

## ASSA COUNCIL MEETING MINUTES

<b>DATE</b>	9 May 2022	<b>TME</b>	16:00 – 16:45	<b>VENUE</b>	Via Jitsi
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### ATTENDANCE

Council	Role
Chris Stewart	President (Chair)
Dr Daniel Cunnama	Vice President (Incoming President)
Case Rijdsdijk	Vice President (Outgoing President), Chair – Garden Route Centre
Dr Ian Glass	Council Member
Dr Pierre de Villiers	Council Member, Chair – Hermanus Centre
Lerika Cross	Secretary
Bosman Olivier	Chair - Pretoria Centre
Dr Christian Hettlage	Chair – Cape Centre, Web Master

### Appointees

Angus Burns	Observing Section Director
Auke Slotegraaf	SGAS Editor
Chris de Coning	ASSA Archiving, Historical Section Director
Dave Blane	Double and Variable Stars Section Director
Dr Sally MacFarlane	Communications Director
John Gill	Web Manager

### Apologies (a) and Absentees

Adv AJ Nel (a)	Treasurer
Alison Coulter (a)	Chair - Johannesburg Centre
Allen Versfeld	Citizen Science Section Director
Amith Rajpal (a)	Chair - Durban Centre
Bruce Dickson	Cosmology Section Director
Dr Claire Flanagan (a)	Convenor of Scholarships
Eddy Nijeboer (a)	Membership Secretary
Kos Coronaios (a)	Outreach, Media Liaison
Martin Heigan (a)	Imaging Section Director
Percy Jacobs (a)	Photometry and Spectroscopy Section Director
Tim Cooper (a)	Comet, Asteroid, Meteor (CAM) Section Director
Thinus van der Merwe	Chair - Bloemfontein Centre

### ASSET (for distribution)

Tim Cooper For ASSET Trustees

Jitsi meeting link: <https://meet.jit.si/ASSAMeet>

Meeting recording includes Dark Sky session held before Council meeting – the 2<sup>nd</sup> recording follows on from 1st:

<https://www.dropbox.com/s/zz230d246nmveo4/assameet%20on%202022-05-09%2014-30.mp4?dl=0>

and <https://www.dropbox.com/s/84nwpih393tga4/assameet%20on%202022-05-09%2014-49.mp4?dl=0>

	Agenda	Discussions / Decisions / Actions (in bold)
1	Welcome Apology	C Stewart opened the 4 <sup>th</sup> ASSA Council meeting for 2021/22, welcoming Council members. Apologies received before & after meeting are noted in the attendance list.
2	Previous Minutes  Matters arising	Minutes of meeting held 7 March 2022 were approved (C Stewart, P de Villiers).  <b>Note:</b> Actions arising from previous minutes are <i>in italics</i> . Current actions are underlined. Finance Sub-Committee (“FSC”) meetings are noted in italics ( <i>date FSC</i> ).
3	ASSA Comms	<b>3. Communication</b> <b>3.1 Communications document</b> <u><i>Permanent item: latest version attached</i></u> The Comms document was updated to reflect the new Comet Asteroid Meteor (“CAM”) section. <u>C Hettlage confirmed he engaged with SAAO IT regarding updating generic mail addresses noted</u>

