



## ASSA COUNCIL MEETING MINUTES

<b>DATE</b>	7 February 2023	<b>TME</b>	17:00 – 17:55	<b>VENUE</b>	Via Jitsi
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### ATTENDANCE

#### Council

	Role
Dr Daniel Cunnama	President (Chair)
Chris Stewart	Vice President
Dr Pierre de Villiers	Vice President
Case Rijdsdijk	Council Member, Chair – Garden Route Centre
Dr Ian Glass	Council Member
Lerika Cross	Secretary
Dr Christian Hettlage	Chair – Cape Centre, Web Master
Derek Duckitt	Chair – Hermanus Centre, Cosmology Director

#### Appointees

Dr Sally MacFarlane	Communications Director
Tim Cooper	Comet, Asteroid, Meteor (CAM) Director
Dave Blane	Double & Variable Star and Photometry & Spectroscopy Director (Acting)
Martin Heigan	Imaging Director
Chris de Coning	ASSA Archiving, Historical Director
John Gill	Web Manager

#### Apologies (a) and Absentees

Adv AJ Nel (a)	Treasurer
Dr Claire Flanagan (a)	Convenor of Scholarships
Carmel Ives (a)	Chair - Johannesburg Centre
Angus Burns (a)	Observing Director
Auke Slotegraaf (a)	SGAS Editor
Prof Matie Hoffman	Chair - Bloemfontein Centre
Johan Smit	Chair - Pretoria Centre
Amith Rajpal	Chair - Durban Centre
Eddy Nijeboer	Membership Secretary
Allen Versfeld	Citizen Science
Kos Coronaios	Outreach, Media Liaison

Jitsi meeting link: <https://meet.jit.si/ASSAMeet> No meeting recording as Jitsi interface changed

	<b>Agenda</b>	<b>Discussions / Decisions / Actions (in bold)</b>
1	Welcome Apology	D Cunnama opened the 2 <sup>nd</sup> ASSA Council meeting for 2022/23, welcoming Council members. Apologies received before & after meeting are noted in Attendance list.
2	Previous Minutes & Matters arising	Minutes of Council meeting on 4 October & FSC meeting on 27 October, attached, were accepted.  Note: Actions arising from previous minutes are in italics. Current actions are underlined.
3	ASSA Comms	<p><b>3. Communication</b></p> <p><b>3.1 Communications document</b> (<i>Permanent item</i>) (4 Oct) Christian undertook to follow up with SAAO IT about generic email addresses on ASSA website which requires linking to corresponding personal addresses. The action is now considered closed as Christian reported SAAO IT has completed the updates to the generic email addresses and asked to contact him if there still is any update required.</p> <p><b>3.2 Communication mail groups</b> As per the motivation in the agenda, Council discussed if ASSA needs all 3 mail groups, i.e. ASSA-Announce, ASSA-Discussion and ASSAVIP and agreed to only keep ASSAVIP which has the intent to reach all ASSA Members. The group includes Country and Hon Members, by</p>

