

ASSA COUNCIL MEETING MINUTES

DATE	22 November 2018	TIME	19:30 to 20:10	VENUE	Via Skype
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ATTENDANCE

Council	Role
Case Rijdsdijk	President (Chair)
Chris Stewart	Vice President
Clyde Foster	Council Member
Lerika Cross	Secretary
Eddy Nijeboer	Chair - Cape Centre

Appointees

Douglas Bullis	Deep Sky Section Director
Percy Jacobs	Photometry and Spectroscopy Section Director
Martin Heigan	Imaging Section Director
Bruce Dickson	Cosmology and Astrophysics Section Director
Dave Blane	Double and Variable Stars Section Director
Dr Claire Flanagan	Convenor of Scholarships

Apologies (a) /Absent

Dr Pierre de Villiers (a)	Vice President
Adv AJ Nel (a)	Treasurer
W Nel (a)	Membership Secretary
Dr Ian Glass (a)	Council Member
Piet Strauss	Chair - Durban Centre
Prof Matie Hoffman	Chair - Bloemfontein Centre
Johan Smit	Chair –Pretoria Centre
Jerome Jooste	Chair – Johannesburg Centre
John Gill (a)	Web Manager
Dr Christian Hettlage (a)	Web Master
Allen Versfeld	Citizen Science Section Director
Auke Slotegraaf (a)	SGAS Editor
Kos Coronaios (a)	Observing Director
Chris de Coning	ASSA Archiving
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 2 nd ASSA Council meeting for 2018/19 year. Apologies received are noted above.
2	Previous Minutes Agenda Matters arising	Minutes of Council meeting held 29 September 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 15 November are included and denoted as <i>(15 Nov FSC)</i> .
3	ASSA Comms	3 ASSA Communication 3.1 Communications Protocol C Rijdsdijk noted that as result of recent communication issues experienced, he would like to bring to the attention of Council the matter of acceptable protocol regarding communication among members. It was noted that although Centres are autonomous, the Centre Chairs have a key role to play as members of Council. By way of example he explained that when Centre Chairs receive a request via

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email from Council President or other Council members, a reply is expected to be returned, promptly, if at all possible. It was further requested that if Centre Chairs cannot attend a meeting, they should please nominate a proxy to stand in for them at the meeting if at all possible.

In general, he referred to the Communications document which details the roles of Members and Appointees.

3.2 Communications document

Further to input received: the updated communications document is attached to the agenda and is an on-going work in progress; everyone is encouraged to review send improvements to L Cross. The items in green in the document are new and in red needs attention (attached to the minutes). Clarity is requested if ASSA Telephone is alive and working (ref slide 12)

3.3 Website

John Gill was very busy and has been updating the site but he needs everyone to confirm with him (assawebmanager@gmail.com) that they are comfortable that the current content on the website is up to date.

Martin Heigan commented on a recent bogus scam email received about some site links not working. Everyone to note that all suspicious emails should be sent to the Web Master at the SAAO, Christian Hettlage hettlage@saao.ac.za and to copy the Web Manager John Gill assawebmanager@gmail.com.

3.4 Astrophotography

Martin Heigan asked for ideas of how to reach out to interested Astrophotographers and a number of options were discussed:

- Note to the assa discussion list to join a specific communications group
- Request contacts on FLICKR and DocDB to join new group

Martin was congratulated for his contribution on Astrophotography in the latest issue of Nightfall and thanked for his initiative to grow the interest and share information.

3.5 Centre visits by President

(4 July 18) A provisional amount of R10 000 was approved by 18 June FSC and confirmed.
C Rijsdijk confirmed that a visit to Durban on 25 March has been confirmed.

3.6 Other visits

Clyde Foster reported that he will visit Bloemfontein and present on planetary imaging and also later at Durban Centre.

3.7 Other Astronomical Societies in Southern Africa

Harold Hester haroldh@accelerate-it.co.bw and his wife have informed that they are in the process of establishing an Astronomical Society in Botswana. It was suggested that contact be established and maintained. It was suggested that maybe an invite is extended to join a skype session in the future for a general comments.

It was noted that to make contact with Namibia group would also be useful if anyone has detail.

