

ASSA COUNCIL MEETING MINUTES

DATE	20 April 2020	TME	18:30 to 19:30	VENUE	Via Skype
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ATTENDANCE

Council	Role
Chris Stewart	President (Chair)
Case Rijdsdijk	Vice President, Chair – Garden Route Centre, Communications, Ed Board
Dr Ian Glass	Council Member
Clyde Foster	Council Member
Dr Pierre de Villiers	Council Member
Dr Pieter Kotze	Council Member
Adv AJ Nel	Treasurer
Wilmi Nel	Membership Secretary
Lerika Cross	Secretary
Piet Strauss	Chair - Durban Centre
Marius Reitz	Chair - Cape Centre
Bosman Olivier	Chair –Pretoria Centre
Carmel Ives	Chair – Johannesburg Centre

Appointees

Auke Slotegraaf	SGAS Editor
John Gill	Web Manager
Dave Blane	Double and Variable Stars Section Director
Allen Versfeld	Citizen Science Section Director
Bruce Dickson	Cosmology and Astrophysics Section Director
Douglas Bullis	Deep Sky Section Director
Percy Jacobs	Photometry and Spectroscopy Section Director
Dr Claire Flanagan	Convenor of Scholarships
Martin Heigan	Imaging Section Director
Chris de Coning	ASSA Archiving

Apologies (a) /Absent

Dr Christian Hettlage (a)	Web Master
Kos Coronaios (a)	Observing Director
Prof Matie Hoffman	Chair - Bloemfontein Centre

ASSET (for distribution)

Tim Cooper	For ASSET Trustees
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	Agenda	Discussions / Decisions / Actions (in bold)
1	Welcome Apology Issues to connect	<p>C Stewart welcomed everyone to the 3rd ASSA Council meeting for 2019/20 year. It was a record attendance for Council meetings; all Council and Appointees were able to attend and contributed albeit some connection/sound issues were experienced.</p> <p>Connection issues: Lerika apologizes for causing a delay at the start of the meeting because she could not connect to the skype meeting. Some audio issues were experienced due to bandwidth constraints on some connections.</p> <p>An alternative to Skype is being investigated and need to be decided and tested before the next meeting. (<u>C Stewart, C Rijdsdijk, AJ Nel, L Cross</u>)</p>

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	Agenda	Discussions / Decisions / Actions (in bold)
2	<p>Previous Minutes</p> <p>Agenda Matters arising</p>	<p>Minutes of Council meeting held 27 January 2020 (attached to agenda) was approved, no comments were received before/ at the meeting.</p> <p>Note: Actions arising from previous minutes are <i>in italics</i>. Current actions are underlined. The Finance Sub-Committee meeting was held 19 March and outcomes are noted as <i>(19 Mar FSC)</i> in these minutes.</p>
3	ASSA Comms	<p>Communication</p> <p>3.1 Communication Channels <i>(27 Jan '20) C Stewart reported 2 new mail lists, i.e. ASSA_Info.io and ASSA_discussion.io were created. The changes to comms channels should be included in the Introductory Note to new Country Members and upon renewal. <u>W Nel /AJ Nel</u></i> Updated comms channels in Intro Note: C Stewart offered to contribute to the review of the standard intro /subs renewal mail to new members/newcomers as a number of agenda items impact on its contents. (<u>AJ Nel, Wilmi Nel Chris Stewart</u>).</p> <p>3.2 Communications document <i><u>Permanent item:</u> the latest version of the Comms doc attached</i> The document should include reference to the .io groups (<u>L Cross</u>) A request to update all comms channels to be sent out for an update (<u>L Cross</u>)</p> <p>3.3 Website</p> <p>3.3.1 Issue with the Captcha <i>(27 Nov 19) SAAO (<u>C Hettlage</u>) may send invoice (for WordPress upgrade to AJ Nel). (27 Jan '20) The issue has been resolved with the removal of the Captcha form. It was agreed that this item may be closed.</i></p> <p>3.3.2 Refreshing the Director's and Centre pages <i>(27 Jan '20) This item to remain open, for now.</i> The Section Directors were asked to comment if their pages on website is up to date. Some pages still need attention and <u>Directors</u> will contact J Gill to arrange updates. C Stewart informed that he received congratulatory remarks about the Flickr pages; M Heigan noted photos were added further to the Flickr pro membership upgrade which allow more photos.</p> <p>3.4 Update from the Centres C Stewart asked (under General at the end of the meeting) for a general round robin for input from the ASSA Centres and Directors. Main points noted:</p> <ul style="list-style-type: none"> - C Ives reported the star parties are very well attended. There are still handover issues with the ASSA Jhb account and C Stewart, L Cross offered to assist. B Dickson offered his help with driving the Innes telescope; - C Ives noted a request for article on comets and was advised to send such requests to the Shallow Sky Director, C Foster. - B Olivier noted ASSA Pretoria is considering virtual meetings via Webex. <p>3.5 Other Astronomical Societies in Southern Africa Note: although it was agreed that 3.4.1 and 3.4.2 maybe be closed, 3.4 will remain on the agenda for ongoing discussion of engaging with other Astronomical Societies.</p> <p>3.4 1 Botswana Group <i>(27 Nov 19) The meeting agreed with AJ's proposal to send ASB (Harold Hester), 5 SGAS as gesture of goodwill.</i></p>

