



ASSA COUNCIL MEETING MINUTES

DATE	12 July 2022	TME	17:30 – 18:20	VENUE	Via Jitsi
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ATTENDANCE

Council	Role
Chris Stewart	President (Chair)
Dr Daniel Cunnama	Vice President (Incoming President)
Dr Pierre de Villiers	Council Member, Chair – Hermanus Centre
Adv AJ Nel	Treasurer
Lerika Cross	Secretary
Alison Coulter	Chair - Johannesburg Centre
Amith Rajpal	Chair - Durban Centre
Derek Duckitt	Chair – Hermanus Centre
Dr Christian Hettlage	Chair – Cape Centre, Web Master

Appointees

Chris de Coning	ASSA Archiving, Historical Section Director
Dave Blane	Double and Variable Stars Section Director
Dr Sally MacFarlane	Communications Director

Apologies (a) and Absentees

Case Rijdsdijk (a)	Vice President (Outgoing President), Chair – Garden Route Centre
Dr Ian Glass (a)	Council Member
Angus Burns (a)	Observing Section Director
Bosman Olivier (a)	Chair - Pretoria Centre
Auke Slotegraaf (a)	SGAS Editor
John Gill	Web Manager
Allen Versfeld	Citizen Science Section Director
Bruce Dickson (a)	Cosmology Section Director
Dr Claire Flanagan (a)	Convenor of Scholarships
Eddy Nijeboer	Membership Secretary
Kos Coronaios	Outreach, Media Liaison
Martin Heigan (a)	Imaging Section Director
Percy Jacobs (a)	Photometry and Spectroscopy Section Director
Tim Cooper	Comet, Asteroid, Meteor (CAM) Section Director
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/66c6c5e2n9jp1ke/assameet%20on%202022-07-12%2016-20.mp4?dl=0>

	Agenda	Discussions / Decisions / Actions (in bold)
1	Welcome Apology	C Stewart opened the 5 th ASSA Council meeting for 2021/22, welcoming Council members. Apologies received before & after meeting are noted in the attendance list.
2	Previous Minutes Matters	Minutes of meeting 9 May 2022 (ASSA Minutes 220509 v8) were approved (C Hettlage, S MacFarlane).

	Agenda	Discussions / Decisions / Actions (in bold)
	arising	Note: Actions arising from previous minutes are in italics. Current actions are underlined.
3	ASSA Comms	<p>3. Communication</p> <p>3.1 Communications document (<i>Permanent item</i>) <u>C Hettlage</u> advised before the meeting he followed up with SAAO IT re update of the generic mail addresses noted on the website.</p> <p>3.2 Other Astronomical Societies / Affiliations</p> <p>3.2.1 African Astronomical Society ("AfAS") https://www.africanastronomicalsociety.org <i>Permanent item</i></p> <p>3.2.2 Botswana Astronomical Society ("BAS") <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>3.3 Dark Sky <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"> <i>1) <u>D Cunnama</u> to lead a proposal from ASSA to the <u>AstroTourism Strategy Group</u>.</i> <i>2) <u>C Stewart</u> will lead establishment of a <u>formal data repository</u> to help visitors to ASSA website</i> <i>3) "<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> <p><i>(9 May) Key outcomes:</i></p> <ul style="list-style-type: none"> <i>· Daniel submitted ASSA's comments to the Strategy Group for inclusion in their second draft.</i> <i>· No formal content has yet been prepared for the website (<u>C Stewart</u>) and it has not yet been agreed how to start a Measurement of Light project (<u>L Cross</u>).</i> <i>· Local by-laws: Pierre de Villiers is progressing draft amendments to Overstrand By-Laws.</i> <p><u>D Cunnama, C Stewart</u>, to discuss if/when a further meeting with the Volunteer Group is required.</p> <p>3.4 2018 ASSA Symposium Presentation <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> <u>Amith Rajpal</u> kindly offered to assist, and <u>Alison</u> will make contact with Amith.</p> <p>3.5 ASSA Cloud repository <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> <i>(9 May) FSC approved the purchase of a Google One 2TB cloud storage at R 1599 pa</i> <i>(30 May) AJ confirmed purchase of Google One 2TB</i> Chris de C informed that the storage only allows 5 people to share and have admin rights. Chris Stewart proposed an approach (before the meeting) i.e. for <u>Chris de C</u> to provide a document in prep of a work session with key contributors in order to get the implementation off the ground. Items to include:</p> <ul style="list-style-type: none"> <i>· Purpose and scope of the repository</i> <i>· Design the file/folder structure</i> <i>· Produce guidelines to which all may refer to in future who need to contribute, etc</i> <i>· Identify/nominate a few responsible people to whom access will be provided, who will work on behalf of the greater ASSA community (act as "gatekeepers") to periodically elicit/load information relating to:</i> <ul style="list-style-type: none"> <i>· Council</i> <i>· Centres</i> <i>· Sections and special interest groups</i> <i>· General historical information, possibly from sources external to ASSA</i> <p><i>An annual review of the situation to be noted in the Checklist (<u>L Cross</u>)</i></p> <p>3.6 ASSA Special Project – Global Meteor Network Project <i>(7 Mar) Council discussed and fully supported proposal for ASSA participation in the global</i></p>

