



**Council of Halifax Centre - Minutes of Meeting  
21 October 2017  
SMU, Loyola Building, Room L177 (10:00 AM - 12:00 PM)**

**Present:** Paul Gray, Judy Black, Melody Hamilton, Paul Heath, Jim Millar.

**Regrets:** Dr. Roy Bishop, Andy Hasler, Tony McGrath, Art Cole, Tony Schellinck, Andrew Frank, John Read, Sean Dzafovic, Pat Kelly

**1. Welcome & Introductions**

Paul Gray welcomed members. He noted that quorum had been met. He asked if members had other items to add to the agenda. Two items were added to new business: RASC Canada 150 kick-off and RASR requests for stories and images.

**171021MN – Mot01**

It was moved by Jim Millar and seconded by Paul Heath that the agenda be approved as circulated.  
CARRIED.

The Action Lists were reviewed.

- a) April 2016  
**Action 2** remains open.
- b) May 2016  
**Action 3** remains open.
- c) September 2016  
**Action 3** remains open.
- d) October 2016  
**Action 16** remains open.
- e) March 2017  
**Action 3** closed  
**Action 4** remains open.
- f) May 2017  
**Actions 3** remains open.  
**Actions 4-6** closed. Judy Black offered apologies for not citing those as closed in the minutes and action lists
- g) September 2017  
**Actions 1-5** closed

**171021MN – Mot02**

It was moved by Melody Hamilton and seconded by Paul Heath that the minutes of May 12, 2017 be approved as circulated.  
CARRIED.

**ONGOING ITEMS**

## **2. Upcoming Meeting Dates & Guest Speakers**

**Nov:** Youth Night: Zhang Rui Ning re Mapping Asteroid Orbits, Catherine & Nathan Gray re Starmus

**Dec AGM:** unknown; "Who Wants to be a Gazer?" (Pat Kelly & Ian Anderson), APS (Allen Sutherland) to present on Scopes not to buy for Christmas and scope/camera gadgets/accessories.

**Jan/Feb:** Black Holes & Gravity Waves (Luigi Gallo), SMU 3-D Virtual Reality Room (Rob Thacker)

### **171021MN-Act01**

Paul Gray is to contact Rob Thacker regarding a presentation about the 3-D room.

## **ITEMS FROM PREVIOUS MEETING:**

### **3. RASC Cultural Connections**

Halifax is one of 3 Centres that has done something with external cultural groups. Paul Heath reported he has not contacted these groups but will do so by the end of November.

### **171021MN-Act02**

Paul Heath to contact the cultural groups with whom Halifax Centre has a relationship before the end of November 2017.

### **4. RASC Halifax Centre Website**

Paul Gray has been looking at other Centre's websites and cited the Sunshine Coast site as one to possibly emulate. Members agreed the software used had to be compatible not only with RASC but with the SMU host site.

### **171021MN-Act03**

Paul Gray to contact RASC to determine software used by the other Centres for their websites.

Andrew Frank had offered his willingness to develop our site on numerous occasions. Once the software package to use has been decided and purchased, Andrew could be asked to develop the web site (if he is familiar with the software in question). Whoever develops the site would have to provide regular updates to the Council; a Website Development Committee may be formed to plan the website and its content.

## **UPDATES / REPORTS**

### **5. Update: Video Production by Halley Davies**

Judy Black reported an email update had been received from Dave Chapman. Halley has been busy with her primary work, but is mindful of our project. All the shots are in the can, including those taken by Jerry Black. There was not an advance plan for this video, so the first priority will be to create a storyboard of stills to provide a skeleton then flesh it out with actual video editing. Dave has great confidence in her capabilities. Halley has an assignment in Toronto for 6 weeks, so he expects she will get to it in 2 months. He will determine if she can commit to a delivery date. He may have a further update within the week.

### **6. RASC Banner Purchase**

It was noted that the banner PDF can be acquired from national RASC.

### **171021MN-Act04**

Paul Gray to contact RASC to acquire the PDF of the RASC banner.

### **7. Report: Nova East**

Judy Black and Melody Hamilton submitted their final report to Council. It includes a summary of activity, the task chart developed for the Planning Committee, and the draft Terms of Reference for Council to approve. The wrap-up meeting of the Planning Committee was held the day following the September 2017 Council meeting; consequently, the recommendations are being presented at this meeting.

PART A: The Action List for 2018 NE Planning Committee in the Summary of Recommendations was reviewed by members and the following additions and changes were made.

1. **Nova East Registration:** An action added for the 2018 Planning Committee to examine the feasibility of electronic transfer of registration fees.
2. **Publicity:** The website should acknowledge that pictures will be taken and used for the purposes of the Nova East website only.
3. **Speaker requirements:**
  - a- Because sites typically have the appropriate AV equipment available and because there are challenges in finding appropriate storage for a screen, it was determined it would be better to rent versus purchase a screen. An action for the Planning Committee would be to determine if a screen was rentable when the AV equipment was rented.
  - b- Thanks to Chris Young's taking over the planning of adjunct equipment, a projector was not forgotten. Council suggested a list to audiovisual equipment required, including those in the carrying case, be developed for Nova East and other events. The list would be kept in the carrying case to ensure all of the pieces remain with the case and/or replaced as required. Need to check at SCO for the 100-foot power cord that used to be in the carrying case; if not there, a new one should be purchased.

