on as visits happen. C Rijdsijk noted a possible visit to Bloemfontein in June and other visits would be raised at the next FSC meeting.</p> <p>3.4 Amateur observations (29 March) Variable star observers to join AAVSO. <u>P Jacobs</u> offered to guide / inform ASSA Discussion of events and also noted that a Spectroscopy database is being set up. AAVSO Membership refund request by Percy to be confirmed and finalised at the next FSC.</p> <p>3.5 Updates to the Communications document The latest version of the document is attached to the minutes. Meeting requested that everyone reviews the document and forward comments to L Cross.</p>
4	ASSA SGAS	<p>4. ASSA Publications - SGAS</p> <p>4.1 Review of SGAS (28 Nov) Agreed to request Council and Appointees to solicit input from members. (23 Jan) A summary of input received to be sent to the Editorial Board (<u>L Cross</u>) (29 March) C Rijdsijk reported that relevant outcomes from <u>Editorial Committee</u> will be recorded mid May. Financial related items will be included in the next <u>FSC meeting</u>. C Rijdsijk advised that he had a discussion with A Slotegraaf and they agreed no key changes are required to the SGAS as it is fundamentally sound. Financial aspects included in the review will be finalised at <u>FSC 21 May</u>.</p> <p>B Dickson asked if a pdf version can be published and made available for download from the website. A Nel confirmed that Struik will not allow a pdf version. <u>A Slotegraaf</u> was mandated to discuss what options Struik would consider eg a digital version with <u>ISBN number</u> and possibly via an app.</p>
5	Scholarships	<p>5. Scholarships (23 Jan) The ASSA and Cooke Scholarships are worth R20,000 and the three HartRAO-ASSA Scholarships R16,000 each, for 2018. (29 March) C Flanagan reported ~ 7 applications. C Flanagan reported that 5 scholarships were allocated and paid out the ASSA and Cooke Scholarships (many thanks were extended to AJ) and the HartRAO payments are still awaited. Information for MNASSA will be provided once the HartRAO payment has been made.</p>

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6	Membership	<p>6 Membership</p> <p>6.1 ASSA Country Membership 2018/19 <i>(28 Nov '17) Reminder 1 June: New Country Membership fees to be agreed by Council</i></p> <p>The FSC 21 May proposed that the new Country Membership fee be increased to R75 and the new member admin fee to remain R50. It was noted that the Country Membership fee will more than cover postage costs.</p> <p>B Olivier reported that there are 120 paid up members.</p> <p><u>Invoices to be sent with the new subscription fees:</u> <u>AJ Nel</u> undertook to do it for 2018/19 and once all are loaded on the SAGE system CTFS will be able to send out the invoices.</p> <p><u>SGAS as a subscription benefit:</u> Meeting discussed and agreed again that an annual SGAS should ideally be part of an ASSA Centre subscription (similar to the ASSA Country Membership) as part of their “marketing”.</p> <p>It was noted again that a Centre may not sell the SGAS to a non-ASSA Centre member and not at a price higher than purchased via ASSA.</p>
7	Governance	<p>7 Governance</p> <p>7.1 Checklist (annexure): <i>(29 March) Nominations for: Honorary Members and Awards are now due and a request for nomination / proposal was sent to Council and Appointees for input by 13 April. Further suggestions/proposals received would need to be taken further via emails to Council before the next Council meeting: Dark Sky, Citizen Science, Computer Sections.</i></p> <p>Nomination for Awards: L Cross reported that a call for award nominations was sent out and some proposals have been received which will now be taken to conclusion in time for the AGM by the President and Vice Presidents as is the norm. <u>L Cross</u> to forward the nominations to them and facilitate the process.</p> <p>Section Directors: The meeting noted that Council agreed via email communications since the meeting of 29 March to include only two new Sections, i.e. Dark Sky and Citizen Science and L Cross sent out a call for nomination. It was reported that the only nominations received: <u>Dark Sky Section Director:</u> Edward Foster nominated by P de Villiers and seconded by A Slotegraaf. Edward accepted the nomination</p> <p><u>Citizen Science:</u> Allen Versfeld nominated by L Cross and seconded by C Stewart. Allen accepted the nomination. This is leaving a vacancy with the Astrophotography / Imaging Section and a further call was sent out for nomination. The only nomination received was: Oleg Toumilovitch nominated by L Cross and seconded by C Stewart. Oleg advised just before the meeting that further to giving the nomination his full consideration he unfortunately had to decline due to other pressures. L Cross will send out another call for nominations for Astrophotography Director.</p> <p>Council representation 2018 /19: <u>Resignation by Bosman Olivier, Membership Secretary:</u> C Rijdsdijk noted that it was with deep regret that he has to report that Bosman Olivier has resigned as Membership Secretary. He thanked Bosman for the brilliant job he has done to bring the process up to the current level. Bosman was given a big round of applause by everyone.</p>