	Agenda	Discussions / Decisions / Actions (in bold)
		<p><i>Meteor ASPIRE project within the scope of CAM Section. A Working Group will be established. (9 May) Tim is awaiting feedback on the funding proposal and will invite members to the proposed Working Group. He will fund couple of GMN cameras to first set up nucleus for the project.</i></p> <p>Update from Tim before the meeting was noted: “The application for funding through Infobip was not successful as the funder changed their focus, probably following developments in Ukraine. However, a second source of funding has been identified, so the project remains on course, but the timeline has been pushed back. For South Africa I am ready to roll out the project and set up a Working Group as soon as we have clarity on a positive outcome and access to funding.”</p>
4	Publications	<p>4. ASSA Publications</p> <p>4.1 SGAS</p> <p><u>Royalties decrease</u></p> <p>The meeting confirmed the acceptance of Struik’s offer (made in conversation to AJ, mid-June) of a royalty reduction from 34% to 30% (as sales are currently under 2000 units and was >4000 units at time of initial agreement), the sliding scale (accepting the 30% for 1500 to 2000 units):</p> <ul style="list-style-type: none"> · 28% for less than 1500 units · 30% at 1500 up to 2500 units · 32% at 2500 up to 3500 units · 34% at 3500 up to 4500 units · 36% above 4500 units <p>AJ informed he believes the offer was very generous from Struik. <u>AJ</u> to share the new signed addendum to the ASSA / Struik agreement when available.</p> <p><u>Increasing circulation</u></p> <p>AJ informed that changes to the 2023 layout are being discussed between <u>Auke and Struik</u> in support of increasing circulation. AJ noted that Struik could be looking at structuring the guide in 3 categories, into, intermediate, advanced.</p> <p>AJ confirmed that Struik is increasing their circulation by extending exposure at game reserves eg at Kruger NP.</p> <p>Marketing by ASSA is acceptable as long as ASSA does not duplicate content on any platform visible to the public. ASSA granted Struik exclusive right to digital content of the Sky Guide (refer 1.1 in the Struik Addendum of 2013).</p> <p>As an example, all <u>members</u> may explore options to improve Sky Guide circulation including placing “marketing” material on the ASSA and ASSA Centres websites.</p> <p>Chris d C enquired if he could place previous scanned versions of the Sky Guide on the ASSA Archive Repository seeing the Archive is not visible to the public. AJ agreed but will check with Struik (<u>AJ</u>).</p> <p><u>Going forward</u></p> <p>Daniel suggested ASSA looks at why sales are dropping (maybe not hitting target market?) and suggests that an initiative be undertaken in the next ASSA year.</p> <p>Daniel to initiate discussion in due course (<u>Daniel</u>).</p> <p><u>Price of Sky Guide to ASSA Centres:</u></p> <p>The meeting approved AJ’s proposal of R80 for the Sky Guide for ASSA Centres (to include in their membership fees or sell at the same price to members).</p> <p>4.2 MNASSA</p> <p>The ASSA mail groups were notified on 27 June to download the bumper MNASSA issue commemorating the 100th anniversary of ASSA, celebrated on 1 July.</p> <p>Next issue planned for end August. Case informed he has content, but more is always welcome.</p> <p>4.3 Southern Skies</p> <p>Angus informed before the meeting that the next edition is in progress.</p>