**171021MN-Act05**

Judy Black to contact Chris Young to develop a list of audiovisual equipment required and a list of what is in the audiovisual carrying case.

- c- Clarify the payment of an honorarium to a Centre member who is the keynote speaker versus one who is not.

PART B: The Nova East Task Chart was developed as a guide for subsequent Committees to consider during the planning process. It was recognized that timelines and task groups would be adjusted to fit the circumstances and requirements of the planning group. It was noted that a task group comprised 1 or more members of the planning committee and more often than not was one member only. The following addition was made to the Post-Event Tasks:

<b>Timeline</b>	<b>Item</b>	<b>Responsibility</b>	<b>Associated Tasks</b>
Within 1 week	Submission of Expenses	NE Planning Committee	Submit expense claims to Treasurer

PART C: The Terms of Reference had been approved by the Planning Committee at their wrap-up meeting. Council had been provided with a brief explanation in the agenda notes regarding ordinary committees of Halifax Centre, and that there were two types: Special (also referred to as ad hoc) and Standing.

**171021MN – Mot03**

It was moved by Jim Millar and seconded by Melody Hamilton that the Terms of Reference for the Nova East Star Party Planning Committee be approved as circulated.  
CARRIED unanimously.

**171021MN-Act06**

Judy Black will include the revised 2017 Nova East report, its recommendations, and minutes of meeting of the Planning Committee in the report for review by the 2018 Nova East Planning Committee Chair.

**8. Update: SCO Repairs**

Deferred to November 17, 2017 meeting of Council.

**NEW BUSINESS**

**9. Nomination Committee**

Paul Gray reported that he, Chris Young and Dave Chapman comprised the Nominating Committee. To date, Jim Millar and Art Cole have said they are stepping down from the Council. The next step is to determine who will step up to participate on Council. Paul will provide a report at the next Council meeting.

**10. Position Descriptions**

Judy Black provided a brief history of the development of the position descriptions and the rationale for their development. Each Position Description (PosDes) was reviewed. No changes were suggested to the PosDes for President v2 and Secretary v7. Suggested changes were made to the following documents:

- a) Vice-President v2
  - Responsibilities #11 changed to read "In collaboration with other members of Board of Directors, review the communications strategy to coordinate communications for Halifax Centre.
- b) Treasurer v5
  - Added #15 in Responsibilities: Sits as a member of the Nova East Star Party Planning Committee, and other Halifax Centre committees that have a fiscal component.
- c) National Council Representative v4:
  - Changed #2 in Term Limits to read: May be reappointed for a total of five (5) consecutive years and may be reappointed after a lapse of one year.
  - Changed #4 in Responsibilities to read: Prepare for and attend RASC Halifax Centre Board of Director meetings. If they are appointed and are not an elected Director, they are attending in an ex officio capacity.
- d) Director v2
  - Deleted #6 in Purpose.
- e) Editor, Nova Notes v13
  - Deleted #2 in Qualifications regarding minimum age.
- f) Librarian v3
  - Deleted #2 in Qualifications regarding minimum age.
- g) Observing Chair v5
  - Deleted #2 in Qualifications regarding minimum age.
- h) SCO Manager v2
  - Added #1 to Qualifications: May or may not be an elected Director of Halifax Centre
  - Revised #8 in Responsibilities to read as follows and was moved to #2 in Reporting Mechanism: Report quarterly to the Council regarding the operations of SCO, including the acquisition or disposal of observatory equipment, maintenance and general operations.
  - Revised #10 in Responsibilities (that is now #9) to read: Ensure SCO is operational for members on Members' Night.

There was discussion about absence from three consecutive meetings, its consequences, and how it would be handled. There was recognition that a statement about the consequences of absenteeism was required but that this would be reviewed at a subsequent Council meeting.

## **11. Board Reference Manual**

Judy Black provided the draft of a Board Reference Manual. The purpose of the document is for all Board members to have a reference as to where to find things related to Board and Centre activities, its Bylaw #1 and related policies, and Board Position descriptions. This was especially important to provide consistent information in a single resource. It would serve as a guide to those returning to the Board and as an introduction to the Board for newly elected directors.

### **171021MN-Act07**

Halifax Centre Council members are to review the draft and to come prepared to discuss at the November 2017 Council meeting.

## **12. RASC Canada 150 Kick-off**

Paul Gray noted the Canada 150 kick-off for RASC's anniversary was Saturday, January 27, 2018 and that RASC requested notification of events being organized across the country. It was suggested that perhaps the Discovery Centre could be asked to provide the site for an event.

### **171021MN-Act08**

Paul Heath will ask Wayne Harasimovitch about the availability of the Discovery Centre for the January 2018 RASC 150 Anniversary kick-off.

### **13. RASC Request for Stories & Images**

RASC has put out a request for five to six photos (historical and current) from each Centre for inclusion in RASC's *Canada Image Project*. Suggestions were for photographs of communication with the space station, BGO, SCO being built, Nova East Star Party, and Keji Dark Sky week-ends.

#### **171021MN-Act09**

Paul Gray and Judy Black will send out an email to members requesting photos of our Centre's activities for inclusion in the *Canada Image Project*.

### **14. Adjournment**

#### **170512MN – Mot04**

It was moved by Jim Millar to adjourn the meeting.

Meeting adjourned at 12:53 PM.

Respectfully Submitted,

Judy Black  
Secretary, RASC Halifax Centre