



RASC Halifax Centre Board of Directors Meeting

Monday, January 2, 2024: 7:00 PM – 9:00 PM

Via Zoom - Meeting ID: 811 7591 1907

Agenda Items				
Time	Item	Purpose	Responsibility	Support Documents / Notes
7:00 PM	1. Welcome & Introductions <ul style="list-style-type: none"> Approval of Agenda Review Action List Approval of Previous Minutes of Meeting 	Information Approval	Tony McGrath	Pre-circulated: Agenda: January 2, 2024 Minutes: November 28, 2023
ONGOING ITEMS				
	2. Upcoming Meeting Dates & Guest Speakers <ol style="list-style-type: none"> 2024 Member's Meeting Date Confirmation and Format Confirm Member's Meeting agenda Zoom/SMU Bookings Guest Speakers & Ideas for Future Presentations 	Ongoing Discussion Approval	Tony McGrath Judy Black	<i>Refer to Agenda Notes #1: Speakers & Approved 2024 Member Meeting Dates</i> <i>Refer to Agenda Notes #2: 2024 Board of Directors Meeting Dates</i>
	3. Report from National Council Representative <ul style="list-style-type: none"> <i>Annual Centre Report to RASC National</i> 	Information Discussion	Judy Black	<i>n/a</i>
	4. RASC Halifax Centre Website & YouTube	Discussion	Judy Black	<i>n/a</i>
	5. Financial Update <ul style="list-style-type: none"> RJSC Update 	Discussion	Gregg Dill	<i>n/a</i>
	6. Member Welcome Package <ul style="list-style-type: none"> Update New member initiative 	Discussion	Tony McGrath	<i>n/a</i>
	7. Education & Public Outreach (EPO) <ul style="list-style-type: none"> Outreach Requests Promote RASC Observing Programs Distribution of eclipse glasses 	Discussion	David Hoskin Tony McGrath	<i>n/a</i>
RASC HALIFAX CENTRE – GOALS & OBJECTIVES				
	8. 2024 Goals & Objectives	Ongoing Discussion Approval	Tony McGrath	<i>Refer to Agenda Notes #3</i>
UPDATES / REPORTS				
	9. SCO <ul style="list-style-type: none"> Access – gate and key Regular observing night 	Discussion	John Liddard Tony McGrath	<i>Refer to Agenda Notes #4</i>

	<ul style="list-style-type: none"> - Announcement - Presentation • Maintenance 			
	10. GLP certificates and training	Discussion	Judy Black	n/a
GOVERNANCE				
NEW BUSINESS				
	11. Board Reference Manual	Discussion	Judy Black	n/a
	12. Nova East	Discussion		
Adjournment				
9:00 PM	12. Adjournment (Next meeting: Jan 30, 2024)			

RASC, Halifax Centre – Member’s Meeting

Saturday, January 6, 2024 – 1:00 PM – 4:00 PM

Via Zoom – Meeting ID 863-8473-5559

Agenda Items		
Time*	Item	Responsibility
1:00 PM	Welcome & Introductions Photo Montage 2024 Calendars and ETU guides for sale	(emcee) David Hoskin Judy Black
	Presentation: New ESA Probe launched to survey Europa	Pat Kelly
	Social Break	
	Food for the Soul:	Paul Heath
	What’s Up? (January)	David Hoskin
	News from the Board	Tony McGrath
	Astroimaging Contest	Judy Black
4:00 PM	Adjournment	

* Times are for Board of Director information only and for informing presenters of the length of their presentations; they will not be published on the Halifax Centre website. Times will be adjusted for each meeting.

