

ASSA COUNCIL MEETING MINUTES

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|-------------|-------------|------------|----------------|--------------|-----------|
| DATE | 3 July 2019 | TME | 19:30 to 20:15 | VENUE | Via Skype |
|-------------|-------------|------------|----------------|--------------|-----------|

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 |
| Piet Strauss | Chair - Durban Centre |
| Eddy Nijeboer | Chair - Cape Centre |

Appointees

| | |
|---------------|---|
| Bruce Dickson | Cosmology and Astrophysics Section Director |
| John Gill | Web Manager |

Apologies (a) /Absent

| | |
|---------------------------|--|
| Adv AJ Nel | Treasurer |
| W Nel | Membership Secretary |
| Auke Slotegraaf | SGAS Editor |
| Dr Claire Flanagan (a) | Convenor of Scholarships |
| Allen Versfeld (a) | Citizen Science Section Director |
| Dave Blane | Double and Variable Stars Section Director |
| Percy Jacobs (a) | Photometry and Spectroscopy Section Director |
| Chris de Coning (a) | ASSA Archiving |
| Douglas Bullis (a) | Deep Sky Section Director |
| Martin Heigan (a) | Imaging Section Director |
| Dr Christian Hettlage (a) | Web Master |
| Kos Coronaios (a) | Observing Director |
| Prof Matie Hoffman | Chair - Bloemfontein Centre |
| Johan Smit | Chair –Pretoria Centre |
| Jerome Jooste | Chair – Johannesburg Centre |

ASSET (for distribution)

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|------------|--------------------|
| Tim Cooper | For ASSET Trustees |
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| | Agenda | Discussions / Decisions / Actions (in bold) |
|---|---|---|
| 1 | Welcome Apology | C Rijdsdijk welcomed everyone to the 5 th ASSA Council meeting for 2018/19 year. Apologies received are noted above in attendance list. |
| 2 | Previous Minutes Agenda Matters arising | Minutes of Council meeting held 17 April as attached to the Agenda, were approved as no comments were received before and at the meeting. Note: Actions arising from previous minutes are <i>in italics</i> . Current actions are underlined. Outcomes from the Finance Sub-Committee meeting held 26 June 2019 are included and denoted as <i>(26 June FSC)</i> |
| 3 | ASSA Comms | 3. ASSA Communication 3. 1 Communications document and Website |

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| | <p><i>Permanent item: the latest version of the Comms doc is attached.</i></p> <p>It was discussed that some aspects in the document needs to be refreshed:</p> <ul style="list-style-type: none"> - Communications channels used by the Appointees/ Directors (<u>L Cross</u> to send a reminder to all to ask for update to include in the document, include in general communication to all members / subscribers to the mail lists. <p>Website:</p> <p>The website needs to be updated with the approved list of past and current Hon Members. Clarity was obtained iro Peter Smits who was nominated/died in 2008 and his name should be listed as a Past Hon Member. C de Coning will confirm the list on the site http://assa.saa.ac.za/about/awards/honorary-members/ is correct or if other changes are needed for John to update (<u>C de Coning, J Gill</u>)</p> <p>All queries/updates to the ASSA site to be forwarded to J Gill (All)</p> <p>3.2 Other Astronomical Societies in Southern Africa <i>(13 Feb) B Dickson kindly offered to approach the ASSA contact in Botswana, Harold Hester haroldh@accelerate-it.co.bw, and possibly also someone in the Namibia group. B Dickson contacted Harold Hester of the Astronomical Society of Botswana (ASB). The ASB has ~ 5 members. AJ Nel confirmed that a minimum of 10 members are needed to form a Centre. It was agreed a response to be sent to ASB to encourage them to stay in touch with ASSA and identify the opportunities of such a potential “affiliate” relationship (<u>C Rijdsijk, B Dickson, C Stewart, L Cross</u>)</i></p> <p>On the Namibian group: B Dickson has tried several times but haven't heard back. <u>C Foster</u> indicated he will be visiting the area in December and enquired about contacts and will keep Council informed. (Below is what L Cross had on record further to Tim Cooper enquiring on latest contacts with the Namibia Scientific Society as he had previous contact with Sonia Enke at the Observatory in Windhoek. L Cross had her listed as an ASSA Member with a tel of +264 61 238982 http://www.namscience.com.na/contact.htm)</p> |
| 4 | <p style="text-align: center;">4. ASSA Publications</p> <p style="text-align: center;">4.1 SGAS 2020</p> <p>(26 June FSC) A mandate was given to <u>AJ Nel</u> further to his proposal for a new contract for the SGAS Editor for 2020 edition. IS Glass informed that Auke has started on the 2020 issue.</p> <p style="text-align: center;">4.2 MNASSA</p> <p><i>17Apr '19) Printed copies: I Glass advised a couple of copies are printed as a permanent record and one member, MAK Hampson in Oudshoorn</i> (26 June FSC) It was proposed to no longer send any printed copies. <u>I Glass</u> confirmed that he is not emailing hard copies except for MAK Hampson and proposed that the item may be closed.</p> <p style="text-align: center;">4.3 Nightfall.</p> <p>No item reported.</p> |