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	<p>invitation, and Council Members which give Centres the opportunity to share information with their Members.</p> <p><u>Chris S</u> agreed to prepare suitable communication to members of the ASSA Announce and ASSA Discussion Groups.</p> <p><u>Lerika</u> to arrange with <u>Eddy</u> to suitably amend the Country Membership Intro Letter and with <u>John</u> to update the ASSA website.</p> <p><b>3.3 ASSA website review</b>  <u>Centres and Directors</u> are asked to ensure their pages on the ASSA site is up to date or call on John Gill for assistance and to share current or upcoming information to place under “Latest News” on the homepage <a href="https://assa.saa.ac.za/">https://assa.saa.ac.za/</a>.</p> <p><b>3.4 Mutual beneficial relationships</b>  <b>3.4.1 External Entities</b>  As per discussions at previous meetings, formalising external relationship aims at widening communication, increasing membership and sales of Sky Guide.</p> <p>Formalising communication to entities regarding offering Sky Guides for sale at their entities await the outcome of a formal approach to PRH (refer to item 4.1.2)  In the interim, details on who would be the correct person to contact at such entities can be pursued.</p> <ul style="list-style-type: none"> <li>- <u>Sally</u> kindly undertook to advise who would be the correct person to contact obo all Planetaria or if ASSA may approach each of them individually.</li> <li>- <u>Lerika</u> is pursuing a contact for Western Cape Reserves via Wesgro to approach Cape Nature for light measurements at a suitable Reserve (refer to item 3.3.2) and to offer Sky Guides for sale at their Reserve receptions.</li> <li>- <u>Anyone</u> is welcome to offer contact details at other entities considered appropriate to approach perhaps Science Centres, Schools.</li> </ul> <p><b>3.4.2 Bursars</b>  Free membership and annual Sky Guide to ASSA bursars, were previously agreed while they are being supported with funds from ASSA and resident in the Country, and with the proviso that they keep ASSA updated with their work and be prepared to present papers for MNASSA.</p> <p><u>Claire &amp; Lerika</u> to work on a draft email, to be finalised by the FSC and communicated by <u>Daniel</u>.</p> <p><b>3.4.3 ASSA Scholarship Committee &amp; Editorial Board</b>  <u>Claire &amp; Lerika &amp; Case</u> to work on a draft email, to be finalised by the FSC and communicated by <u>Daniel</u>, offering free ASSA membership and annual Sky Guide to these two entities.</p> <p><b>3.5 Dark Sky</b>  <b>3.5.1 Astro Tourism</b>  <i>(4 Oct) DSI Astro Tourism Strategy Plan: final plan to be presented January following which funding will be known. Funding is likely to be dependent on ASSA being registered as a PBO.</i>  <u>Daniel</u> informed that the launch is nominally scheduled for early March and will share updates as and when available.</p> <p><b>3.5.2 Light pollution measuring</b>  <u>Wim</u> Filmlalter’s application to IDA Light Monitor Grant Program <a href="https://www.darksky.org/light-monitor-grant-program/">https://www.darksky.org/light-monitor-grant-program/</a> was successful and awaits the light measuring device. He will stay in touch with ASSA on progress to engage with Cape Nature regarding using AnysBerg as the site.</p> <p><b>3.6 2018 ASSA Symposium Presentation</b>  <i>(4 Oct) Feedback from Alison and Amith Rajpal on progress of 26 videos recorded at 2018 ASSA Symposium to edit into YouTube, place on ASSA YouTube Channel.</i>  <u>Lerika</u> followed up with Alison on 13 Feb what the current status on this item is.</p>

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		<p><b>3.7 ASSA Cloud repository</b> Chris de C confirmed that he has activated the cloud archive and have invited <u>Directors and Centres</u> to copy their current and historical data to the cloud in the folders to which he has given them access. He encouraged everyone responsible for uploading data to contact him if they encounter a problem.</p> <p><b>3.7 ASSA Special Project – Global Meteor Network Project</b> <i>(7 Jul) “funding through Infobip not successful, funder changed focus. Second source identified.</i> Tim informed funding approval has been received from a 2nd funder in January. A global team has been set up to roll out the programme. South Africa has been allocated 4 (and not 6) cameras to be placed at high schools. Each camera will come with a Raspberry Pi computer which will enable processing and uploading of data to the global database on a daily basis. However, funding was not at the level envisaged and as a result there are items we need to source locally. Also with load shedding now permanent, we need to provide for uninterrupted power supplies to the cameras and computers. Therefore we need to understand availability of local funding for these unforeseen items.</p> <p>Tim will prepare a presentation to explain what needs to be achieved and what assistance from ASSA would be needed. He would need a local organising committee /working group of ~ 3 people of which Kos Coronaios will assist with outreach.</p>
4	Publi-cations	<p><b>4. ASSA Publications</b></p> <p><b>4.1 SGAS</b> For the record: Issues with booklet deliveries to some Centres were encountered due to incorrect delivery by PRH. It was corrected in 2<sup>nd</sup> week of January.</p> <p><b>4.1.1 Increase sales of Sky Guide</b> PRH to be approached on how they can work with ASSA in increasing sales of the booklet (and perhaps also the digital version) via the entities discussed in 3.4.1 <u>Lerika</u> to draft note to Pippa Parker.</p> <p><b>4.1.2 Struik and ASSA agreements</b> <i>(4 Oct) <u>AJ</u> to share the original Struik agreement signed 7 October 2010 and Addenda for FSC to understand agreement conditions and to also place on ASSA Repository.</i> <u>Lerika</u> to forward agreements on file to <u>FSC</u> for perusal and <u>Chris de C</u> to place on Cloud Archive.</p> <p><b>4.1.3 Struik and ASSA agreements</b> <i>(4 Oct) <u>AJ</u> to draft approach to Struik regarding developing a mobile app for sign off by FSC.</i> Awaiting draft from <u>AJ</u> to FSC for consideration.</p> <p><b>4.1.4 Digital version of Sky Guide</b> It was recorded that the 2023 epub version has been launched by PRH <a href="https://www.penguinrandomhouse.co.za/book/sky-guide-southern-africa-2023/9781775848127">https://www.penguinrandomhouse.co.za/book/sky-guide-southern-africa-2023/9781775848127</a> The link has been posted on the ASSA website and ASSAVIP informed.</p> <p><b>4.2 MNASSA</b> Royalties’ payments to the Ed Board were processed by AJ.</p> <p><b>4.3 Southern Skies</b> Angus informed after the meeting Southern Skies Quarterly is almost ready for publishing and noted “it was a task gathering sufficient material from around the country to publish”.</p>
5	Scholar-ships	<p><b>5. Scholarships</b> <a href="http://assa.saao.ac.za/about/scholarships/">http://assa.saao.ac.za/about/scholarships/</a> <i>Permanent item: The ASSA and Cooke Scholarships for 2023 is R25 000 each.</i> Claire reported before the meeting: The 2023 Scholarships have been advertised on the website, and also via the SA-Astronomers’ list (to the professional astronomy community). Closing date for scholarship applications is Friday 10 Feb.</p>