AGENDA NOTES

Agenda Item, Proposed By, & Date Proposed	Description Received (& Proposed Motion, if Applicable)
Agenda Note #1 re: Speakers & 2024 Member Meeting Dates	<p>2024 Approved Members Meeting Dates and Events Members’ Meeting dates were approved at the November 2023 Board of Directors meeting. They have been posted on the RASC(HC) website.</p> <p>Confirmed Speakers</p> <ul style="list-style-type: none"> • January 6, 2024 <u>Confirmed:</u> Pat Kelly – New ESA probe launched to survey Europa <p>Proposed Meeting Speakers, 2024</p> <ul style="list-style-type: none"> • February 3, 2024 • March 2, 2024 – Ian Short (<i>Student Spectrography at the BGO</i>) • April 6, 2024 – CANCELLED due to Solar Eclipse • May 4, 2024 – Members’ eclipse stories

	<ul style="list-style-type: none"> • June 1, 2024 • September 7, 2024 • October 5, 2024 – Dr. Luigi Gallo (<i>JAXA's XRISM satellite</i>) • November 2, 2024 • December 7, 2024 <p>Suggested Speakers / Special Presentations:</p> <ul style="list-style-type: none"> • John Badowski • Kaja Rotermond (formation of a high-redshift galaxy cluster) • Dr. Samantha Lawler: New to the U of R and very busy rebuilding the astronomy program. She also has her core research and took on a leadership role in the StarLink issues and lobbying the federal government about it. Samantha.Lawler@uregina.ca • SMU Astronomy and Physics <ul style="list-style-type: none"> • Grad students • Tiffany Fields • Rob Thacker • https://rasc.ca/find-speaker
<p>Agenda Note #2 re: Approved 2024 Board of Directors Meeting Dates</p>	<p>2024 Approved Board Meeting Dates</p> <ul style="list-style-type: none"> • January 2 <p>2024 Proposed Board Meeting Dates</p> <ul style="list-style-type: none"> • January 30 • February 27 • March 26 • April 30 • May 28 • June 25 (if required) • September 3 • October 1 • October 29 • December 3
<p>Agenda Note #3</p>	<p>Discussion Document Received from Tony McGrath (December 27, 2023)</p> <p>Our first meeting is coming up on 2 January, and for this meeting I would like to achieve consensus on some goals and objectives for the upcoming year.</p> <p>I have reviewed my notes from last year, and gathered my thoughts, summarised in the list below:</p> <ol style="list-style-type: none"> 1. Develop a solid understanding of the wants and needs of the Halifax RASC membership <ul style="list-style-type: none"> ○ send New Member welcome package to the entire membership ○ ask the full membership to complete the survey 2. Implement monthly SCO members and guests observing night <ul style="list-style-type: none"> ○ I have already started talking about this with David H. and John L. 3. Promote RASC Observing Programs 4. New member initiative focused on Universities & NSCC (young people) 5. Implement SCO Maintenance & Development Plan <ul style="list-style-type: none"> ○ Maintenance activities need to be accomplished and tracked in a planned fashion to prevent deterioration of the buildings which will lead to bigger capital expenses. ○ We should have some "cloud 9" plans for SCO ○ SCO observing equipment should be included in this plan, so that the centre's equipment is not only inventoried but receives regular inspection and maintenance. <p>Of course all of this is at the concept level, and open for discussion and revision. Please give this some thought, and I look forward to discussing it with you next week.</p>
<p>Agenda Note #4 re RASC Halifax Monthly Observing Nights</p>	<p>Discussion Document Received from Tony McGrath (December 30, 2023)</p> <p>Halifax RASC Monthly Observing Night</p> <p>Background</p> <p>It was decided at the 28 November Board meeting that we re-instate the monthly observing night at SCO. For 2024, they would likely mean 10 events - see table attached.</p>

In addition to supporting the RASC Halifax goal of promoting RASC Observing Programs, this activity would also encourage the use of SCO and to provide an opportunity for members to:

- Socialize
- Learn
- Bring Guests and introduce to them to amateur astronomy

This activity could also support the interests of Centre members in the areas of;

- Observing
- Sketching
- Imaging

If sufficient interest is shown, and experienced people can be found who are willing to lead some learning exercises, perhaps a night could also include some introductory hands-on learning for members interested in Observing, Sketching and Imaging.

Another possibility would be to have a theme for the evening, perhaps something like:

- Globular Cluster Night
- Galaxy Night
- Open Cluster Night
- Nebula Night

The 405mm Dob would be used by the leader to run through a preselected list of objects, and all attendees would be welcome to view.

