



**Halifax Centre Board of Directors - Minutes of Meeting
11 January 2020
SMU, The Atrium, Room AT217 (10:30 AM – 12:30 PM)**

Present: Judy Black, Tom Crosman, Peter Hurley, Dave Hoskin, Matt Dyer, Pat Kelly, Paul Heath, Gregg Dill, Wayne Harasimovitch, Paul Gray,

Guests: John Liddard, Connor Gray

1. Welcome & Introductions

Judy Black, in-coming President, called the meeting to order at 10:30 AM and welcomed members. Quorum had been met, as all board members were present. As this was the first meeting of the new Board, introductions were made. Judy distributed copies of the Reference Manual for Directors (2020) and the Policy Manual to members.

The meeting agenda was reviewed. There were requests to add discussion of the value of the donated telescope, status of FRASC award, and of a thank you to SMU President, and it was agreed these would be discussed under agenda items 7, 10 and 15 respectively.

200111MN-Mot01

It was moved by Gregg Dill and seconded by Dave Hoskin to approve the January 11, 2020 Board of Directors meeting agenda as amended.
CARRIED.

The Action Lists were reviewed.

a) April 2019

Action 8: Closed.

b) November 2019

Action 1: Closed. Paul Heath sent the PDF to Judy Black for printing.

200111MN-Act01

Judy Black will get 100 copies of the RASC Inclusivity & Diversity brochure printed.

Action 9: Closed. John Liddard is contacting service providers.

Action 10: Open. John Liddard and Judy Black will be conducting the inventory later this month.

Action 11: Closed. Refer to item Update: SCO maintenance.

c) December 2019

Action 1: Closed.

Action 2: Open. Judy Black will post the diversity flyer onto the Halifax Centre website.

Action 3: Open. Paul Gray will contact Dave Lane to determine the feasibility of using SMU post-graduate students as speakers.

Action 4-6: Closed.

Action 7: Open. John Liddard will investigate the best method of drying the Vanderburg eyepieces following their use in the observatory.

The minutes of the December 7, 2019 Board of Directors meeting were reviewed.

200111MN-Mot02

It was moved by Paul Heath and seconded by Tom Crosman to approve the minutes of the December 7, 2019 Board of Directors meeting.
CARRIED.

ONGOING ITEMS

2. Upcoming Meeting Dates & Guest Speakers

a) Meeting Dates:

Upcoming meeting dates were cited in Agenda Notes #1 and are also listed on the Halifax Centre website.

b) SMU Room Bookings:

As a reminder, it should be noted that the March 2020 meetings will be moved to the Loyola Building due to a SMU Open House. Also, the Board meetings will be moved from the current AT306 to AT217. It is necessary to ask for meeting space for May and June.

c) Guest Speakers:

Judy Black had invited Phil Goff to speak at a meeting and had provided him with our meeting dates. He will review the dates with his staff and get back to us.

d) Ideas for Future Meetings:

The following suggestions were made:

- Phil Goff, new RASC Executive Director
- SMU Grad students
- Moon landings, Artemis program, Lunar Gateway
- Space X constellations
- Betelgeuse maybe Dave Turner (Paul Gray will ask him)
- Ask Gazer

3. Report from National Council Representative

Patrick Kelly indicated there was nothing to report, no meetings had been held. Next meeting will be held in February.

4. Communications Plan

Judy Black summarized that the Communication Strategy requires a review to reflect changes in the Halifax Centre Board membership and to National communication strategies. She proposed that a communications review task team be struck for this purpose, and suggested herself and Pat Kelly, and that Dave Chapman be asked.

200111MN-Act02

Judy Black will contact Pat Kelly and Dave Chapman to participate in the review.

5. Outreach Requests

Paul Heath has received a request from NS Young Naturalists Club for an outreach activity at York Redoubt on January 31, with a rain date of February 1. Based on last years attendance of 100+ participants, he would need 4-5 telescopes and will ask for volunteers today during the members' meeting. Other scheduled activities include SaltScapes on April 24-26, 2020 and International Observe the Moon on September 26, 2020, although no plans have been made for these events. It is anticipated that Atlantic Photo Supply will request an event at their new Brownlow location. It is anticipated that they will contact Blair MacDonald with details. No requests for school presentations have been received for the new year as yet.

6. RASC-Halifax Centre Website

A link to Outreach on the Activities page had not been added to the revised Centre Website. Judy Black distributed a draft page to be included. This was discussed and it was agreed to add it to the Website.

