

## ASSA COUNCIL MEETING MINUTES

<b>DATE</b>	14 October 2021	<b>TME</b>	18:00 19:00	<b>VENUE</b>	Via Jitsi
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### ATTENDANCE

Council	Role
Chris Stewart	President (Chair)
Case Rijdsijk	Vice President, Chair – Garden Route Centre
Dr Ian Glass	Council Member
Dr Sally MacFarlane	Communications Director
Eddy Nijeboer	Membership Secretary
Lerika Cross	Secretary
Alison Coulter	Chair - Johannesburg Centre
Dr Christian Hettlage	Acting Chair – Cape Centre, Web Master
Amith Rajpal	Chair - Durban Centre

### Appointees

Allen Versfeld	Citizen Science Section Director
Martin Heigan	Imaging Section Director
Bruce Dickson	Cosmology Section Director
Dave Blane	Double and Variable Stars Section Director
Angus Burns	Observing Section Director
Auke Slotegraaf	SGAS Editor
Douglas Bullis	Nightfall Editor
John Gill	Web Manager

### Apologies (a) and Absentees

Dr Daniel Cunnamo (a)	Science Engagement Astronomer, SAAO
Adv AJ Nel (a)	Treasurer
Dr Pierre de Villiers (a)	Council Member, Chair – Hermanus
Dr Claire Flanagan (a)	Convenor of Scholarships
Chris de Coning (a)	ASSA Archiving, Historical Section Director
Percy Jacobs (a)	Photometry and Spectroscopy Section Director

Bosman Olivier	Chair - Pretoria Centre
Thinus van der Merwe	Chair - Bloemfontein Centre

### ASSET (for distribution)

Tim Cooper	For ASSET Trustees
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Jitsi meeting link: <https://meet.jit.si/ASSAMeet>

Meeting recording:

<https://www.dropbox.com/s/sblmmvniiozmqxr/assameet%20on%202021-10-14%2017-01.mp4?dl=0>

	Agenda	Discussions / Decisions / Actions (in bold)
1	Welcome Apology	C Stewart opened the 1 <sup>st</sup> ASSA Council meeting for 2021/22, welcoming Council members. Apologies received are noted in the attendance list.
2	Previous Minutes  Matters arising	Previous Minutes of Council meeting held 21 July and AGM held 4 August were approved (C Stewart, C Rijdsijk).  <b>Note:</b> Actions arising from previous minutes are <i>in italics</i> . Current actions are underlined. Actions arising from Finance Sub-Committee (“FSC”) meetings are noted in italics ( <i>date FSC</i> ).

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	To make meeting as productive as possible, Centenary, item 10, was taken first.
3	<p><b>ASSA Comms</b></p> <p><b>3. Communication</b></p> <p><b>3.1 Communications document</b>  <i>Permanent item: latest version attached</i>            C Stewart presented the main slides updated since the AGM covering updated roles/responsibilities, generic email addresses on the website, volunteers/specialists supporting Directors.  <u>Everyone</u> was encouraged to review the Comms doc and advise changes to Lerika.</p> <p>C Stewart reminded Council that the ASSAVIP mail group is a channel to engage Country and Honorary Members. <u>Centre Chairs and Directors</u> were also invited to join the Group and are encouraged to share invites to their events that are open to all ASSA Members. If not yet a member of the ASSAVIP Group, contact Lerika to resend invite.</p> <p><b>3.2 Other Astronomical Societies / Affiliations</b>  <i>Permanent item</i></p> <p><b>3.2.1 African Astronomical Society (“AfAS”)</b>  <a href="https://www.africanastronomicalsociety.org">https://www.africanastronomicalsociety.org</a>            L Cross asked AfAS to add the new ASSA Communications Coordinator to the mail list and WhatsApp group, both are sharing relevant and good communication. <u>L Cross</u> will follow-up with Niruj as S MacFarlane has not yet been added.</p> <p><b>3.2.2 Botswana Astronomical Society (“BAS”)</b>            Gihan Ilangakoon at the BAS is providing useful resources to the ASSAVIP group and <u>Council</u> will consider formalising contact in due course.</p> <p><b>3.3 Dark Sky</b>            Further to D Cunnama taking role of ASSA Dark Sky Director, a special discussion session will be scheduled to discuss options to progress. Volunteered to also be invite, i.e. C Stewart, P de Villiers, W Filmalter, S MacFarlane (<u>L Cross</u>)</p> <p>To include in the discussion:            A Letter for your Neighbourhood as proposed by Oleg Toumilovitch (30 March 2020) comprising 1-A4 page, formally undersigned by ASSA, highlighting importance of keeping outside lighting of houses to the minimum and importance of correct installation of lighting devices.</p> <p><b>3.4 2018 ASSA Symposium Presentation</b>  <i>(15 Feb) Auke appealed to the meeting for help with the videos he recorded at the 2018 ASSA Symposium, 26 presentations. Ideally, these should be edited into YouTube and then placed on the ASSA YouTube Channel. Alison Coulter kindly offered assistance. Videos are still being processed. Many thanks, Alison.</i></p>
4	<p><b>Publications</b></p> <p><b>ASSA Publications</b></p> <p><b>4.1 SGAS</b></p> <p><b>4.1.1 An e-version</b>  <i>(15 Feb) SGAS “marketing” – including for e-version - to be on website (Auke, J Gill)</i>            Details from Struik required such as pricing and distribution (<u>AJ Nel</u>).            Should there be a link on the ASSA website for online purchase by visitors to the site?</p>