The dates would be set in advance and advertised as follows;

- RASC Halifax Website
- RASC Halifax Announce List
- RASC Halifax Monthly Meetings

Key Success Factor

1. Having an SCO Key-holder attend each event - a workable approach may be to develop a group of 6 or more experience SCO key-holders, each of whom would be agreeable to be the leader for 1 observing night. These volunteers would form a group that could decide how to assign the leaders for a specific night. Individuals could be assigned a specific night, or the group could sort out amongst themselves who will take a particular night on a month-by-month basis. If this approach was taken, the decision would have to be made, confirmed, and forwarded to the observing chair at least 2 weeks prior to the date of the observing night.

Month	Mi'kmaw Moon	Date of New Moon	Date of Member's Night	Alternate	Notes
January	Punamujuik'us	Thur Jan 11	Fri Jan 12	Sat Jan 13	
February	Apuknajit	Fri Feb 9	Fri Feb 9	Sat Feb 10	
March	Siwkewiku's	Sun Mar 10	Fri Mar 8	Sat Mar 9	
April	Penatmuiku's	Mon Apr 8	Fri Apr 5	Sat 6 Apr	Optional: Eclipse weekend?
May	Sqoljuiku's	Wed May 8	Fri May 10	Sat May 11	
June	Nipniku's	Thurs June 6	Fri June 7	Sat June 8	Optional: Astro Twilight?
July	Peskewiku's	Fri July 5	Fri July 5	Sat July 6	Optional: Astro Twilight?
August	Kisikewiku's	Sun Aug 4	Fri Aug 2	Sat Aug 3	
September	Wikumkewiku's	Mon Sept 2	Fri Sept 6	Sat Sept 7	
October	Wikewiku's	Wed Oct 2	Fri Oct 4	Sat oct 5	
November	Keptekewiku's	Fri Nov 1	Fri Nov 1	Sat Nov 2	
December	Kesikewiku's / Kjiku's	Sun Dec 1	Fri Nov 29	Sat Nov 30	

	December	Kesikewiku's / Kjiku's	Mon Dec 30	Fri Dec 27	Sat Dec 28	
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Halifax Centre Board of Directors - Minutes of Meeting
January 2, 2024 - 7:00 PM – 9:00 PM
held via Zoom - Meeting ID 811 7591 1907

Present: Judy Black, Gregg Dill (joined at 7:30pm), Matt Dyer, Lisa Ann Fanning, David Hoskin, Peter Hurley, John Liddard, Tony McGrath, Dave Robertson, Jaime Whynot

Regrets: John Nangreaves, Mary Lou Whitehorne

1. Welcome & Introductions

Tony called the meeting to order at 7:00pm and welcomed members. He welcomed new members Jaime and Dave. He asked if there were any changes or additions to the agenda, which had been pre-circulated by email by Peter on January 1, 2024. Matt pointed out that the agenda date should be Tuesday not Monday, Tony asked that Nova East be added to the agenda and Judy asked that Board Reference Manual be added if there was time.

240102MN-Mot01

It was moved by Judy Black and seconded by Dave Robertson to approve the January 2, 2024 RASC Halifax Centre Board of Directors meeting agenda, as amended.
 CARRIED.

The Action List, which was attached to the minutes of the previous meeting, circulated by Peter on December 30, 2023, was reviewed.

From November 29, 2022

Action 9: Open.

From January 10, 2023

Action 10: Open.

From May 2, 2023

Action 4: Open.

From September 5, 2023

Action 1,3-5: Open.

From October 17, 2023

Action 10: Closed.

From November 28, 2023

Action 1: Open.

Action 2-5: Closed.

Action 6-9: Open.

Action 10: Closed.

The minutes of the previous Board meeting held on November 28, 2023 had been circulated by email by Peter on December 30, 2023. Judy and Greg had provided corrections by email.

240102MN-Mot02

It was moved by Judy Black and seconded by David Hoskin to approve the November 28, 2023 RASC Halifax Centre Board of Directors meeting minutes, as amended.
 CARRIED.

