



**Halifax Centre Board of Directors - Minutes of Meeting
5 January 2019
SMU, The Atrium, Room AT306 (10:30 AM – 12:30 PM)**

Present: Charles White, Judy Black, Paul Heath, Gregg Dill, Pat Kelly, John Read, Tom Crosman, Paul Gray.

Regrets: Mary Lou Whitehorne.

1. Welcome & Introductions

Charles White welcomed members at 10:35 AM. Quorum had been met.

190105MN-Mot01

It was moved by Gregg Dill and seconded by Paul Heath to approve the October 19, 2018 Board of Directors meeting agenda.

CARRIED.

The Action Lists were reviewed.

a) February 2018

Actions 3 closed.

b) September 2018

Action 1 is closed. Speakers were acquired for the November meeting.

c) October 2018

Actions 1, 2, 3, 4, 6, 7, 8, 9, 10, & 11 are closed.

Action 5 remains open. The updated version of the Policy Manual and Board Reference Manual will be copied and available to Board members at the February 2019 meeting.

d) November 2018

Actions 1, 2, 3 & 4, 5 and 6 are closed.

190105MN-Mot02

It was moved by Judy Black and seconded by Paul Heath to approve the minutes of the October 19, 2018 Board of Directors meeting.

CARRIED.

ONGOING ITEMS

2. Upcoming Meeting Dates & Guest Speakers

Judy Black confirmed Board and Members' meeting dates for January to April 2019 with SMU (Jan 5, Feb 2, March 2, April 5). She also acquired meeting space for both meetings for January to April. The members meetings will continue in AT101. The Board meetings will be in AT306 except for March 2 when it will be in AT217. Board meeting times will be 11 AM – 12:30 PM; Members' Meeting will be held 1 PM – 4 PM.

Pat Kelly stated the January to May meeting dates were posted on the Centre's web page. The June meeting date will need to be discussed as in relation to the annual SCO BBQ.

190105MN-Act01

Judy Black will include the SCO BBQ discussion on the April 6, 2019 Board of Directors meeting agenda.

Paul Gray has been contacting Dr. Rob Thacker to acquire a graduate student to address the February Members' meeting. Paul Heath agreed to continue having an activity at each meeting.

The Board was reminded of past 15-minute presentations made regarding the *RASC Observer's Handbook* (OH). This was a means to promote usage of the Handbook by members, especially the newer members who may feel intimidated by the Handbook. The presentations were made by volunteers or were assigned to members. To reduce the workload in determining speakers and topics for meetings, it was suggested that three members take on the task on a rotating basis. Pat Kelly, John Read and Judy Black volunteered to take on the task with Pat Kelly offering to make the first address at the February meeting. Pat also agreed to make a brief announcement regarding the OH at the members' meeting that followed this Board meeting.

3. Report from National Representative

Pat Kelly reported on the activity of the National Council. Two committees (Education and Public Outreach Committee and the Membership and Development Committee) were split into four - Education Committee, the K-12 Committee, Marketing & Public Relations Committee, and the Communications Committee. The new Inclusivity and Diversity Committee is also being formed; Paul Heath is a member and will report at the next Board meeting. Discussion also included update on the Green Laser pointer usage. The next National Council meeting is scheduled for January 27, 2019.

4. Communications Plan

Judy Black explained the history of the development of the Communications strategy. Because of the work she and especially Dave Chapman and Melody Hamilton (both while serving as Vice-President) had done, the plan is now in two parts – a summary of the communications method used by the Centre, and Board communications responsibilities. There were areas of the two documents in red font that required discussion about required revisions. Judy agreed to make the proposed revisions.

190105MN-Act02

Judy Black will forward the revised Communications Strategy document to Pat Kelly for review prior to circulating to members and before including them in the Board Reference Manual.

5. Outreach Requests

Paul Heath noted a request from Mahone Bay received before Christmas; he is waiting for a date to be known before making a request for presenters. He has nine schools that make requests on an annual basis. He also noted the International Astronomical Union (IAU) *100 Hours of Astronomy* - a global celebration composed of a broad range of activities aimed at involving the public. This will take place over four days and nights, from 10 to 13 January 2019.

It was noted that a \$50.00 donation had been made to RASC Halifax Centre by Tim Doucette. Members agreed that donations of \$50.00 or greater to the Centre would be sent a thank you card in recognition of the donation.