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	<p>on the website with the latest personal email addresses – latest generic mail list is attached.</p> <p><b>3.2 Other Astronomical Societies / Affiliations</b></p> <p><b>3.2.1 African Astronomical Society (“AfAS”)</b> <a href="https://www.africanastronomicalsociety.org">https://www.africanastronomicalsociety.org</a> <i>Permanent item</i></p> <p><b>3.2.2 Botswana Astronomical Society (“BAS”)</b> <i>(14 Oct) Gihan Ilangakoon at the BAS is providing useful resources to the ASSAVIP group and Council will consider formalising contact in due course.</i></p> <p><b>3.3 Dark Sky</b> <i>(7 Mar) A Volunteer Group met 15 Feb and agreed 3 main activities to start with:</i></p> <ol style="list-style-type: none"> <li>1) <i>D Cunnama to lead a proposal from ASSA to the <u>AstroTourism Strategy Group</u>.</i></li> <li>2) <i>C Stewart will lead establishment of a <u>formal data repository</u> to help visitors to ASSA website</i></li> <li>3) <i>“<u>Measure and monitor artificial light at night</u>” is an initiative started in 2017 by “CfAH” (Auke) <u>L Cross</u> to facilitate discussion on further progress.</i></li> </ol> <p><i>A meeting of the Dark Sky volunteer group was held before the Council meeting. Recording of session is available (see below Attendance list above), key points in file attached.</i></p> <p><b>3.4 2018 ASSA Symposium Presentation</b> <i>(15 Feb) Auke appealed for help with 26 videos recorded at 2018 ASSA Symposium to edit into YouTube, place on ASSA YouTube Channel.</i> <i>Auke informed that Derek Duckitt of Hermanus Centre offered help, Pierre de Villiers offered to follow up with Derek.</i></p> <p><b>3.5 ASSA Cloud repository</b> <i>(7 Mar) Council agreed to explore options for a suitable cloud-based repository which will hold ASSA historical information which Chris de Coning has been collecting for over 20 years</i></p> <p><i>4 April FSC approved the purchase of a Google One 2TB cloud storage at R 1599 pa (subscription service). <u>AJ</u> to be asked to proceed with purchase as soon as possible as it is required soonest for the Centenary content and communication.</i></p> <p><i>Operational aspects will be driven by <u>C de Coning and J Gill</u></i></p> <p><i>Auke noted that a non-profit gets a substantial discount on the Google Drive deal, but a nicely worded email also sometimes works.</i></p> <p><b>3.6 ASSA Special Project – Global Meteor Network Project</b> <i>(7 Mar) Council discussed and fully supported proposal for ASSA participation in the global Meteor ASPIRE project within the scope of CAM Section A Working Group will be established.</i> <i>Update from Tim noted was that he is awaiting feedback on the funding proposal and will invite members to the proposed Working Group. He will fund couple of GMN cameras to set up nucleus for the project to gain experience on the GMN hardware and software protocols before rolling out of the project locally.</i></p>
4	<p><b>4. ASSA Publications</b></p> <p><b>4.1 SGAS</b></p> <p><b>4.1.1 SGAS 2022 Distribution</b> <i>Eddy reported all Sky Guides were distributed to all paid-up Country and Honorary Members Some members still have not received their copies using the Post Office option. It was agreed that the next FSC should look at Eddy’s proposal “to add R60 to the Membership Fees and send all via PAXI courier”.</i></p> <p><b>4.1.3 SGAS 2023</b> <i>Further to a request received if the Sky Guide is available in Afrikaans, the meeting discussed if other languages could be considered for the Sky Guide.</i></p>