ONGOING ITEMS

2. Upcoming Meeting Dates & Guest Speakers

Pat Kelly is the confirmed speaker for the January 6, 2024 Members meeting. Peter confirmed that the meeting room AT101 at SMU has been booked and Judy indicated that Jerry Black and Bob Russell have the equipment and procedures in place for a hybrid meeting on Saturday. Judy reviewed Members meeting dates and speakers. She pointed out that Mary Lou had been responsible for booking Ian Short and Luigi Gallo. Judy is waiting to hear from Chris Young about future editions of Sky Lore. Tony indicated that he felt we needed to have presentations "in the bag" and suggested that Board members could have something ready, just in case. Judy asked Lisa Ann if she thought that Chris Curwin of Astronomy by the Bay might speak in February about how they got their podcast started.

240102MN-Act01

Lisa Ann Fanning to ask Chris Curwin of RASC NB Centre if he would make a presentation at a Members Meeting about the Astronomy by the Bay podcast.

Other suggested speakers were John Badowski, Rob Thacker, Tiffany Fields (BGO), Dave Chapman (optics, repairing telescopes) and Chris Beckett (Actual Astronomy podcast). David agreed to MC the Members meeting on Saturday.

Judy pointed out that the list of Board meeting dates needs to be approved by the new Board, and there was discussion whether to continue to meet on the Tuesday evening preceding the Members meeting date. It was pointed out that the list of Board meeting dates in the agenda didn't include a March date and it was agreed that there should be a Board meeting on March 26, 2024 to allow eclipse travel time. There was consensus on the amended list of dates.

3. Report from the National Council Representative

Judy apologized that she had distributed her NC Rep report by email only 30 minutes before the meeting started. Six meetings of the Council are scheduled for the year, the first being on February 11, 2024. She indicated that the Council was working to revise the Centre Operations Manual which assists new Centres in getting established as well as helping existing Centres with recommended procedures. Judy thanked Board members that provided comments on the draft C11 NC Terms of Reference document which has now been presented to the National Board for review and approval. The key piece of her report is the Annual Centre Report which she had circulated as a draft to our Board for input. She requested input by Friday January 12, 2024; there is a limit of 800 words, so it is brief, and can include 2 photos. It was agreed at the last meeting that our focus should be our major challenges of the year, the fires and floods, and photos of the bridge at Smileys and the penstock at SCO should be included. There were no questions (refer to full report that follows the action/motion lists).

4. RASC Halifax Centre Website and YouTube

Judy reported that there had been no changes other than the usual updates. She indicated that a report from the Centre Webmaster had been missed at the AGM and one would be ready for inclusion in the Jan/Feb edition of Nova Notes.

5. Financial Update

Tony indicated he had read that a Centre financial report was due to National office and asked Gregg for an update. Gregg indicated he had submitted the 2022 report and the 2023 report was pending; our Centre 2023 report requires that the audit be completed, and he would follow up with Dave Chapman.

240102MN-Act02

Gregg Dill to contact Dave Chapman to enquire about the 2022/23 audit.

Gregg reported a current bank balance of \$10,700. Gregg indicated that there were outstanding invoices he needed to follow-up on. Judy reminded us of Action item #4 from September 5, 2023 regarding the SCO upgrade fundraising balance and Gregg indicated he would look again and report next Board meeting. Lisa Ann reminded us that the Auditor's Report is usually published in Nova Notes, due before the end of February.

6. Member Welcome Package

Tony indicated that he needed to finalize the package to send out to all members in advance of the survey, as we had agreed at the previous Board meeting. He, Judy and Jerry would work on getting the survey in place on Survey Monkey as agreed and get it out in January. He indicated he had circulated by email a message to go out to the membership before the survey and asked for comments in the next 10 days.

7. Education and Public Outreach

David indicated he had received no outreach requests yet for 2024. He was preparing a presentation for a Dalhousie University retirees' group about solar observing, safely observing the sun, and the solar eclipse in April, and that presentation would be available for anyone that wanted to use it. Tony asked about the action item involving Tiffany Fields and David indicated that she is a member of the National Eclipse planning committee, and we had asked her to provide us with an update at our next Board meeting. Judy indicated there had been a request in the RASC Weekly Bulletin sent out on Christmas Day inviting

Eclipse Committee reps and EPO reps to a meeting to discuss Eclipse viewing plans in local areas on January 17, 2024. Gregg indicated it had also been sent out again on January 1.