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	<p>AJ Nel confirmed that this item may be closed.</p> <p>3.4.2 Namibian group <i>(3 July 19) Potential contact is Namibia Scientific Society</i> <i>(27 Nov 19) Prof Roelofse enquired if he can get a SGAS - C Foster and AJ to liaise.</i> <i>(27 Jan '20) AJ Nel reported that the SGAS request from Prof Roelofse was resolved.</i> It was agreed that this item may be closed.</p>
4	<p>4. ASSA Publications</p> <p>4.1 SGAS 2021</p> <p>4.1.1 Delivery <i>(27 Jan '20) AJ Nel noted several non-delivery notices received from Country Members and Hon Members and extra book deliveries could /will cut into profit.</i> <i>(19 Mar FSC) Decision was reached to include in the Renewal /Newcomer note options which the recipient can choose for delivery of the free SGAS.</i> The meeting noted the outcome from the FSC held 19 March. C Stewart mentioned SAPO's intent to ban transport of package <1Kg by other companies. Further to discussing the best options for posting SGAS, it was agreed that unregistered SAPO postage is for now the best option. But to offer a choice for registered post at recipient's cost. Confirmations could be sent after booklet is posted.</p> <p>The outcome should be informed to recipients and best included in the Into/Renewal Note to alert members of subs/new members. (C Stewart, AJ Nel, W Nel; refer to 3.1)</p> <p>4.1.2 SGAS 2021 price <i>(19 Mar FSC) FSC to discuss and agree options in due course</i> The Struik charge (not likely before September) must be obtained before price can be decided. (AJ Nel, A Slotegraaf) Auke informed of a likely delay on printing as Struik has booklets printed in China.</p> <p>4.2 MNASSA <i>(19 Mar FSC) Consideration is being given to publish MNASSA quarterly. Proposal agreed to harvest nominations for formal contributors to MNASSA and Nightfall.</i> The meeting noted the outcome from the FSC meeting. Volunteers to contact C Rijdsdijk who will in due course provide a list of potential contributors that could be included in the communications document. (All)</p> <p>4.3 Nightfall <i>(27 Nov 19) D Bullis informed Nightfall will be on hold,</i> The meeting expressed delight in hearing from D Bullis that the next publication is in progress and due mid May.</p>
5	<p>5. Scholarships <i>((27 Nov 19) ASSA to continue with the ASSA and Cooke scholarships for 2020 - amount will remain at R20 000 per scholarship.</i> <i>(27 Jan '20) Deadline is 1 Feb and C Flanagan advised all on track.</i> <i>(19 Mar FSC) AJ Nel reminded that he needs the list of bursars to pay by end March</i></p> <p>C Flanagan confirmed the Scholarships Committee has 2 confirmed candidates for the 2 Scholarships.</p> <p>Further to AJ Nel noting reduced income due to investment loss, the meeting discussed if the bursaries progressed. The meeting decided that what was advertised must be</p>