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	<p>The key outcome was that before undertaking a special project to assess feasibility of providing all / some of the Sky Guide content in an alternate language for print or on the website, the current ASSA/RandomHouseStruik legal agreement should be assessed. <u>L Cross</u> offered to obtain documents from <u>AJ Nel</u> and share. Auke noted that past discussions with Struik was not positive as the English circulation is already quite small.</p> <p>Members with prior experience in translations offered to assist if required: Daniel, Case and Bosman. Auke noted that the SkyGuide is not quite the same as university textbooks as it has a different audience and to undertake the translation is less about profit and more about inclusivity and extending the reach. Auke is willing to translate in the static portions of the Sky Guide into Afrikaans and that could go onto the website and would essentially amounts to a "basic astronomy 101" course.</p> <p><b>4.2 MNASSA</b>  <u>Centres</u> who have not yet submitted their histories were reminded of the deadlines: 10 June, 10 July, 10 August.</p> <p><b>4.3 Southern Skies</b>            Angus was thanked for distributing another excellent edition of Southern Skies on 3 April.</p>
5	<p><b>Scholarships</b></p> <p><b>5. Scholarships</b>  <i>Permanent item: The ASSA and Cooke Scholarships for 2022 is R25 000 each.</i>            Scholarships update received from Claire:            The two scholarships administered by ASSA have been awarded, to:</p> <ul style="list-style-type: none"> <li>- Gary Louw (3rd year, UCT): Cooke Scholarship</li> <li>- Adnaan Nauthoo (3rd year, UCT): ASSA Scholarship</li> </ul> <p>The amount awarded was R25 000 per scholarship; all payments have been made (thanks AJ!). The website has been updated, and a letter of thanks written to Nielen (representing the donors of the Cooke Scholarship).</p> <p>Chris Stewart extended ASSA's thanks and appreciation to Claire.</p>
6	<p><b>Membership</b></p> <p><b>6. Membership</b>  <b>6.1 Country and Honorary Membership 2022</b>  <i>13 Honorary Membership (max 15)</i>            Latest membership received from E Nijeboer: 98 Country Members</p> <p>It was agreed that the next FSC should recommend the renewal of Country Membership fees. Current joining fee R50, annual subs R 100 which includes a copy of the Sky Guide for the following year. The subscription year runs from July 01 to June 30.</p>
7	<p><b>Governance</b></p> <p><b>7. Governance</b>  <b>7.1 Register ASSA for tax under a VDP (Voluntary Disclosure Program) 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.</i>  <i>(21 July) 2020 and 2021 financials will be submitted in support of tax registration.</i>            The meeting refreshed its decision for ASSA to register for tax under a VDP and as a Public Benefit Organisation (PBO).            Progress on the two items required before CTFS can assist ASSA with registering:</p> <ol style="list-style-type: none"> <li>1) Constitution change: The current amended draft on record dated 2020 09 21 (attached) was in principle approved by the meeting, to be ratified at the AGM and signed. (<u>C Stewart, AJ Nel</u>)</li> <li>2) Financials 2020 received from CTFS (attached) were accepted in principle by the meeting. ASSA must now inform CTFS Independent Compiler of the acceptance and request to finalise the 2021 financials in prep of the AGM. (<u>C Stewart, AJ Nel</u>)</li> </ol> <p><b>7.2 Checklist</b></p>

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	<p>Now due: agreement with Struik of the printing schedule for next SGAS (Auke, AJ) Due by 13 June:</p> <ul style="list-style-type: none"> <li>· Nominations for Hon Members and Awards. <u>Directors</u> to submit motivation for awards</li> <li>· Call for nominations for Council</li> <li>· Section reports, Scholarships Convenor Report,</li> <li>· Review appointment and roles of all Council Appointees incl. Section Directors</li> </ul>
8	<p><b>Financial</b></p> <p><b>8. Financial Matters</b> <b>8.1 2020 and 2021 Financials</b> Refer to progress noted under item 7.1.</p> <p><b>8.2 Accounting Costs</b> 4 April FSC reported the accounting cost estimate for the year, R15k, as provided by AJ:</p> <ul style="list-style-type: none"> <li>- 2022 Bookkeeping Services R540.50 pm (27.72 % increase from 2021)</li> <li>- Sage One software renewal for current year R 3441.00</li> <li>- Compilation of Financial Statements R 5,951.25 by Independent Compiler</li> </ul> <p>ASSA approached CTFS on cost options and Rudolf Strydom (CTFS) responded - see attached. Chris Stewart informed the meeting that he thanked Rudolf for his generosity towards ASSA.</p> <p><b>8.3 Budget 2021</b> 4 April FSC confirmed the 2021 22 budget (attached) noting the max allocation for Centenary activities and any other allocation, as R20k. AJ noted that growth of investments may exceed R40k and reduce the risk of capital loss.</p> <p><b>8.4 Google One 2Tb cloud storage for ASSA Archive repository</b> Covered under item 3.5.</p>
9	<p><b>ASSET</b></p> <p><b>9. ASSET</b> <i>(Permanent item)</i> 4 April FSC discussed that ASSA is not up to date with ASSET's current status.</p> <p>After the Council meeting Tim Cooper confirmed that ASSET's capital is not reducing; "the capital remains well invested and the affairs of ASSET are in good standing. Our accounts are currently in the process of being compiled, and we need to bring this to a conclusion. Once that is completed we can confirm the final status of balances in the accounts."</p>
10	<p><b>ASSA Centenary</b></p> <p><b>10. ASSA Centenary, Friday 1 July 2022</b> <b>ASSA Centenary, Friday 1 July 2022</b> Latest ASSA 100 List, attached.</p> <p>The meeting concentrated on the Symposium and activities around 1 July – key points noted below – the meeting agreed that a discussion session should be arranged within the next 2 weeks in preparation of proposed actions noted below (<u>L Cross</u>).</p> <p><u>14 – 16 October Symposium: announcement</u> Daniel sent email announcing the Symposium to the South African Astronomers and Africa wide Astronomers Lists. He extended thanks to Christian for updating the ASSA website with Symposium info and noted that registration and the call for abstracts are now open: <a href="https://symposium2022.assa.saa.ac.za/">https://symposium2022.assa.saa.ac.za/</a></p> <p><u>In preparation of 1 July:</u></p> <ul style="list-style-type: none"> <li>- Create a banner to place on the website, to use in Southern Skies, and to share (Auke, J Gill, C de Coning)</li> <li>- Arrange a special Colloquium (D Cunnama, S MacFarlane): 40 min presentation (IS Glass) followed by Q&amp;A.</li> <li>- Prepare 2-page press release to go out week before 1 July (say week 20 June) speaking on 100-year history, highlights, summary of significance, include alert to Colloquium (D Cunnama).</li> </ul>