There was a discussion of how we were going to distribute the 500 eclipse glasses we had purchased from National office. It was pointed out that our Centre has made no plans for solar activities at this point because those that might have been involved were all going to be away chasing totality themselves. David pointed out that concerns had been expressed to the National Eclipse Committee about liability issues associated with organized events. Gregg reviewed the invoice for our order for glasses from RASC National office and our cost was \$0.70 each. It was suggested that we should charge \$1.00 each. It was concluded that we weren't likely to be able to reach agreement tonight.

240102MN-Act03

David Hoskin to put together a proposal for the January 30, 2024 Board meeting of how we could distribute our solar glasses.

Judy reported that there is a new children's book available, written by RASC National Board member Betty Robison, about viewing the 2024 eclipse and it is available from the RASC office (signed copy) or from Amazon (unsigned).

RASC Halifax Centre Goals and Objectives

8. 2024 Goals and Objectives

Tony indicated he had laid out in an email he had sent to Board members on December 27, 2024 some goals and objectives he would like to see accomplished by the Centre in the next year (see Agenda note #3). He was hoping for some discussion and that we could reach consensus.

1. Membership survey: He pointed out that he, Judy and Jerry were going to work to get the survey distributed and completed in the next 30 days.
2. SCO Members Observing nights: He suggested this would take a little bit of work, that he, David and John had discussed it and put together a proposal (see Agenda note #4). Regarding proposed dates, it was suggested that we avoid April 8 because of the eclipse and August 4 because of DSW, that September 7, October 5 and November 2 were also scheduled Members meeting days as well as alternate observing nights, and that perhaps the fall BBQ date could be worked into this schedule. Judy pointed out that we should consider that we had booked speakers for those Members meeting dates. Tony suggested the challenge was going to be to get volunteers to lead these observing events and that perhaps forming a group of individuals would help. He asked that we think about who might be candidates. Peter reminded us of the previous suggestion that there be a presentation at the Members meeting to familiarize new members (and old) with SCO and this new initiative. Judy suggested that we announce the first observing night at the Members meeting on Saturday and on the website. And that we post the full details of the initiative on the Centre website when they are complete.

240102MN-Act04

Tony McGrath to announce the January 12, 2024 Members observing night at SCO as part of News From the Board at the January 6, 2024 Members meeting.

240102MN-Act05

Jerry Black to post an announcement the January 12, 2024 Members observing night at SCO on the Centre website.

Tony briefly summarized goals 3, 4 and 5. He hoped we could focus on universities and community colleges to recruit some young members. He emphasized the need for routine maintenance and suggested the "cloud 9" planning could lead to further improvements to SCO.

Judy asked that we add promoting the astroimaging contest to the goals and objectives for the year.

Judy brought up that our SCO lease requires that, if the lease is terminated, we remove our buildings from the property. And that we should have a plan on paper in case this were ever to happen. She asked that developing a plan also be included in the list of goals and objectives for the year.

Updates/Reports

9. SCO

John indicated that the lock on the cable across the driveway is deteriorating and needs to be replaced. The present lock is keyed to the same key as the warm room, but that he has been unable to find the keycode for that lock which has made finding a replacement difficult.

He proposed to replace the deteriorating lock on the driveway cable with a Master weatherproof combination lock that could be keyed to the same code as the key box in the warm room. It was agreed that John should proceed with this purchase.

240102MN-Act06

John Liddard to purchase a Master weatherproof combination lock for the SCO driveway gate.

John indicated that the key box for the lock on the Minas Energy gate at the end of the paved road hadn't been relocated yet. He proposed the option of distributing copies of the key to current keyholders which was discussed, and it was agreed that posed a problem of the Centre having to control additional keys. There was discussion again of the procedure to be followed on Members observing nights and John agreed to discuss this with Harden again. And if a different procedure is needed on nights when observing hasn't been scheduled.