Paul Heath asked that a reminder to members be put on today's members meeting agenda that emails with the subject line "outreach request" and "outreach report" should be sent to the Discussion List to facilitate recording
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outreach requests and reports. Judy Black stated this was included in the Board Report for the members' meeting today.

200111MN-Act03

Judy Black will revise and post to the Centre Website under a new sub-header Outreach.

ITEMS FROM AGM

7. Recommendations from Auditor's Report 2019

The Auditor's recommendations presented at the AGM were discussed.

- a) *That a physical inventory of merchandise for sale be carried out as part of the year end procedure.*
- b) *That a physical inventory of capital equipment be carried out at least every five years.*

The first recommendation referred to ETUs and calendars and has been covered.

The second recommendation includes SCO. There was discussion of whether the Treasurer needed to be present or whether a report to him was sufficient. It was agreed that the latter was sufficient. An inventory of the warm room and supply room have been completed, but the observatory still needs to be done. The recommendation states that an inventory should be carried out every 5 years, but it has been agreed that one will be completed every fall. There was a question of how old the present SCO logbook is, and where the previous logbooks are. There was also a question about the Baader film that Quinn had been selling; it was suggested that Chris Young might now be in possession of the film.

200111MN-Act04

Gregg Dill to contact Chris Young regarding the Baader film.

200111MN-Act05

Gregg Dill and John Liddard will establish the value of capital equipment when the inventory is complete.

8. Committees

Nominations Committee

It was suggested that Dave Chapman and Chris Young be asked if they would volunteer and that an announcement requesting volunteers be made at the members' meeting today. It was suggested that the Nominations Committee should start considerations in June.

Governance Committee

It was suggested that a committee would only need to meet once. An announcement requesting volunteers for this committee will also be made at the members' meeting today.

UPDATES / REPORTS

9. Update: Board of Directors Manual

Judy Black had distributed new copies of the manual to members at the beginning of the meeting. She indicated that the Board could update the Board of Directors manual at any time, but that changes to the Policies Manual needed to go to the members for approval. She indicated that the contents of the Policy Manual were already posted on the Centre website but that the Board of Directors manual should not be posted because it contains personal information.

There was a discussion that there was a provision on the website to direct emails to the Treasurer and to the Librarian. It was concluded that there should also be a provision on the website to direct emails to the Outreach and Observing Chairs.

200111MN-Act06

Judy Black will ask Dave Lane to provide email addresses for the Outreach and Observing Chairs.

10. Update: RASC Award (in camera)

The nomination of David Chapman for the Fellow of the RASC (FRASC) award had been seen in December. Judy Black inquired as to when announcements regarding recipients would be made. She requested that National RASC contact her so that a surprise announcement could be made at a members' meeting. Dave would receive the FRASC Award at the GA in Vancouver.

11. Update: SCO Maintenance

John Liddard had pursued the question of options for power at SCO with Roy Bishop. This led to further discussions with persons at Minas Energy, and that they may be able to provide a transformer and an additional power pole. We would need to provide equipment in our buildings. It is possible that this may proceed very soon. There were discussions of what upgrades would be possible once power was provided and it was agreed that a team should be struck to explore options. Suggested members were Blair MacDonald, Dave Lane, Paul Gray and John Liddard. It was also suggested that a request be made at the members' meeting today if there was a member who was an electrician willing to provide service.

200111MN-Act07

John Liddard to report back to the February Board meeting on progress of discussions with Minas Power.

12. Update: Library

Wayne Harasimovitch reported that he would re-muster the team to finish the review of the library and that he would re-establish the email list for signing out books. He stated that the library cart was unstable and required repair or a re-build or to be replaced. He will also explore obtaining surplus equipment from Halifax Public Libraries as a replacement. He will put a proposal together.

200111MN-Act08

Wayne Harasimovitch will report on options available for a new or used library cart or repair to the existing cart.

13. Update: Meeting with The Discovery Centre

Judy Black reported that a meeting with staff of the Discovery Centre was scheduled for January 28 to explore establishing an association with them. She, Roy Bishop, Mary Lou Whitehorne, Wayne Harasimovitch and Peter Hurley will attend.

200111MN-Act09

A report of the outcome of meeting will be presented to the Board at the February Board meeting.

14. Update: Halifax Centre Agreement with Parks Canada

Judy Black reported that the Partnering Agreement between Parks Canada RASC Halifax Centre on Kejimkujik Dark-Sky Preserve Coordination had been signed. It was agreed that we would thank Dave Chapman formally for all his hard work on this at the members' meeting today.