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	<p><b>4.1.2 SGAS 2022 Distribution</b>  Auke informed the print copies will be available early November.  <u>Centres</u> and <u>E Nijeboer</u> (for Country and Hon Members) to be placed with AJ Nel.</p> <p>Auke advised he will share the received press releases from Struik which can be placed on the ASSA website and shared on other channels. (<u>Auke</u>)</p> <p><b>4.1.3 SGAS 2023</b>  <u>Council</u> to confirm appointment of SGAS 2023 Editor for next edition and open negotiations with Struik.</p> <p><b>4.2 MNASSA</b>  <u>Centre Chairs, ASSA Directors</u> were reminded that ASSA’s publication of record, MNASSA, is a registered, peer-reviewed journal, with an ISSN number, and is referenced by and searchable in various academic databases. It is an excellent place for publishing ASSA’s work, which can then be properly cited in subsequent publications.</p> <p><b>4.3 Nightfall</b>  D Bullis informed (and shared via ASSA Announce mail group) the statistics of Nightfall views recorded via ISSUU.com</p> <p>He informed that Clyde Foster is working with him on recording his journey with Planetary observation work.</p> <p><b>4.4 Other Astronomy related publications</b>  <i>(15 Feb) ASSA could potentially support further Astronomy related publications.</i>  <i>(24 May) AJ Nel offered to prepare guideline recommendation for the FSC to consider in the first instance before taking it to Council.</i>  This item has been superseded by the establishment of the Publications Committee as tabled and approved at the AGM. Council agreed the item may be closed.</p>
5	<p><b>Scholarships</b></p> <p><b>5. Scholarships</b>  AJ Nel advised after the meeting that the ASSA and Cooke Scholarships may be increased from R20 000 per scholarship in 2020 to R25 000 in 2022 (was suspended in 2021).  Webpage to be updated <a href="https://assa.saao.ac.za/about/scholarships/">https://assa.saao.ac.za/about/scholarships/</a> (C Flanagan, J Gill)  Advertising to commence (C Flanagan)  D Cunnama offered to also advertise the ASSA bursaries on his channels.  Applications to go to Claire at <a href="mailto:scholarships@assa.saao.ac.za">scholarships@assa.saao.ac.za</a></p>
6	<p><b>Membership</b></p> <p><b>6. Membership</b></p> <p><b>6.1 Country Membership 2021</b>  E Nijeboer reported that 151 ASSA Country Membership Renewal Reminder letters were emailed; contact details were extracted from database received from AJ Nel.</p> <p>At present, 83 are paid-up Country members: 78 renewals, 5 new members.  80 Country Membership confirmation mails have been sent to date.  2 of the 5 new members paid their fees into the ASSA account, without completing a “Country Membership Application” form. Auke assisted with contact details of Yolanda Combrink, the other new member noted as Peter Martintit, could be Peter Martinez?</p> <p><b>6.2 Honorary Membership</b>  <i>Permanent item: ASSA has 12 Hon Members. Max 15</i></p>