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ASSA
SGAS

4. ASSA Publications - SGAS

4.1 SGAS 2019

FSC: 15 Nov. AJ Nel confirmed the orders have been placed. Price R65 for ASSA purchases. Invoices sent and delivery in progress by Booksite Africa

It was confirmed that deliveries have been received by Garden Route, Cape and Pretoria Centres.

4.2 Other publications – Nightfall vs MNASSA

C Rijsdijk noted that he and D Bullis had useful discussions to define the scope and publication time differences of the two publications:

Scope difference between MNASSA and Nightfall:

- MNASSA is a publication that resides on SABINET, a publisher of academy journals. Copy

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		<p>right resides with ASSA.</p> <ul style="list-style-type: none"> · Nightfall is a publication which is published by ASSA and the copy right on the articles remains with the authors. <p>Centre Newsletter Editors were reminded to identify any possible useful article at the time of publishing their material and to forward to either Case particles@mweb.co.za or Douglas assa.nightfall@gmail.com</p>
5	Scholarships	<p>5. Scholarships <i>(27 Sep) It was noted at the meeting that the amounts (R20 000 for ASSA and Cooke) may be re-assessed in February. In terms of the NRF/SARAAO scholarships, C Rijdsdijk offered to follow-up. Nothing new was reported.</i></p>
6	Membership	<p>6 Membership 6.1 ASSA Country Membership 2018/19 Information on Membership renewal notices and numbers were not available.</p> <p>6.2 Hon Members It was noted that the FSC agreed via email that the 2018/19 Hon Member benefit will remain R550 cash contribution (can be made to S&T or vouchers). It was previously agreed to provide a "book value" instead of the S&T. L Cross sent a note to all Hon Members on 23 October to approach AJ Nel for taking up their benefit if they wish.</p> <p>Hon Members list to be updated on the website http://assa.saa.ac.za/about/awards/honorary-members/ (there are 15 Hon Members at present)</p>
7	Governance	<p>7 Governance It was asked if anyone has knowledge if the Midland Centre is still in existence. Changes to the Editorial Board (ref slide 20 in the Communications document) were noted.</p>
8	Financial Matters	<p>8 Financial Matters 8.1 Honorarium It was noted that the FSC of 15 November confirmed the Honorarium to Dr IS Glass for his professional contribution to the SGAS. (The Honorarium is payable to contributor/s (not the Editor) at the discretion of the FSC)</p> <p>8.2 Financials 2017 18 <i>(27 Sep) R Glass advised L Cross on 30 September that the financial "records should be emailed or dropbox to Bennie van Zyl at bennie@chartac.co.za at CROWE HZK.</i> It was noted that the FSC of 15 November reported that the Independent Compiler is progressing their review of the financials but it has not yet been completed.</p> <p>8.3 Budget items 2018 /19 <i>(26 Sept FSC) AJ Nel undertook to prepare a budget for 2018 19 (Discretionary Reserve) to share with the FSC by the next FSC meeting.</i> The budget for 2018 19 is in progress and planned for tabling at the next FSC meeting.</p>
9	ASSET	<p>9 ASSET ASSET <i>(27 Sep) Peter Cramb informed on 26 September: "the Master of the High Court granted the registration of ASSET with the new Trustees, namely Ian Glass, Tim Cooper and myself. The new registration is dated 8th August 2018".</i> L Cross apologised for forgetting to ask for an update from ASSET.</p>
10	General	<p>10 General items 10.1 IAU 2024 Case Rijdsdijk asked that all input for the event be forwarded to him for onward communication to the Organising Committee. https://astronomy2024capetown.org/</p>

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13	Next meeting	The next Council meetings via skype at 19:30 13 February (FSC 7 February) 16 April (FSC 10 April) 9 July (FSC 3 July) AGM 7 August (venue still to be decided)
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Minutes Approved: _____ Date: _____

Attachments:

In support of the minutes:

ASSA Communication 181119

Checklist (covered under Governance item 7)

- 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 President and Vice President list of nominations
 - 30 April Deadline for agreement with Struik of the printing schedule for next SGAS
 - 1 June 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

END