



RASC Halifax Centre Board of Directors – Meeting

Thursday, May 21, 2020: 6:00 – 8:00 PM

Via Zoom - Meeting ID: 973 9405 4843

Agenda Items				
Time	Item	Purpose	Responsibility	Support Documents
6:00	1. Welcome & Introductions <ul style="list-style-type: none"> Approval of Agenda Review Action List Approval of Previous Minutes of Meeting 	Information Approval	Judy Black	Minutes pre-circulated: April 16, 2020 Agenda pre-circulated
ONGOING ITEMS				
	2. Upcoming Meeting Dates & Guest Speakers <ol style="list-style-type: none"> SMU Room Bookings 2020 Meeting date confirmation Guest Speakers & Ideas for Future Presentations OH Presentations 	Ongoing Discussion	Judy Black	<i>Refer to SMU Reservation</i> <i>Refer to Agenda Note #1</i>
	3. Report from National Representative	Information Discussion	Patrick Kelly	n/a
	4. Outreach / Inreach <ul style="list-style-type: none"> Halifax Centre Zoom account Outreach requests (if applicable) Saskatoon request 	Discussion	Judy Black Paul Heath	<i>All in-person Outreach is cancelled; virtual sessions only</i>
	5. RASC Halifax Centre Website	Information Discussion	Judy Black	n/a
	6. Financial Update <ul style="list-style-type: none"> Surcharge survey 	Discussion	Gregg Dill Judy Black	<i>Refer to Agenda Note #2</i>
UPDATES / REPORTS				
	7. Approval of the Guidelines for In-Camera Sessions	Discussion Approval	Judy Black	<i>Refer to Agenda Note #3</i>
	8. Report: Nova East Planning Committee, Meeting #3	Discussion Approval	Judy Black	<i>Refer to Agenda Note #4</i>
	9. Update: <i>The Discovery Centre</i>	Discussion Information	Peter Hurley Wayne Harasimovitch	n/a
	10. Status: Halifax Centre Priority Setting	Discussion Information	Judy Black	n/a
	11. Update: 2015 GA Video Editing	Discussion Decision	Gregg Dill	n/a

	12. Update: Library	Discussion Information	Wayne Harasimovitch	n/a
	13. Report: Binocular Flyer	Discussion Decision	Pat Kelly	n/a
NEW BUSINESS				
	14. SCO Status <ul style="list-style-type: none"> • Access to SCO • Electrical upgrade 	Information Discussion Decision	Judy Black John Liddard	n/a
DEFERRED				
	15. Update: Halifax Centre Business Cards	Discussion Decision	Wayne Harasimovitch	n/a
	16. Communications Strategy	Discussion Decision	Judy Black	No meetings have been scheduled
8:00 PM	Adjournment			

DRAFT - RASC, Halifax Centre Members' Meeting
Saturday, June 13, 2020: 1:00 PM – 4:30 PM

Via Zoom - Webinar ID 908-463-589

Agenda Items			
Time	Item	Purpose	Responsibility
1:00 PM	1. Welcome & Introductions Photo Montage	Information	Judy Black
	2. Outreach Opportunities <ul style="list-style-type: none"> • Food for the Soul 	Information	Paul Heath
	3. What's Up?	Information	Dave Chapman
	4. News from the Board	Information	Judy Black
	5. Presentation: Observer's Handbook:	Presentation	Pat Kelly
	6. Librarian's Report	Information	Wayne Harasimovitch
	7. Youth Activity	Activity	Paul Heath
	8. Special Presentation:	Presentation	
4:00 PM	9. Adjournment		

SMU Reservation / Zoom Reservations*****

Meeting Dates	Executive Meeting			Member Meeting		
	Rm #	Time Booked with SMU	Actual Meeting Time (PM)	Rm #	Time Booked with SMU	Actual Meeting Time
Zoom Members Meetings (in RASC Zoom Account)						
June 13/20: Booked as 3.5-hour, Webinar ID 908-463-589						
September 12/20: Booked as 3.5-hour, Webinar ID 708-618-956						
October 3/20: Booked as 3.5-hour webinar, Webinar ID 886-1020-6409						
November 7: Booked as 3.5-hour webinar, Webinar ID 891-3105-6268						
December 5: Booked as 3.0-hour webinar, Webinar ID 872-2438-8991						
Zoom Board Meetings (in Halifax Centre Zoom Account)						

May 21/20: Booked as 2-hour meeting, Meeting ID 973-9405-4843

June 18/20: Booked as 2-hour meeting, Meeting ID 989-2746-3823

** SMU will be contacted in early August to determine the availability of room bookings for Fall 2020.

*** Halifax Centre presentations will be booked on Zoom:

- a) Members Meetings on the national RASC webinar account
- b) Board Meetings on the Halifax Centre meeting account
- c) Nova East Speaker Series on the Halifax Centre meeting account

Halifax Centre Board of Directors - Minutes of Meeting 21 May 2020: 6:00 PM – 8:00 PM held via Zoom (Meeting ID # 973 9405 4843)

Present: Judy Black, Peter Hurley, John Liddard, Gregg Dill, David Hoskin, Matt Dyer, Wayne Harasimovitch, Paul Gray, Pat Kelly (arrived at 6:33 PM).