190105MN-Act03

Judy Black will send a thank you card to Tim Doucette for his kind donation.

6. Update: Status of RASC-HC Website Development

It was noted that no recent activity in regard to the website's development had been made. It was also noted that Andrew Frank had stated in a phone conversation that a version was ready for viewing and for comments, and there may have been a delay due to application updates or changes required by SMU.

190105MN-Act04

Judy Black will contact Dave Lane to invite him to provide an update at the next Board meeting.

AGM REQUIREMENTS

7. Board of Directors Vacancies

Charles White noted vacancies for the positions of President and one Director, and the SCO Manager position. Given the recent work done by John McPhee at SCO regarding the propane installation, members agreed John should be approached

190105MN-Act05

Paul Gray will contact John MacPhee regarding the position of SCO Manager.

Judy Black noted that a Nominating Committee was needed. A Chairperson (any member of the Centre) plus up to 3 additional members were to be appointed and the President would be an ex officio member as per Halifax Centre Policy *B2: Terms of Reference – Ordinary Committees of RASC Halifax Centre*. This will be addressed at the Board meeting.

190105MN-Act06

Judy Black will add Nominating Committee to the February 2, 2019 Board of Directors agenda.

8. Recommendation from Auditor's Report

Charles White noted the receipts for the Nova East speaker travel expenses had been received by the Treasurer. Chris Young had forwarded a signed list of door prizes (source of acquisition and cost). Gregg Dill stated the two recommendations were being addressed:

1. Before the books are put to rest, print outs of all the revenue, expense, and balance sheet transactions should be included in the records binder.
2. Cheques for expenses should not be released until receipts (or photos/scans of them) are received by the treasurer.

Members agreed that in the future receipts for all items ordered and paid be forwarded to the Treasurer. This could easily be achieved for all orders and payments made online.

190105MN-Act07

Judy Black will add the requirement of forwarding online receipts to the Treasurer to the Nova East Task Chart.

9. Halifax Centre Bylaw Amendment

Amendment to Section 6 of Bylaw #1 had been approved by Special Resolution at the December 7, 2018 AGM. Judy Black has prepared the necessary Registry of Joint Stock Companies (RJSC) documentation regarding the adoption of the resolution; she will be bringing the documentation to RJSC early this coming week and will hopefully receive a response before the next Board meeting.

UPDATES / REPORTS

10. Update: Video Production by Halley Davies (& Dave Chapman)

Dave Chapman requested this be addressed by the Board. A payment of \$300 received from the license agreement for use of the Star Finder use video had been received by Halifax Centre. He requested that a portion of it should go to Halley as she was not paid for the camera work for that video. She did it as a volunteer, and the Centre never expected to make anything from it. Members did not know what the hourly rate for camera work.

190105MN-Act08

Charles White will contact Dave Chapman to clarify the request and costs of camera work.

11. Update: SCO Repairs

The primary concern is heating of the warming room has been addressed thanks to the work done by John McPhee. Paul Gray noted that he was still working on a proposal regarding the required electrical work; this is considered a long-term project.

12. Update: Board of Director (BoD) Policy & Reference Manuals

Until final approval of the following, copies will not be made. Hopefully by February meeting.

1. Amendment approved to Bylaw #1
2. Approval of Communications Strategy & Responsibilities documents

3. Corrections to Board Reference Manual

Corrections to the Reference Manual have been made as per approvals at the October 2018 meeting. Judy Black reminded the Board that at the AGM members had been told the approved policies would be posted to the Halifax Centre website. She asked if it were better to post them as a single document or as separate entities. Members agreed each policy would be posted separately.

190105MN-Act09

Judy Black will forward the revised Halifax Centre policies to Pat Kelly.

190105MN-Act10

Pat Kelly will post the policies on the Centre's website.

190105MN-Act11

Judy Black will advise members of the policies via the Announce List.

13. Vanderburg Eye Pieces

Discussion is to be deferred until a SCO Manager has been appointed.

14. Nova Notes (Deferred from November 2018 Board meeting)

Charles White proposed that Nova Notes no longer be provided in hard copy to members because it would be eco-friendlier if the Centre put everything online. It was confirmed that all costs of production and mailing were recouped through the additional fees charged. Given the number of mailouts has been decreasing over the years, and that there were less than a dozen being mailed this year, members agreed to continue mailing Nova Notes to those who requested and paid for the service.