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	<p><a href="http://assa.sao.ac.za/about/awards/honorary-members/">http://assa.sao.ac.za/about/awards/honorary-members/</a>            Since the meeting, Hon Member, Jose da Silva Campos advised (from Spain) he has still not received his mailed Sky Guide. <u>AJ</u> offered to resend.</p>
7	<p><b>7. Governance</b>  <b>7.1 Register ASSA for tax under a VDP (Voluntary ...) Application</b>  <i>(27 Nov 19) Proposal by CTF Services (below the agenda) was accepted: “bold highlighted portions seem to be missing from the constitution”. AJ Nel undertook to compile a draft update to the Constitution and if approved ratified at the next AGM. (21 Sep) AJ Nel confirmed that the draft amendments to the Constitution was sent to CTFS for sign off before presenting to Council and finalising the document. (21 July) 2020 and 2021 financials will be submitted in support of tax registration. No update on registering ASSA for tax and related update to the Constitution (<u>AJ Nel</u>)</i></p> <p><b>7.2 AGM 2021 4 August</b>            The AGM was successfully concluded on 4 August and all documents and presentations are available on the website and Awards Certs posted. New incumbents are on board. The item was closed.</p>
8	<p><b>8. Financial Matters</b>  <b>8.1 2020 Financials</b>            Status was not available of the review / audit/ sign off by the Independent Compiler (Peter Carlisle) of the 2020 Financials. (<u>AJ Nel</u>)</p> <p><b>8.2 Budget 2021</b>            Key planned expenditures for 2021/22 other than the planned bursaries:            It was asked at the FSC if <u>AJ Nel</u> could provide an estimated amount that could be made available for the Centenary Symposium.</p>
9	<p><b>9. ASSET</b>  <i>(Permanent item)</i>            No new information reported.</p>
10	<p><b>10. ASSA Centenary, Friday 1 July 2022</b>            The ASSA meeting held 19 August, elected a Group to run with organising aspects in support of celebrating ASSA’s Centenary. The Group met 7 September where Planning Guidelines and an ASSA 100 List of ideas to pursue were finalised.</p> <p>The meeting reviewed the ASSA 100 List.  <u>Everyone</u> is asked to please review, note the actions and the deadlines included in the latest ASSA 100 List attached to these minutes.</p> <p>Ad-hoc sessions will be scheduled to track progress against the items noted in the List with those responsible with progressing the various categories. (<u>L Cross</u>)</p>
11	<p><b>11. IAU 2024</b>  <i>Permanent note: <a href="https://astronomy2024capetown.org/">https://astronomy2024capetown.org/</a>            (21 July) Daniel confirmed he will engage ASSA on activities planned in due course. Nothing yet to report.</i></p>
12	<p><b>12. General items</b>            Angus started a general discussion on engaging with scholars. Very well received information he shared: he will be doing his first outreach with local Gr 6 scholars about the solar system, aligned with the curriculum.</p>

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		<p>He was also approached by group of Voortrekkers for viewing evening.</p> <p>Sally noted she would like to start building a database listing various resources to use for such impromptu requests and undertook to touch base with Angus and others.</p> <p>Chris S noted that ASSA could also expand the reach to the Girl Guides, Scouts.</p> <p>Case noted that there is an enormous resource available for workshops at the SAAO which could be utilised once face-to-face interaction becomes the norm again.</p> <p>Doug alerted that Nightfall Special Report 12 has a vast number of resources for educators on what is available, for which levels. Have a look on ASSA website.</p>
13	Closure	<p>C Stewart thanked attendees for their contribution and closed the meeting at 7pm.</p> <p>Planned Council meetings, Thursdays at 6pm via Jitsi link <a href="https://meet.jit.si/ASSAMeet">https://meet.jit.si/ASSAMeet</a> 25 November, 3 March, 12 May, AGM 3 August The Financial Sub Committee will meet before the Council meetings</p> <p>Centre monthly meetings:</p> <ul style="list-style-type: none"> <li>- Hermanus Centre: 3rd Monday.</li> <li>- Cape Centre: 2nd Wednesday.</li> <li>- Durban Centre: 2nd Wednesday. Committee meetings: 4th Wednesday.</li> <li>- Jhb Centre: 2nd Wednesday.</li> <li>-</li> </ul>

Minutes Approved: \_\_\_\_\_ Date: \_\_\_\_\_

### Attachments in support of minutes:

In support of item 3.1 : ASSA Communication 211007

In support of item 10.1 : ASSA 100 211014

### In support of item 7.1

#### **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 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

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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)

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<sup>st</sup> Wed Aug. 21 business days before 1<sup>st</sup> 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**