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| 5 | Scholarships | <p>5. Scholarships <i>(27 Sep) R20 000 for ASSA and Cooke</i> <i>(10 Apr FSC) Both Scholarships have been paid, from the business account</i> <i>(17 Apr '19) C Flanagan undertook to advise Council of the bursary winners. C Rijdsijk will report back to the donors of the Cooke Scholarship.</i> <i>(26 June FSC) C Rijdsijk confirmed the update on the Scholarships awards were sent to the donors. AJ Nel confirmed all items for the current year have been taken care of.</i></p> |
| 6 | Membership | <p>6. Membership 6.1 ASSA Country Membership 2019/20 <i>(26 June FSC) Membership fee confirmed for 2019/20: R50 joining fee plus R75 renewal subs. A reminder for renewal to be sent to current members by ~ 1 Oct which will be a good time just before the SGAS 2020 should be available for couriering. (W Nel).</i></p> <p>6.2 Communication to Country Members <i>(17 Apr '19) Council noted and briefly discussed the proposal from W Nel to provide a pdf certificate to members upon joining and renewing membership.</i> <i>(26 June FSC) It was agreed that a Membership Certificate stating i.a. Name /Membership Number could be sent via pdf to new/renewal members to confirm the period for when the member is in good standing. Signed by President and Membership Secretary. AJ Nel undertook to send a draft to FSC for comment.</i> <i>In the same communication relevant/refreshed information to be provided noting communication options / benefits of being ASSA member. (L Cross to obtain latest info from Directors/Appointees).</i></p> <p><i>SGAS delivery options can also be included in the same communication:</i> <i>AJ Nel offered to propose the delivery options which will be put to members in terms of delivery and if there is associated cost per option. (It is assumed the options to Centres are in order).</i></p> |
| 7 | Governance | <p>7 Governance 7.1 Refresh governance between Centres /ASSA <i>(26 June FSC) The FSC agreed to drafting content for letter to Centre Chairs to refresh responsibilities to facilitate / support ASSA.</i> <i>AJ Nel kindly offered to start a draft for consideration by the FSC.</i></p> |
| 8 | Financial Matters | <p>Financial Matters 8.1 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.</i> <i>(17 Apr) AJ Nel provided budget 2018/19; to be discussed by FSC (L Cross)</i> <i>(26 June FSC) The budget was supplied and no issues were raised.</i></p> <p>8.2 SPARC donation <i>(13 Feb) "Glacier cannot accept ad-hoc contributions under R 15,000.00 and as such SPARC needs to claim the funds back and pay us directly. SPARC no longer exists." AJ Nel and P de Villiers offered to work together on issue and revert in due course.</i> <i>(17 Apr) Council requested confirmation if the donation of R3500 been returned to ASSA account. (AJ Nel, P de Villiers)</i> <i>(26 June FSC) AJ Nel kindly offered to do a last-ditch attempt to speak to the Glacier financial advisor and report back if there are options.</i></p> |