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		<p>After some discussion about how to replace Bosman, AJ Nel reported that his wife Wilmie Nel is willing to be nominated as Membership Secretary. Wilmie was immediately nominated by A Slotegraaf and C Stewart seconded the nomination. Wilmie accepted the nomination. Council accepted the nomination and welcomed Wilmie Nel in her new role as Membership Secretary. Handover process will now start.</p>
8	Financial Matters	<p>8 Financial Matters</p> <p>8.1 Special Projects</p> <p><i>(FSC 26 March) as application for funding by Oral Histories Project (the only Special Project for 2018) was not formally finalised in 2017 it was recommended for approval by Council for an amount of R 10 700 to be allocated in the 2018 budget.</i></p> <p><i>(29 March) Council approved the proposal from the FSC 26 March. C <u>de Coning</u> can proceed with project as motivated (and provide report on the Project to Council).</i></p> <p>The meeting accepted the proposal made by the FSC of 21 May: all current Special Projects funding will end at June 2018. A general rule needs to be included in the file “2015-06-10 ASSA Funds Distribution Policy (Final).docx” to clarify that funding for future projects will only be allowed to roll over for one financial year. (AJ Nel, L Cross)</p> <p>Also, project progress reports need to be provided at the AGM and upon completion of such projects. Oral History funding will thus end June 2018.</p> <p>8. 2 Investment of ASSA funds</p> <p><i>(FSC 15 Nov 2017) The proposal from R Glass regarding the donation of R300 000 for the Cooke Scholarship Fund was discussed.</i></p> <p><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></p> <p><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></p> <p><i>The FSC supported the proposal and R Glass’ recommendations.</i></p> <p><i>The funds should deliver 11% before fees and 9% as actual. The proposal is better than the current investment. R200 000 will remain as 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.</i></p> <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><i>(29 March) 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. Council considered the item now closed.</i></p> <p>Meeting to note outcome from the FSC 21 May and confirm that this item may be closed. Interest rate on the Cooke Fund will be ~10%. Many thanks to AJ Nel and everyone involved.</p>
9	ASSET	<p>9 ASSET</p> <p><i>(29 March) 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.”</i></p> <p>From T Cooper obo ASSET: meeting with the Master in Cape Town is pending. We hope to have clarity on the date shortly.”</p>

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10	General	<p>10 General items 10.1 AGM 2018 C Rijsdijk proposed – and the proposal was accepted in principle - that this year the AGM is hosted by Cape Centre and next year by ASSA Johannesburg Centre. This year the AGM will be 1 August. Eddy Nijeboer asked for a formal note from Council to table with the ASSA Cape Centre and advise. (C Rijsdijk, E Nijeboer, L Cross)</p> <p>10.2 Succession planning C Rijsdijk raised the matter of succession planning for ASSA Council and noted that traditionally the President alternated between amateur and professional. The issue was discussed and a number of comments made and will be further unpacked in due course.</p>
13	Next meeting	<p>Council meetings at 19:30 : 26 June AGM 1 August Next FSC meeting is proposed 18 June 19:30</p>

Minutes Approved: _____ Date: _____

Attachments:

In support of the minutes:

Item 3.1: Reports from ASSA Durban

Item 3.5: ASSA Communication 180522

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
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 notice 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

END