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	<p>honoured. <u>C Flanagan</u> and <u>AJ Nel</u> to finalise the bursaries accordingly and <u>C Flanagan</u> to inform in due course the successful bursars' details.</p>
6	<p>6. ASSA Country Membership 6.1 Country Membership 2020 Draft Intro Note, refer to 3.1</p> <p>6.2 Align all Hon Member Lists <i>(27 Nov 19) J Gill asked if <u>C de Coning</u> can please sign off that the website site http://assa.saa.ac.za/about/awards/honorary-members/ is correct.</i> <i>(27 Jan '20) C de Coning replied he "worked on the list of honorary members on the ASSA website. Dr Heyman was still given as an honorary member, but died in 2005, On the list of past honorary members, Forbes, Stoy, P Smits and J Mattei was added. C de Coning confirmed that the website (the main source of this data) is up to date. SGAS and Membership list to be aligned to what is on the website.</i></p>
7	<p>7 Governance</p> <p>7.1 Refresh communication with Centres <i>(26 June FSC) The FSC agreed to drafting a letter to Centre Chairs to refresh duties of Centres to continue/ remain within ASSA as a Centre to facilitate / support the society.</i> <i>(27 Jan '20) It was agreed that it would be excellent to enjoy broader participation from Centres such as Bloemfontein.</i></p> <p><u>AJ Nel</u> and <u>C Stewart</u> agreed to work together on a draft to be sent to all Centres. A visit to Bloemfontein is still to be decided.</p> <p>7.2 Register ASSA for tax under a VDP (Voluntary ...) Application <i>(3 July) Request to CTF Services further to Ronnie Glass (ASSA's Independent Compiler) re ASS to: "register the Society for tax under a VDP app".</i> <i>(27 Nov 19) Proposal by CTF Services (see below the agenda) was accepted: "bold highlighted portions seem to be missing from the constitution". <u>AJ Nel</u> undertook to compile a draft update to the Constitution and if approved ratified at the next AGM.</i> <i>(27 Jan '20) AJ Nel reported he intended to meet with CTF Services to progress items.</i> <i>(19 March FSC) AJ had a meeting with CTF Service regarding the requirement for ASSA to register for tax and CTFS will send AJ a form to consider for completion.</i> The meeting noted the outcome from the recent FSC meeting. <u>AJ Nel</u> reported that the form required to be completed is quite involved and needs full consideration.</p> <p>7.3 Items due on checklist 31 Mar: Closing date for nominations for: Honorary Members and Awards 15 April: Deadline for Secretary to send to President /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</p> <p>Call to all <u>Section Directors</u> to send nomination awards to Secretary (<u>L Cross</u>) <u>A Slotegraaf</u> informed that is awaiting feedback from Struik and will keep following up. It was confirmed Auke may continue with the new edition as far as he can at this time.</p> <p>7.4 AGM 5 August ASSA JHB agreed to host the AGM at the Johannesburg Observatory (if allowed by the lockdown regulations) or via a virtual session. <u>C Ives</u> noted that work has been completed by SAASTA on the Innes telescope at the</p>

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	<p>Observatory and that a possibility is to link the opening celebrations to the AGM. C Stewart, C Ives, L Cross to discuss and finalise arrangements.</p>
8	<p>Financial</p> <p>8. Financial Matters</p> <p>8.1 Budget items 2019/20 Meeting noted the annual budget was received from AJ Nel. New budget is to be prepared for 2020/21 after June 2020.</p> <p>8.2 SGAS Electronic Publication <i>(27 Nov 19) AJ Nel spoke to Struik (Wendy) about an electronic publication and was advised that it is something they include depending on the volume.</i> <i>(19 Mar FSC) Motivation to Struik to include: anticipated volumes, extent of publication, etc. Format will be changed to support e-format.</i> AJ Nel offered to prepare a proposal to Struik for consideration.</p> <p>8.3 Financials 2019 <i>(27 Jan '20) The completed financial statements for 2019 was received from R Glass on 20 Dec 2019. These were noted by Council and the recommendation from the Chair that Council accepts these financial was supported by the meetings.</i> Financials were signed and sent to R Glass. Meeting agreed that the item may now be closed.</p> <p>8.4 Independent Compiler: Stepping down <i>(27 Jan '20) R Glass also informed that he will not be available to continue in the role of Independent Compiler and thus "resign effective from the 30 June 2019 year end."</i> <i>Ronnie contribution to the ASSA has been really exceptional; for the record: in his own words: "I have acted for ASSA since the end of the 1970's .. that's 7 treasurers ago."</i> CTF Services was contacted and may step into this role. <i>(19 Mar FSC) CTF Services agreed to take over the role of Independent Compiler.</i> A formal note or appreciation to be sent to CTFS from Council. C Stewart to send a thank you note to R Strydom at CTFS to thank them for their support of ASSA.</p>
9	<p>Astro Course</p> <p>9 Astronomy Course <i>(3 July) The meeting discussed and agreed that there is merit to embark on a project</i> <i>(27 Nov 19) FSC 19 Nov, P d Villiers offered to draft recommendation for Council's consideration of how this item could be progressed.</i> <i>(27 Jan '20) The proposal drafted by P de Villiers was provided.</i> <i>(Noted the comments from C Stewart after the meeting - noted in the previous minutes)</i> Council discussed and agreed to the proposal from C Stewart that an Education Section (name not cast in stone) be established with the aim to curate information that can be supplied electronically to deserving parties to further the aims of the ASSA. C Stewart and P de Villiers to discuss after the meeting and a proposal to be prepared to table to Council (C Stewart, P de Villiers, C Rijsdijk, L Cross)</p> <p>C Risjdijk will be happy to volunteer content. Other contributors noted: Gill Jacobs, Claire Flanagan.</p>
10	<p>ASSET</p> <p>10 ASSET No new information to report.</p>
11	<p>Royal Obs</p> <p>11. 200th anniversary of Royal Observatory <i>(27 Nov 19) Is was discussed and agreed to concentrate ASSA's energy to the 200th</i></p>