240102MN-Act07

John Liddard to discuss with Harden Wile the procedure for dealing with the lock on the new Minas Energy gate on both scheduled SCO Members observing nights and unscheduled observing nights.

There was a question whether there was a list of SCO keyholders. John confirmed that there is a list and that it should be updated on an annual basis to match current Centre members.

240102MN-Act08

Judy Black to send the 2022 SCO keyholders list to John Liddard.

John indicated that Dave Chapman had contacted him with questions associated with the Auditors Report and the SCO inventory. There were some items on the inventory that are no longer at SCO. Judy indicated that she had done a complete inventory of SCO in 2019.

240102MN-Act09

Judy Black to send John Liddard a copy of the 2019 inventory of SCO.

10. GLP certificates and training

Judy reported that Dennis Lyons had indicated we should proceed on our own to develop a letter of successful completion of the GLP training that would serve as a certificate. This would be on our letterhead and would include the date when the training had taken place and who the instructor had been. We would need to decide who should sign this document. Tony indicated that he felt this was important to the use of SCO and that he wanted to be trained. Judy reviewed who had been trained by Dennis Lyons and that these could now be trainers themselves. Peter agreed to work with Tony on developing a plan. Dave indicated he was interested in helping with the training.

240102MN-Act010

Peter Hurley and Tony McGrath to put together a proposal how to proceed with training and certifying other members for GLP use.

NEW BUSINESS

11. Nova East and Smileys

Tony reported that he had been in contact with NS Parks and Smileys likely won't be available to us this summer but Blomiden likely could be. It was agreed that it should be left up the Nova East Planning Committee to proceed with planning.

12. Board Reference Manual

Judy indicated that she had written a Centre Board Reference manual in 2019 and that it contained a monthly calendar that includes a schedule of responsibilities of the Executive, the Directors and Committees. She plans to update the manual and will distribute it to Board members when complete. She pointed out that it wouldn't be appropriate for it to appear on the Centre website because of some of the content.

Adjournment

There being no other business, Tony adjourned the meeting at 8:51pm. He reminded us that our next meeting was scheduled for January 30, 2024.

Respectfully submitted,
Peter Hurley, Secretary

ACTION LIST (January 2, 2024):

From November 29, 2022

221129MN-Act09	Peter Hurley to put amendment of Bylaw #1 to include use of social media to hold meetings on a future he Board meeting agenda (not January 3, 2023).	Open
From January 10, 2023		
230110MN-Act10	Peter Hurley to work with David Hoskin to create a list of volunteers to help with observing and outreach requests that are remote to the HRM area.	Open
From May 2, 2023		
230502MN-Act04	Peter Hurley to explore with National office how member statistics are generated from the Driven database.	Open
From September 5, 2023		
230905MN-Act01	Gregg Dill and John Liddard to review SCO inventory and confirm items still exist and assign value to assets.	Open
230905MN-Act03	Gregg Dill to submit the RASC Halifax Centre 2021-22 Annual Financial Statement to NS RJSC.	Open
230905MN-Act04	Gregg Dill to provide an update on SCO upgrade fundraising budget.	Open
230905MN-Act05	The Governance Committee to provide a recommendation to the Board regarding retention and disposal of historical documents.	Open
From November 28, 2023		
231128MN-Act01	Judy Black and Peter Hurley to review the Inclusivity and Diversity statement.	Open
231128MN-Act06	Judy Black, Jerry Black, and Tony McGrath to explore how to conduct the survey in the Member Welcome Package as an online survey of the entire Centre membership.	Open
231128MN-Act07	Tony McGrath to draft a cover letter to accompany the survey explaining the purpose, for review at the January Board meeting.	Open
231128MN-Act08	David Hoskin to invite Tiffany Fields to the January 30, 2024 Board meeting to tell us about the plans of the National Eclipse Committee.	Open
231128MN-Act09	Peter Hurley to put distribution of eclipse glasses on the January 2 and 30, 2024 Board meeting agendas.	Open
From January 2, 2024		
240102MN-Act01	Lisa Ann Fanning to ask Chris Curwin of RASC NB Centre if he would make a presentation at a Members meeting about the Astronomy by the Bay podcast.	Open
240102MN-Act02	Gregg Dill to contact Dave Chapman to enquire about the 2022/23 audit.	
240102MN-Act03	David Hoskin to put together a proposal for the January 30, 2024 Board meeting of how we could distribute our solar glasses.	Open
240102MN-Act04	Tony McGrath to announce the January 12, 2024 Members observing night at SCO as part of News From the Board at the January 6, 2024 Members meeting.	Open
240102MN-Act05	Jerry Black to post an announcement the January 12, 2024 Members observing night at SCO on the Centre website.	Open
240102MN-Act06	John Liddard to purchase a Master weatherproof combination lock for the SCO driveway gate.	Open
240102MN-Act07	John Liddard to discuss with Harden Wile the procedure for dealing with the lock on the new Minas Energy gate on both scheduled SCO Members observing nights and unscheduled observing nights.	Open