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6	Membership	<p><b>6. Membership</b></p> <p><b>6.1 Country and Honorary Membership</b>  <i>13 Honorary Membership (max 15)</i>            Current membership stats were not available.</p> <p>It was noted that Hon Members not resident in South Africa were asked if they would accept an epub version rather than shipping the booklet via SAPO; José Campos (in Portugal) accepted the offer. <u>AJ</u> to arrange the order for José.</p> <p>3 Council members in attendance (Tim, Chris S, Martin) expressed concern about the PAXI process for couriering Sky Guides, e.g., delivery time longer than 2 weeks. It was agreed that another/additional option should be considered for 2024 distribution.</p>
7	Governance	<p><b>7. Governance</b></p> <p><b>7.1 Register ASSA for tax under a VDP (Voluntary Disclosure Program) Application</b>  <i>(7 Jul) CTFS to be asked on process towards PBO registration and to provide a quotation</i>            It was noted that Chris S &amp; AJ signed Constitution and Financials for '20 and '21 and these were forwarded to CTFS. CTFS kindly offered to not charge ASSA for the process unless the cost involved becomes substantial. CTFS requested:</p> <ul style="list-style-type: none"> <li>- a signed Constitution (which was provided),</li> <li>- 3 unconnected persons to provide personal information as well as a person to be the representative to SARS; CTFS will then do a resolution to appoint them for signing forms and to do the SARS power of attorney. <u>Daniel, Chris S, AJ</u> confirmed they are willing to be the “3 unconnected persons” and <u>AJ</u> confirmed to be the representative to SARS. Daniel and Chris S have provided their personal info. <u>AJ</u> to still provide his details before we can ask CTFS to start the process.</li> </ul> <p><b>7.2 Communications Coordinator vacancy</b>            Council noted that Sally requested to step down from her role as Communications Coordinator due to work and responsibilities ramping up substantially this year but that she is happy to assist until a suitable replacement is found. Daniel expressed Council’s appreciation to Sally for attending the meeting and for her valuable contribution to ASSA.            A call for willing volunteers to commence.</p>
8	Financial	<p><b>8. Financial Matters</b></p> <p><b>8.1 Financials</b>            No item raised.</p>
10	ASSA Centenary	<p><b>ASSA Centenary Symposium 15 October held at the SAAO</b>            As a final step, a check will be done to ensure all available recordings of the Centenary events are on the website and archive. (<u>John, Christian, Chris de C</u>)</p>
12	General	<p><b>12. General items</b>            Chris Stewart noted as a reminder that Council should look for suitable candidates to fill the role of Incoming Vice President as Pierre kindly agreed to only temporarily fill the role.</p>
13	Closure	<p>Daniel thanked attendees for their contribution and closed the meeting 17 :55            Next Council meeting is proposed for 8 May at 5pm</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 221004 v4, Outcomes FSC meeting 221027 v3

**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	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**