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| | <p>At the Council meeting P de Villiers kindly offered to contact Pieter Laubscher, previous SPARC Chair - to resolve the issue that the SPARC bank account is closed and Glacier needs a SPARC bank account to refund monies</p> <p>8.3 Proxima Proxima <i>(7 Feb FSC) C Stewart reported remaking /placing of Proxima Centauri Plinth Plaques at Observatory is in progress. There is still R5000 in the budget for this to be completed. (13 Feb) C Stewart provided document outlining design for C Rijdsdijk / NRF\SAASTA (17 Apr) C Stewart reported that a recce for placement of the plinth /plaques was made to the Observatory. Request for final placement to be approved by SAASTA and a revised cost estimate obtained (C Stewart).</i> C Stewart /C Rijdsdijk will place plaques at Jhb Obs 13 July. L Cross to arrange access.</p> <p>8.4 Astronomy Course <i>(17 Apr) E Nijeboer enquired about feedback from Council further to the request he emailed to C Rijdsdijk 3 Dec '18 re Astronomy Course at Bergvliet High School. E Nijeboer was asked to review the request in light of the comments provided by C Rijdsdijk in his reply (refer email from C Rijdsdijk 7 December 2018 which ended "ASSA is prepared to help but some of the above need to be looked at first"). E Nijeboer agreed to consider re-motivating his request to Council.</i></p> <p>General: The meeting discussed and agreed that there is merit to embark on a project after the AGM which could include:</p> <ul style="list-style-type: none"> - Sharing information on Astronomy Courses already developed by Centres/individual via agreed means. The courses could be groups per appropriate age, eg primary school, secondary school / adult; - Perhaps consolidating material into an "ASSA approved" course and making this available on the website. <p>If any funding would be required to complete the project – it will have to be identified by end Feb '20. L Cross volunteered to do a terms of reference in due course.</p> <p>8.5 Register ASSA for tax under a VDP (Voluntary ...) Application L Cross sent a request to CTF Services further to the request from Ronnie Glass (ASSA's Independent Compiler) regarding ASSA to: "register the Society for tax under a VDP application". Awaiting feedback from CTFS.</p> |
| 9 | <p>9. ASSET <i>(27 Sep) Peter Cramb informed on 26 Sep: "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> IS Glass reported that documentation is still being worked on. (L Cross need to request a report for the AGM from ASSET)</p> |
| 10 | <p>10. General items 10.1 ASSA AGM – 7 August Durban Centre <i>(17 Apr) Council agreed that a skype session should be held with Durban Centre to discuss and finalise arrangements eg: venue, accommodation, budget for AGM, attendance, agenda. L Cross to arrange skype.</i> L Cross to distribute requests to Centre Chairs, Section Directors, Country Members in prep of the AGM, to provide input by end June, iro:</p> <ul style="list-style-type: none"> - Council Nominations |

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| | | <ul style="list-style-type: none"> - Award considerations, - Centre (to include Centre Reports in the Checklist) and Section Reports to be submitted <p>The FSC meeting of 26 June confirmed the attendance by C Foster to present a short talk at the AGM.</p> <p>A discussion was held after the Council meeting to finalise arrangements for the AGM. The agenda to be sent out shortly and arrangements finalised (<u>L Cross</u>).</p> <p>10.2 ASSA Symposium 2020 <i>Permanent note: possible plans and possibilities for 2020, the International year of Astronomy. Possibly to be hosted by ASSA Durban (17 Apr) It was proposed that this item be included in the skype session noted under 10.1. in order to get clarity if such an event is feasible and what requirements are. (26 June FSC) It was proposed that the item could be informally discussed whilst meeting up at the AGM in Durban.</i></p> <p>10.3 IAU 2024 <i>Permanent note: All input for the event be forwarded to Case Rijdsijk for onward communication to the Organising Committee. https://astronomy2024capetown.org/ Nothing was discussed.</i></p> <p>10.4 New Cape Centre Chair E Nijeboer advised that according to the Cape Centre rules he needs to step down as Chair, having served 5 years, and introduced Marius Reitz as the new Cape Centre Chair. Marius was welcomed and Eddy was thanked for this consideration and the meeting extended their appreciation for good management of Cape Centre over this time.</p> |
| 11 | Closure | The next Council meetings via skype at 19:30 to be scheduled after the AGM AGM 7 August (Durban Centre) |

Attachments in support of minutes:

ASSA Communication 190408
 ASSA Minutes 190417 v3

Minutes Approved: _____ Date: _____

Attachments in support of minutes:

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

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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