240102MN-Act08	Judy Black to send the 2022 SCO keyholders list to John Liddard.	Open
240102MN-Act09	Judy Black to send John Liddard a copy of the 2019 inventory of SCO.	Open
240102MN-Act010	Peter Hurley and Tony McGrath to put together a proposal how to proceed with training and certifying other members for GLP use.	Open

MOTION LIST (January 2, 2024):

240102MN-Mot01	It was moved by Judy Black and seconded by Dave Robertson to approve the January 2, 2024 RASC Halifax Centre Board of Directors meeting agenda, as amended. CARRIED.
231128MN-Mot02	It was moved by Judy Black and seconded by David Hoskin to approve the November 28, 2023 RASC Halifax Centre Board of Directors meeting minutes, as amended. CARRIED.

Report from National Council (December 3, 2023 – NC23-6)

1. RASC Board

Board meets monthly and financials are now reviewed at every meeting. Charity Accounts produces the statements that are sent to Jenna and Michael two weeks after the end of the month.

President: Michael Watson
1st VP: Brendon Roy
2nd VP: Betty Robinson
Secretary: Eric Briggs

2. 2024 NC Meeting Dates:

The following meeting dates were approved by National Council members in attendance; all meetings are on Sunday: February 11, April 21, June 9, September 15, October 27, December 8

3. Centre Operations Manual

Lauri Roche (Victoria Centre), Judy Sterner (Edmonton Centre), Judy Black (Halifax Centre) and Jenna Hinds are working towards having the Centre Manual in the hands of the NC at its February meeting for review. This is the compilation of numerous years of work but it will assist new as well as established centres in all facets of the RASC. An appendices is being developed to include support documentation and references. The manual currently includes the following sections:

1. **Running a Centre – the Basics** (requirements & records, executive & volunteer roles, finances & budgets)
2. **Serving Members** (benefits & responsibilities, Centre meetings, guest speakers, recruitment & retention, communications)
3. **Education and Outreach** (general public, special groups, media)
4. **What the Society Does for You** (admin help, member programs, Centre programs)
5. **Beyond the Basics** (Centre observatories, external fundraising, RASC GA & AGM, next level participation, dealing with conflict)

4. Policy C11: National Council Terms of Reference

Thank you to all Board members who provided input when asked at the various points of development. The draft Policy C11 was approved by the NC for forwarding to the Board for their consideration and approval.

5. 2024 Priorities

Ongoing Priority:

1. Consultation with the Board of Directors regarding financial position
2. Consultation with the Board of Directors on other RASC matters, e.g., program development, policy review, etc.

Upcoming Priorities:

1. Final approval of the RASC Centre Operations Manual for uploading to the RASC website.
2. Determining communication mechanisms within the National Council
 - a. Education of incoming new members
 - b. Resource/Education package (online) for all NC members (“where is...?”)
3. Assist the Board in defining “membership services” and determining the “true” costs of such services.

4. RASC Committee Consultation, when requested by other committees
5. Other business to be prioritized as it arises.

Respectfully Submitted,
Judy Black
NC Representative, RASC Halifax Centre
Chair, National Council

Approved January 30, 2024