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200th anniversary	<p><i>anniversary of the establishment of the Royal Observatory at the Cape of Good Hope in 2020 in support of the SAAO (“the national centre for optical and infrared astronomy in South Africa”) and the 120th year anniversary of the MacClean telescope.</i></p> <p><i>(27 Jan '20) Ian Glass confirmed that the main dates for the event at the SAAO is 20 – 22 October. Cape Centre will strongly support the SAAO programme including workshops and assisting with public outreach. No ASSA budget provision is available. M Reitz gave a report further to discussion with Dr Cunama. C Stewart is available if he is required to give a talk on ASSA and its roles wrt to the Observatory. C de Coning will cover the history of the site and astronomy. <u>M Reitz</u> offered to coordinate a session with C Stewart, C de Coning once enough information is available.</i></p> <p>From Dr Glass after the meeting: <i>"Regarding 200yr Celebrations, Daniel and his team have been hard at work and meeting weekly with the 200yr steering committee. Significant new funding has been granted, which is great news. On the other hand, we obviously have had to put plans together for postponing events. As it stands now, we will aim to have a small unveiling of our Heritage site in October, but the main Festival and Symposium will very likely happen in 2021."</i></p>
12 IAU 2024	<p>12. IAU 2024</p> <p><i>Permanent note: All input for the event be forwarded to Case Rijdsdijk for onward communication to the Organising Committee. https://astronomy2024capetown.org/</i></p>
13 General	<p>13. General items</p> <p>13.1 Previous symposium video</p> <p><i>(27 Nov) Auke informed that he still must make a video and audio recording. To make an hour of video and audio take 8hours of editing the videos. Raw footage (2 full days' worth) is available if anyone would like to contact Auke to assist.</i></p> <p><i>(27 Jan '20) A Versfeld offered to contact Auke.</i></p> <p><i>It was agreed that Auke and A Versfeld will discuss options (such as a podcast with a downloadable pdf) as a side project outside the agenda and inform Council in due course of the outcome.</i></p> <p><i>The item may be removed from the minutes.</i></p>
14 Closure	<p>The next Council meetings via skype at 19:30 : Monday 8 June was proposed for the next meeting. FSC on prior Monday 1 June</p>

Minutes Approved: _____ Date: _____

Attachments in support of minutes:

ASSA Communication 200508

Astronomy Education Options 200217

In support of item 7.2

23.3.3 APPROVAL OF PBO

Section 30 which gives the Commissioner the right to approve a public benefit organisation for the purposes of the Act provides that the Commissioner will approve such an organisation if

- it complies with such conditions as the Minister may prescribe
- it has submitted to the Commissioner a copy of its constitution, will or other written instrument under which it has been established in terms of which it is:
 - required to have at least three unconnected persons to accept fiduciary responsibility
 - **prohibited from directly or indirectly distributing any funds to any person (otherwise than in the**

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course of any public benefit activity) and is required to utilise its funds solely for the objects for which it has been established

- required on dissolution to transfer its assets to a section 30(3)(b)(iii) organisation (see below). In the case of a branch or agency of an association incorporated and tax exempt in another country, it can also distribute the assets of the organisation to any other person provided that those assets were acquired from a source outside the Republic
 - **is prohibited from receiving any donation which is revocable at the instance of the donor**
 - **required to submit to the Commissioner any amendments to its constitution**
- the Commissioner is satisfied that it is not knowingly party to a tax-avoidance scheme
 - **it has not paid remuneration to any employee, office bearer, or member which is excessive**
 - it complies with reporting requirements determined by the Commissioner

Note that a PBO no longer has to be registered in terms of the Non-Profit Organisations Act (Act 71 of 1997) to qualify for tax exemption, but, the Director of Non-Profit Organisations as defined in that Act can request the Commissioner to withdraw the approval of any PBO if it has been convicted of any offence under the Act.

END

Checklist (covered under Governance item 7)

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| 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 | 1 st Wed Aug. 21 business days before 1 st 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