



**Halifax Centre Board of Directors - Minutes of Meeting  
20 April 2018  
SMU, The Atrium, Room AT306 (6:45 - 7:45 PM)**

**Present:** Paul Gray, Judy Black, Sean Dzafovic, Gregg Dill, Andrew Frank, Pat Kelly, John Read, Paul Heath, Charles White.

**Regrets:** Dr. Roy Bishop, Melody Hamilton

**Guests:** Connor Gray, Kathryn Gray, Chris Young, David Lane

**1. Welcome & Introductions**

Paul Gray welcomed members and guests at 6:45 PM. Quorum had been met. No additions to the agenda were suggested.

**042018MN – Mot01**

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

The Action Lists were reviewed.

- a) April 2016  
**Action 2** closed.
- b) May 2016  
**Action 3** closed.

**042018MN-Act01**

Gregg Dill to contact Jim Millar about acquiring a tax accountant for assistance with the T2 submission to CRA.

- c) September 2016  
**Action 3** closed.
- d) October 2016  
**Action 16** closed.
- e) May 2017  
**Action 3** closed.
- f) November 2017  
**Action 2** remains open.  
Paul Heath stated that print material supplied to The Deanery might suffice, and that he is still discussing with what can work for the Ross Creek Arts & Cultural Centre.
- g) January 2018  
**Action 1** closed. Photos have been sent.  
**Action 2** closed. room confirmed for May 11 with SMU; no room requested for June  
**Action 4** closed
- h) February 2018  
**Actions 2** closed. Item will be discussed in detail during Agenda Item #10.
- i) March 2018  
**Action 7** remains open.

**Actions 1, 2, 3, 4, 5 & 6** closed.

Members were asked if there were any errors or omissions in the previous minutes; none were noted.

**042018MN – Mot02**

It was moved by Gregg Dill and seconded by John Read that the minutes of 16 March 2018 be approved as circulated.  
CARRIED.

**ONGOING ITEMS**

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

**April 20:** Rob Thacker

**May 11:** The excursion to San Pedro de Atacama (Judy & Jerry Black, Dave Chapman, Melody Hamilton)

**June:** SCO BBQ on June 15 (or rain date June 16); Board meeting June 9, location TBD

**September 21:** Traditionally, members are invited to provide updates on Nova East, Keji Dark Sky, and other events attended during the summer.

**October 19:** The SMU McLellan Lecture does not conflict with the RASC meetings - SMU Lecture on October 12.

**3. Outreach Requests**

It was noted that we were not at Saltscapes this weekend with Atlantic Photo. With Brian Giffin no longer with the company, members questioned whether a change in priorities had occurred, or whether this was an oversight.

**042018MN-Act02**

Chris Young will advise Paul Gray and Judy Black of the outcome of discussion with Allen Sutherland when he meets with him about Nova East.

Rather than duplicating information, it was agreed that Paul Heath would present the list of requests at the Members' Meeting.

**4. Update from National Representative**

Pat Kelly reported there would be a future price increase to membership to cover increased costs of space, staff wages and other expenses related to the SkyNews magazine. RASC has purchased a telescope for use in California from monies in two endowment funds. They will also review the travel policy to ensure the lowest rates for travel are utilized and used as the basis for reimbursement. Two new sites were granted Dark Sky Preserve status: Killarney Provincial Park (Ontario) and Terra Nova National Park (NL). RASC is also looking to overhaul the committee structure. Peter Jedicke is a new Fellow of RASC. Pat has attended three RASC Board meetings on our behalf.

**5. Communications Plan**

Deferred to next meeting.

**UPDATES / REPORTS**

**6. Update: RASC Halifax Centre Website - platforms used by New Brunswick Centre & Sunshine Coast**

Andrew reported progress is being made. The tools, platforms and back end of the revised website are ready to go. He has notified Dave Lane of a glitch in the software that prevents the launch of the new site. Andrew was thanked for his time and work to date on the site.

**7. Board of Directors Reference Manual**

Judy Black presented Board members with the Halifax Centre Reference Manual and draft Policy Manual. The Policy Manual contained only those items that had been approved by the Board. There were several other policies in draft form and they were highlighted in pink in the Policy Manual list of contents.

Judy reminded members that the Bylaw Review Committee was formed in 2016 that resulted in 2017 Bylaw #1. With several policies drafted, including terms of reference for the Board and its committees, she proposed a *Governance Review Committee* be formed comprising 3 or 4 people to review the drafted Halifax Centre policies and those that have been approved in years past for currency of content.

She volunteered to chair the newly formed "Governance Committee" and the President would be an *ex officio* member (as defined in Bylaw #1). She suggested two or three Board and/or Centre members could comprise the other members of the Committee. Most of the work of the Committee could be done via email; a face-to-face meeting may not be required. The Policy Manual would then be presented for discussion and approval at the June 9 Board meeting.

