

ASSA COUNCIL MEETING MINUTES

DATE	4 July 2018	TIME	19:30 to 20:05	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
Clyde Foster	Council Member
Lerika Cross	Secretary
Eddy Nijeboer	Chair - Cape Centre
Mike Hadlow	Chair - Durban Centre

Appointees

Bruce Dickson	Cosmology and Astrophysics Section Director
Dave Blane	Double and Variable Stars Section Director
Percy Jacobs	Photometry and Spectroscopy Section Director
Kos Coronaios	Observing Director

Apologies (a) /Absent

Adv AJ Nel	Treasurer
W Nel	Membership Secretary - incoming
Bosman Olivier	
Auke Slotegraaf (a)	SGAS Editor, Deep Sky Section Director
Dr Claire Flanagan	Convenor of Scholarships
Allen Versfeld	Imaging Section Director
Chris de Coning	ASSA Archiving
Jerome Jooste (a)	Chair – Johannesburg Centre
Prof Matie Hoffman	Chair - Bloemfontein Centre
Johan Smit	Chair –Pretoria Centre
Dr Christian Hettlage (a)	Web Master
James Smith	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 Apologies	C Rijdsdijk welcomed everyone to the 6 th ASSA Council meeting for 2017/18 year. Apologies received for Auke Slotegraaf, J Jooste, C Hettlage.
2	Previous Minutes Agenda Matters arising	Previous Minutes of Meetings and Agenda Confirmation of minutes of Council meeting held 22 May 2018 as attached to the Agenda was approved. Note: Actions arising from previous minutes are <i>in italics</i> . Actions are underlined Outcomes from the Finance Sub-Committee meeting held 18 June 2018 are included and denoted as <i>(18 June FSC)</i>
3	ASSA Comms	3 ASSA Communication 3.1 Reports from Centres

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	<p>The reports received from Cape, Durban, Hermanus, Johannesburg Centres are attached to these minutes for general info.</p> <p>3.2 Website <i>(22 May) ASSA Durban has volunteered John Gill as willing to handle the update of ASSA Home Page. Briefing session to be arranged with John Gill with Auke. Website review is scheduled for June (as per checklist) request for input will be sent out.</i> It was reported that Auke has run a training session with John Gill (ASSA Durban) who volunteered to handle updates of the ASSA Home Page. Further to the website review L Cross sent a request to assa_info for input. Response received from B Dickson which will be passed on the John Gill (<u>L Cross</u>).</p> <p>3.3 Centre visits by President C Rijdsdijk sent out enquiring for suitable dates to Centre Chairs and sessions will be arranged by August 2019 and reported on as visits happen. A provisional amount of R10 000 was approved by 18 June FSC and confirmed.</p> <p>3.4 Amateur observations <i>(29 March) Variable star observers to join AAVSO. P Jacobs offered to guide / inform ASSA Discussion of events and also noted that a Spectroscopy database is being set up.</i> AAVSO Membership refund request from Percy Jacobs was approved by 18 June FSC and confirmed and refund is to be processed by <u>AJ Nel</u>.</p> <p>P Jacobs reported that interested parties from ASSA Durban can start submitting spectra for the Spectroscopy database. He undertook to report alerts to ASSA_Discussion channel.</p> <p>It was agreed that it was an accepted principle that an ASSA Member may approach Council in order to process a Society Membership of a relevant organisation. It is proposed that this item is now to be closed.</p> <p>3.5 Updates to the Communications document The latest version of the document is attached to the minutes. It will be updated by <u>L Cross</u> for the AGM.</p>
4	<p>ASSA SGAS</p> <p>4. ASSA Publications - SGAS</p> <p>4.1 Review of SGAS <i>(23 Jan) A summary of input received to be sent to the Editorial Board (L Cross)</i> <i>(29 March) C Rijdsdijk reported that relevant outcomes from Editorial Committee will be recorded mid May. Financial related items will be included in the next FSC meeting.</i> <i>(22 May) C Rijdsdijk 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.</i> <i>A Slotegraaf was mandated to discuss what options Struik would consider eg a digital version with ISBN number and possibly via an app.</i> Council noted the outcome of the FSC on 18 June which agreed in principle that key contributors to the SGAS, e.g. proof reading, are eligible to receive an Honorarium. Amount to be proposed by <u>AJ Nel</u> by mid July.</p>