15. Photo Release Form (Deferred from November 2018 Board meeting)

Charles White inquired as to whether the Centre should be asking members and guests attending an event or meeting for their permission to use their photo in any of our publications. Nova East has a statement on the website and on the registration form that states Nova East should be contacted if they do not want their image in any photos or videos produced for Nova East promotion purposes. Members agreed that a disclaimer should be put on the Centre's website and that a verbal reminder be given at meetings and events.

190105MN-Act12

Need to discuss who will write the disclaimer and where it would get posted on our website.

16. Social Media Replacement

Dave Chapman had requested the Board discuss his replacement. Discussion led to the suggestion that it might be time for rebranding of the Halifax Centre and ANS sites to a singular ANS/RASC Halifax Centre site. This will require further discussion.

190105MN-Act13

Judy Black will include Social Media Rebranding to the February 2019 Board of Directors Meeting.

17. Sales of the Explore the Universe guide

Due to time crunch, this item is deferred to February 2, 2019 Board of Directors meeting.

NEW BUSINESS

18. Nova East (NE)

Judy Black noted a Nova East report had been presented and approved at the AGM but that it had not been the full report and did not include recommendations to be discussed by the Board. The full report had been circulated to the Board in November and again with notification of this meeting, as well as the list of recommendations to be discussed. She thanked Gregg Dill for the financial statement included in the report.

190105MN-Mot03

It was moved by Pat Kelly and seconded by Paul Heath to approve the Nova East 2018 Report and Summaries as presented.
CARRIED.

Members discussed the recommendations of the 2018 NE Planning Committee for approval.

A. Recommendation #1 re: Dates of Nova East

The 2019 date has been cited at members meetings but had not been approved by the Board.

190105MN-Mot04

It was moved by Paul Heath and seconded by John Read to approve the Nova East 2019 date as August 30 to September 2, 2019.
CARRIED.

The NE Planning Committee also submitted dates for subsequent years (2020 – 2025) for the Board to approve in principle:

- 2020: August 21-23 - NM Aug 19
- 2021: Aug 6-8 - NM Aug 8
- 2022: Aug 26-28 - NM Aug 27
- 2023: Aug 18-20 - NM Aug 16
- 2024: Aug 2-4 (EOT 10:45 PM) or Aug 30-Sept 1 (EOT 9:40 PM) - NM Aug 4 and Sep 2
- 2025: Aug 22-24 - NM Aug 23

Pre-determined dates would help members make vacation plans to attend, for posting on the RASC-HC website and related social media, for inclusion in the RASC Calendar, and when considering other Halifax Centre events. It was recognized that the dates could be modified due to local or national initiatives or other mitigating factors.

190105MN-Mot05

It was moved by Gregg Dill and seconded by Paul Heath to approve in principle the future dates of Nova East as presented.
CARRIED.

B. Recommendation #2 re: Storage Boxes at SCO

Deferred until a SCO Manager has been appointed.

C. Recommendation #3 re: Profit from Auction

Deferred until a SCO Manager has been appointed.

D. Recommendation #4 - #8

Deferred for discussion at February 2019 Board meeting.

19. Board Email Distribution Challenges

Due to time crunch, this item is deferred to February 2, 2019 Board of Directors meeting.

20. Gift Card for Jamie Carmichael

Judy Black noted in last year's December meeting minutes that a gift certificate had been given to Jamie Carmichael who keeps an eye on SCO for us and keeps the road plowed. A thank you card and a \$100.00 Canadian Tire gift card had been sent to him. Members agreed another gift card and thank you card be sent to Mr, Carmichael.

190105MN-Mot06

It was moved by Paul Heath and seconded by John Read that a \$100.00 Canadian Tire gift card be included in a thank you card to be sent to Jamie Carmichael.
CARRIED unanimously.

21. Thank You Letter to SMU for their support

Judy Black noted that a thank you letter had been drafted to thank the SMU President for their ongoing support in the past year. It was presented to Charles White to sign in his capacity as Vice-President. It was noted that all room bookings were provided free of charge; the donation of the fees for room bookings for this quarter alone was \$2000.00.

22. Adjournment

190105MN-Mot07

It was moved by Pat Kelly to adjourn.

Adjournment at 12:37 PM.

Respectfully Submitted,

Judy Black
Secretary, RASC Halifax Centre