	Agenda	Discussions / Decisions / Actions (in bold)
5	Scholarships	<p>5. Scholarships <i>Permanent item: The ASSA and Cooke Scholarships for 2022 is R25 000 each.</i> http://assa.saao.ac.za/about/scholarships/: 2023 Scholarships to be confirmed and advertised around November 2022.</p>
6	Membership	<p>6. Membership 6.1 Country and Honorary Membership 2022 <i>13 Honorary Membership (max 15)</i> Latest numbers received from Eddy was 9 May: 98 Country Members.</p> <p>6.2 Country Membership fees 2022/23 (1 July to 30 June) Current joining fee R50, annual subs R100 which includes copy of <u>Sky Guide</u> for following year. AJ proposes the annual subs remain as is and that ASSA contributes max R20 for distribution of the Sky Guide where applicable. <u>Eddy</u> to send out the renewal notice to Country Members.</p>
7	Governance	<p>7. Governance 7.1 Register ASSA for tax under a VDP (Voluntary Disclosure Program) Application <i>(27 Nov 19) Proposal by CTF Services (below the agenda) was accepted: “bold highlighted portions seem to be missing from the constitution”.</i> <i>(21 July) 2020 and 2021 financials will be submitted in support of tax registration.</i> <i>(9 May) Meeting refreshed its decision for ASSA to register for tax under a VDP and as a Public Benefit Organisation (PBO).</i> Before CTFS can assist ASSA with registration, they require: 1) Signed Constitution change: The draft on record dated 2020 09 21 was in principle approved by 9 May meeting, to be ratified at the AGM and signed. (<u>C Stewart, AJ Nel</u>) 2) Signed off Financials 2020 and 2021 (refer item 8.1 below).</p> <p>7.2. AGM 2021/22 Monday 22 August, 4pm Notification of the new scheduled date was advised to ASSA mail groups. Chris S reminded everyone of responsibilities in prep of the AGM and provide by end July:</p> <p><u>Centres</u>: to complete AGM’s and inform on their new Council <u>Reports</u>: from Section Directors, Scholarships Convenor, Treasurer, Membership Secretary <u>ASSA Awards</u> – refer to https://assa.saao.ac.za/about/awards/ - Directors to consider Director Awards to anyone who have provided valuable contributions past year</p>
8	Financial	<p>8. Financial Matters 8.1 Financials <i>(9 May) Financials 2020 were received from CTFS and were accepted in principle by the meeting.</i> In prep of AGM: 2020 Financials to be ratified at the AGM (has been signed by Chris and AJ, submitted to CTFS). 2021 Financials (in progress at present) to be tabled /accepted at the AGM.</p> <p>8.2 Budget <i>(9 May) Max allocation for Centenary activities and any other allocation, R20k.</i> 2022/23 budget to be tabled at the AGM (<u>AJ</u>)</p>
9	ASSET	<p>9. ASSET <i>(Permanent item)</i> <i>(9 May) Tim Cooper confirmed accounts are currently in the process of being compiled. Once completed ASSET can confirm final status of balances in the accounts.</i> Meeting discussed a proposal from AJ Nel that ASSA leaves day-to-day operational matters to ASSET and the meeting agreed. For information: The Notarial Deed of the Trust states that the ASSA Endowment Trust (“ASSET”) was established “for the purpose of promoting and furthering the interests of the Astronomical Society of Southern Africa.” It also states “proper books and records to be kept and accounts to be drawn at the end of -the calendar year, which accounts shall be tabled at the Annual General Meeting of the Society held in</p>

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		the year immediately following such calendar year.”
10	ASSA Centenary	<p>10. ASSA Centenary, Friday 1 July 2022</p> <p>10.1 Centenary celebrations Friday 1 July 2022</p> <p>The meeting extended gratitude to everyone who contributed to the activities in celebrating the ASSA turning 100 on 1 July, which included:</p> <ul style="list-style-type: none"> • A special colloquium organised by Dr Sally MacFarlane at the Iziko Planetarium and Digital Dome in Cape Town at which Dr Ian Glass presented “Milestones in South African Astronomy” which was also live-streamed on YouTube (the link will be kept permanently i.a. on the ASSA website, https://youtu.be/CnzxRglQqxc) • Chris de Coning, as Archivist and Director of the Historical Section of ASSA, sent a short history of the ASSA to HASTRO-L@listserv.wvu.edu; <p>10.2 Centenary Symposium 14 – 16 October to be held at the SAAO and virtual (9 May) Registration and call for abstracts are open: https://symposium2022.assa.saa0.ac.za/</p> <p>Daniel advised 34 registration for the Symposium and proposed one more push for applications and asked for encouragement by ASSA members to contribute and also spread the word. He informed Takalani from DSI will be willing to speak on AstroTourism strategy which was well received by the meeting. Also, the 30-under-30 applications are only 4.</p> <p>A meeting to be held to assess the status in the week of 25 July (Daniel, Chris, Christian, Lerika) to ensure a firm plan in place before the AGM.</p>
11	IAU 2024	<p>11. IAU 2024</p> <p><i>Permanent note: https://astronomy2024.org/ (IAU General Assembly: Cape Town, August 2024)</i></p> <p>Everyone wished Daniel well in attending IAU General Assembly in South Korea (30 Jul -14 Aug)</p>
12	General	<p>12. General items</p> <p>No item raised.</p>
13	Closure	<p>C Stewart thanked attendees for their contribution and closed the meeting 18 :20</p> <p>2022/23 Council meetings will be scheduled after AGM on 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:

Attachments in support of agenda:

In support of item 7.1:

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

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.

Checklist (in support of Governance item 7)

- 1 Feb Scholarship application deadline
 - 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 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