**042018MN-Mot03**

It was moved by Judy Black and seconded by Charles White that a peer review of the Centre's policies and Policy Manual be led by the Governance Review Committee.  
CARRIED unanimously.

The approved members of the Governance Review Committee were Judy Black (Chair), Paul Gray (ex officio), Pat Kelly, and Chris Young.

**042018MN-Act03**

Judy Black will present the revised Halifax Centre Policy Manual for approval at the June 9, 2018 Board of Directors meeting.

**8. DRAFT: Policies Regarding Speaker Payment**

Judy Black stated no further suggested revisions had been requested since the previous meeting. The recent version was included in the agenda notes.

**042018MN-Mot04**

It was moved by Judy Black and seconded by Paul Heath that the *Policies & Recommendations Regarding Speaker Reimbursement for Halifax Centre Events* be approved as presented.  
CARRIED unanimously.

**042018MN-Act04**

Judy Black will email the speaker reimbursement policy document to members of the Board for inclusion in their Policy Manual.

**9. DRAFT: Position Description: Honorary President**

The position description for the *Halifax Centre Honorary President* was drafted by Judy Black and Dr. Roy Bishop. Given Dr. Bishop's rationale for resigning from the position, there was discussion regarding Term Limits. It was decided that although the national RASC term limit was 4 years and non-renewable, Halifax Centre's term limit would be five years with a renewal for another 5-year term. The reference to the RASC policy would be deleted from the official document.

**042018MN-Mot05**

It was moved by Judy Black and seconded by Charles White that the *Position Description: Honorary President* be approved with the amendments discussed.  
CARRIED unanimously.

**042018MN-Act05**

Judy Black will email the revised position description for Honorary President to members of the Board for inclusion in their Policy Manual.

**10. Update: RASC Banner Cost & Acquisition**

John Read noted he had acquired quotes on a local supplier as well as another on-line. He is using Jerry Black's photo of the Milky Way as the backdrop for the banner. He proposed the three banners be purchased from the on-line source.

**042018MN-Mot06**

It was moved by Pat Kelly and seconded by Paul Heath that up to \$350.00 be approved for purchase of two upright RASC banners and one table front banner.

CARRIED unanimously.

**042018MN-Act06**

John Read is to order two upright and one table front banner from the on-line source.

Andrew Frank suggested the photo would also be a good banner for the new Halifax Centre web site.

**042018MN-Act07**

John Read is to send Andrew Frank the photo from Jerry Black.

**11. Update: Nova East**

Nova East Planning Committee Meetings were held Feb 17 and March 31; the next meeting is May 12. The date of August 10-13 was chosen due to height of Perseids on 12/13. Our keynote speaker on Saturday evening is Mr. Doug Cunningham and all other speakers have been confirmed. Quinn Smith has agreed to be the auctioneer at the Astronomy Auction.

Revisions are being made to the web page content, and major revisions to the registration form have also been made. Members will be advised through the announce list of when the website is "live" and the fillable registration form updated to reflect 2018 information.

Minor injuries occurred at last year's Nova East and there was a more recent incident at SCO. The SCO First Aid (FA) kit contained rusted shut scissors, dead flies inside, outdated supplies, etc. The Nova East Planning Committee recommends a FA kit be purchased or use on site for minor emergencies at Nova East and that it be stored at SCO for the remainder of the year. It was recognized that 9-1-1 was to be called for health emergencies at Nova East and SCO.

The kit would have an annual review of its physical state and supplies prior to Nova East each year. Members agreed that RASC Halifax Centre purchase a replacement First Aid Kit for use at SCO and Nova East, and that a member of the NE Planning Committee be assigned each year to oversee the restocking of the FA kit.

**042018MN-Act08**

Judy Black will acquire price quotes and information about first aid kits for presentation at the May 11, 2018 Board Meeting.

**042018MN-Act09**

Judy Black will advise the Governance Review Committee of the first aid kit responsibility of the Nova East Planning Committee.

**12. SCO Repairs**

No update to report at this time.

**NEW BUSINESS**

**13. RASC-HC Astronomy Community TV Series**

Charles White provided clarification of the information provided in the agenda notes. He reiterated it would cost the Centre nothing, and that the videos could be used for outreach and promotional purposes. Charles would be the host of the videos; he would start shooting sometime in June. Topics for consideration included the solar system, a moon walk, and how to choose binoculars and telescopes.

**031618MN-Act10**

Charles White will pre-circulate a draft script of the first video for members to review.

**14. Adjournment**

**0142018MN – Mot07**

It was moved by Pat Kelly to adjourn the meeting.

Meeting adjourned at 7:51 PM.

Respectfully Submitted,

Judy Black  
Secretary, RASC Halifax Centre