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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.</i> <i>(29 March) C Flanagan reported ~ 7 applications.</i> <i>(22 May) HartRAO payments are still awaited.</i> No update received.</p>
6	Membership	<p>6 Membership 6.1 ASSA Country Membership 2018/19 <i>(22 May) Country Membership fee be increased to R75 and the new member admin fee to remain R50. Invoices to be sent with new subscription fees: AJ Nel undertook to do it for 2018/19.</i> It was noted that at the FSC on 18 June, AJ Nel reported that annual subscription reminders will be sent by end June. L Cross confirmed that J Gill kindly arranged the required update to the website of the Membership Form and subs on the website.</p>
7	Governance	<p>7 Governance 7.1 New ASSA Council and Appointees All new ASSA Council Members and Appointees confirmed by Council for 2018 19 is noted below. L Cross undertook to inform all of their contact detail.</p> <p>7.1.1 Section Directors Astrophotography A call was sent out for nominations for role vacated by A Versfeld. Martin Heigan volunteered and was nominated by L Cross and seconded by A Versfeld. Council confirmed his appointment.</p> <p>Deep Sky Auke informed on 17 June that he has stepped down as Director and Doug Bullis “now has the reins”. A Slotegraaf nominated Doug and he was seconded by Magda Streicher. Council confirmed his appointment.</p> <p>Dark Sky Council confirmed the appointment of Edward Foster at the previous meeting.</p> <p>Citizen Science Council confirmed the appointment of Allen Versfeld at the previous meeting.</p> <p>7.1.2 Web Master It was noted that James Smith advised that he would like to step down from the role and that John Gill is willing to take on the role by extending his role to Web Master. Council confirmed appointment of John Gill. Council expressed their sincere appreciation to James for his contribution to the role of Web Master.</p> <p>7.1.3 New Membership Secretary <i>(22 May) Bosman Olivier resigned as Membership Secretary. Council accepted the nomination of Wilmi Nel. Handover process will now start.</i> A number of aspects need to be taken care of with the changeover of Membership Secretary and L Cross will facilitate a session with AJ Nel, B Olivier and W Nel.</p>

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8	Financial Matters 1.	<p>8 Financial Matters</p> <p>8.1 Special Projects <i>(22 May) Project progress reports need to be provided at the AGM and upon completion of such projects. Oral History funding will thus end June 2018.</i> It was noted to keep this item open until the AGM.</p> <p>8.1 Other item No other item was raised.</p>
9	ASSET	<p>9 ASSET <i>(22 May) From T Cooper obo ASSET: meeting with the Master in Cape Town is pending. We hope to have clarity on the date shortly.”</i> No update was received.</p>
10	General	<p>10 General items</p> <p>10.1 AGM 2018 <i>(22 May) Eddy Nijeboer asked for a formal note from Council to table with the ASSA Cape Centre and advise. (C Rijsdijk, E Nijeboer, L Cross)</i> The date was confirmed as 6 August at the SAAO Auditorium 19:30 for 20:00 start.</p> <p>It was noted by the FSC of 18 June and confirmed by Council that the members of the FSC be formally invited to attend the AGM.</p> <p>Other items noted: Arrangements of the venue and logistics of the AGM : C Risjdijk, E Nijeboer, L Cross L Cross to:</p> <ul style="list-style-type: none"> - inform Members on ASSA_Info - send reminder that all reports to be submitted by mid July latest (sent) - send out Agenda to Council and Appointees for confirmation and to confirm that all reports received will be read at the AGM (L Cross) <p>Auditorium has been booked by C Rijsdijk to be available from 15:30. Other logistics including data projector, refreshments: C Rijsdijk, E Nijeboer, L Cross</p> <p>10.2 No other item raised</p>
13	Next meeting	<p>Council meetings at 19:30 : AGM 6 August First Council meeting for 2018 19 proposed for 27 September 19:30 FSC to be scheduled week before Council meeting, proposed for 18 September 19:30</p>

Minutes Approved: _____ Date: _____

Attachments:

In support of the minutes:

Item 3.1: Reports from ASSA Durban, Hermanus, Johannesburg

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

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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
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

END