NEW BUSINESS

15. Annual Thank You to SMU President

Judy Black reminded members that a letter should be sent to the SMU President for the sponsorship of our Centre in the past year. Free meeting space for both the Board and the members' meetings have been enjoyed for approximately 20 years.

200111MN-Act10

Judy Black will write a letter to the SMU president in thanks for the generosity in 2019.

16. Annual Reports

Annual reports are required by both National RASC and the Nova Scotia Registry of Joint Stock Companies. The Treasurer and Secretary prepare these reports.

200111MN-Act11

Gregg Dill will mail both the financial statement and the change in officers and directors to the Registry of Joint Stock Companies (RJSC).

200111MN-Act12

Gregg Dill will submit the 2019 financial statement online to RASC.

200111MN-Act13

Judy Black will provide the Centre's 2019 activity report online to RASC.

17. Observers Handbook Presentations at Members' meetings

Judy Black reported that John Read had indicated he would not be able to make future OH presentations as he is unable to make the Saturday meeting time. Paul Heath volunteered to make presentations. Paul Gray will make a presentation at the February meeting on meteors. Paul Heath volunteered to present in March. Pat Kelly was presenting today on Double Stars.

18. 2015 GA Video Editing

Pat Kelly will enquire about Special Funding from RASC National for this activity.

200111MN-Act14

Pat Kelly will ask RASC about the potential for funding of our 2015 GA video editing project.

19. Halifax Centre Priority Setting

There was insufficient time remaining to discuss this item so it was deferred until the next meeting.

Adjournment

191207MN-Mot03

It was moved by Patrick Kelly to adjourn.

Adjournment at 12:30 PM.

Respectfully Submitted,
Peter Hurley, Secretary

ACTION LIST (as of January 11, 2020):

From November 2019		
191102MN-Act10	John Liddard and Judy Black will conduct an inventory of the SCO observatory and devise a list of needed repairs.	Open
From December 2019		
191207MN-Act02	Judy Black will post the diversity flyer onto the Halifax Centre website once received from Paul Heath.	Open
191207MN-Act03	Paul Gray will contact Dave Lane to determine the feasibility of using SMU post-graduate students as speakers.	Open
191207MN-Act07	John Liddard will investigate the best method of drying the Vanderburg eyepieces following their use in the observatory.	Open

From January 2020		
200111MN-Act01	Judy Black will get 100 copies of the RASC Inclusivity & Diversity brochure printed.	Open
200111MN-Act02	Judy Black will contact Pat Kelly and Dave Chapman to participate in the review.	Open
200111MN-Act03	Judy Black will revise and post to the Centre Website under a new sub-header Outreach.	Open
200111MN-Act04	Gregg Dill to contact Chris Young regarding the Baader film.	Open
200111MN-Act05	Gregg Dill and John Liddard will establish the value of capital equipment when the inventory is complete.	Open
200111MN-Act06	Judy Black will ask Dave Lane to provide email addresses for the Outreach and Observing Chairs.	Open
200111MN-Act07	John Liddard to report back to the February Board meeting on progress.	Open
200111MN-Act08	Wayne Harasimovitch will report on options available for a new or used library cart or repair to the existing cart.	Open
200111MN-Act09	A report of the outcome of meeting will be presented to the Board at the February Board meeting.	Open
200111MN-Act10	Judy Black will write a letter to the SMU president in thanks for the generosity in 2019.	Open
200111MN-Act11	Gregg Dill will mail both the financial statement and the change in officers and directors to the Registry of Joint Stock Companies (RJSC).	Open
200111MN-Act12	Gregg Dill will submit the 2019 financial statement online to RASC.	Open
200111MN-Act13	Judy Black will provide the Centre's 2019 activity report online to RASC.	Open
200111MN-Act14	Pat Kelly will ask RASC about the potential for funding of our 2015 GA video editing project.	Open

MOTION LIST (January 11, 2020):

200111MN-Mot01	It was moved by Pat Kelly and seconded by Dave Hoskin to approve the January 11, 2020 Board of Directors meeting agenda, as amended. CARRIED.
200111MN-Mot02	It was moved by Paul Heath and seconded by Tom Crosman to approve the minutes of the December 7, 2019 Board of Directors meeting. CARRIED.
200111MN-Mot03	It was moved by Patrick Kelly to adjourn.