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		<ul style="list-style-type: none"> <li>- Distribute press release on channels (D Cunnama, C Stewart, S MacFarlane) and share with specific individuals such as RSG team (L Cross)</li> <li>- Select group of volunteers prepared to talk to the media and answer their phones week before (D Cunnama, other volunteers such as C de Coning, IS Glass)</li> <li>- Live-stream Colloquium on Youtube and ramp up social media channels (S MacFarlane)</li> </ul> <p><u>In prep of Symposium</u></p> <ul style="list-style-type: none"> <li>- Topics and possible speakers for the Symposium.</li> <li>- Arrange donations of items as door prizes - <u>all</u> to consider and contact L Cross. Options: Celestron /G&amp;L Agencies (A Burns)</li> </ul>
11	IAU 2024	<p><b>11. IAU 2024</b>  <i>Permanent note: <a href="https://astronomy2024.org/">https://astronomy2024.org/</a></i>            IAU General Assembly will be held in Cape Town, August 2024            Daniel said it would be good to include ASSA in proceedings in some small way.</p>
12	General	<p><b>12. General items</b>            Angus Burns contributed upcoming outreach activities:</p> <ol style="list-style-type: none"> <li>1) ArcelorMittal supports Space Week <a href="https://www.worldspaceweek.org/nations/south-africa/">https://www.worldspaceweek.org/nations/south-africa/</a> 4 – 8 Oct and contacted Angus who will assist with their intent to reach out to schools in disadvantaged communities in New Castle area, 4 – 8 Oct. He will have 2hr chat at 2 schools and will punt ASSA. G&amp;L / Celestron is donating a telescope to be given away via a quiz.</li> <li>2) He will support St Dominic, New Castle Curro School in a sky gazing evening in August during full Moon which will be open to the whole town. G&amp;L Agencies will also join.</li> </ol>
13	Closure	<p>C Stewart thanked attendees for their contribution and closed the meeting 16:45</p> <p>Next Council meeting date: Monday 4 July (TBC)            AGM 22 August 4pm (virtual session)</p> <p>Centre monthly meetings: Hermanus Centre: 3rd Monday. Cape Centre and Jhb Centres: 2nd Wednesday. Durban Centre: 2nd Wednesday. Pretoria Centre: 4th Wednesday.</p>

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

### Attachments in support of minutes:

**In support of item 2:** ASSA Minutes 220307 v4

**In support of item 3.1:** Contacts on ASSA website 8, ASSA Communication 220420

**In support of item 3.3:** Dark Sky Meeting 220509

**In support of item 7.1:** 2020-09-21 ASSA Constitution SARS Amendments (Draft 1)

### APPROVAL OF PBO

*Section 30 of the Income Tax Act No. 58 of 1962* 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.

**In support of item 8.1 1):** Std AFS 2020 - Astronomical Society of Southern Africa (New version - Draft)

**In support of item 8.1 2):** Queries from ASSA responded by CTFS

**In support of item 8.2:** 2021 22 BUDGET FOR THE ASTRONOMICAL SOCIETY OF SOUTHERN AFRICA

**In support of item 10:** ASSA 100 220509

### 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 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**