Regrets: Tom Crosman, Mary Lou Whitehorne, Paul Heath

1. Welcome & Introductions

Judy Black called the meeting to order at 6:04 PM and welcomed members. The meeting agenda was reviewed and there were no additions.

200521MN-Mot01

It was moved by Gregg Dill and seconded by David Hoskin to approve the May 21, 2020 Board of Directors meeting Agenda as presented.

CARRIED.

The Action Lists were reviewed.

Judy Black noted that Action Lists would now appear in the Minutes of the previous meeting, but not in the Agenda of the current meeting, so that confusion wouldn't arise from multiple copies of the Action Lists.

From January 2020

Action 5: Open. Evaluation of capital equipment will be done later in Spring.

From February 2020

Actions 6, 7: Remain open.

From March 7, 2020

Action 4: Open. The piece that John Liddard produced in a 3D laser printer was too hard. John has asked a friend to manufacture one from a softer material but that is waiting for material to become available.

From April 16, 2020

Action 1: Closed. It had been agreed to give Nicole Mortillaro first choice of dates as guest speaker between June and September. She chose September, however Glenn Roberts hasn't responded to Judy if he was interested in presenting, so we still need a speaker for the June meeting. There were a number of suggestions for alternatives and it was agreed that Tim Doucette would be a good candidate.

200521MN-Act01

Judy Black to contact Tim Doucette to explore if he would be interested in speaking at the June meeting.

200521MN-Act02

Judy Black to find contact information for Glenn Roberts to explore if he would be interested in speaking at a Members' meeting and appropriate dates.

Actions 2-4: Closed.

Action 5: Open. To be reviewed at June meeting.

Action 6: Open. Judy Black talked to Phil Groff regarding the possibility of our use of the National office SurveyMonkey account. Phil had responded that they were going to conduct a similar survey and asked if they could possibly use our survey material. Judy asked if we could have access to the results of their survey, in return.

Actions 7-8: Closed.

Action 9: Open. Pat Kelly was not present at this time to respond.

The Minutes of the Special Meeting of the Board held using Zoom (meeting ID: 947 3203 0999) on May 13, 2020, to discuss re-opening criteria for SCO, were reviewed. These had been circulated in an email by Judy Black earlier in the afternoon. Matt Dyer circulated guidelines developed by a bike club he belongs to as an example.

2005121MN-Mot02

It was moved by Matt Dyer and seconded by Wayne Harasimovitch to approve the Minutes of the May 13, 2020 Special meeting of the Board of Directors as revised.
CARRIED.

The Minutes of the April 16, 2020 Board of Directors meeting were reviewed. Pat Kelly had proposed changes to items 2c, 6, and 7 by email, these were discussed and agreed to.

2005121MN-Mot03

It was moved by Pat Kelly and seconded by Gregg Dill to approve the Minutes of the April 16, 2020 Board of Directors meeting as revised.
CARRIED.

From May 21, 2020

Action 1-2: Closed. It was agreed that Judy Black, John Liddard and Wayne Harasimovitch would draft guidelines and circulate them for comment, with the intent to have something ready to post to the members in two weeks.

200521MN-Act03

Judy Black, Wayne Harasimovitch and John Liddard to draft guidelines for the opening of the St. Croix Observatory for Board approval.

200521MN-Act04

Judy Black will post the approved guidelines on the RASC Halifax centre website.

Action 3: Closed.

ONGOING ITEMS

2. Upcoming Meeting Dates & Guest Speakers

a) SMU Room Bookings

Judy Black had contacted Dan Snyder about requesting meeting space at SMU in the fall. He indicated that we should contact him in August.

b) 2020 Meeting date confirmation:

Meeting dates for the remainder of the year are listed in Agenda Note #1. Judy Black has booked the fall Members' meeting dates September to December on the National Zoom account and the June Board meeting has been booked on the Centre Zoom account. Judy asked that members consider whether to continue the Centre Zoom account, the matter will be on the June meeting agenda. The September BBQ remains undetermined.

c) *Guest Speakers and Ideas for Future Presentations*

Judy will contact Tim Doucette to determine if he is willing to be guest speaker in June. Nicole Mortillaro is scheduled for September. Graduate students were suggested again as a possible source of guest speakers. Matt Dyer suggested the CEO of Canso Space Port would be a good candidate guest speaker. Luigi Gallo and the undergraduate students were also suggested as possibilities.

200512MN-Act05

Judy Black to contact Luigi Gallo to explore if he or his graduate students would be interested in speaking.

d) *OH Presentations*

Pat Kelly is scheduled to do the June presentation on Twilight and Sidereal Time.

3. Report from National Council Representative

Pat Kelly indicated that the RASC Centre Manual and the green laser flowchart were still in the works.

4. Outreach / Inreach

Paul Heath had indicated to Judy Black that all outreach requests had been withdrawn.

We have successfully used the Halifax Centre Zoom account to host several outreach events. The account monthly charge will be increasing from \$20/month to \$23 as of June 1, 2020 since Zoom will charge for HST. An upgrade from v4.0 to v5 is required for security reasons but this now occurs automatically when one leaves a Zoom meeting.

Judy Black is the registered owner of the Centre Zoom account and must be present to sign in and administer the meeting and would like one or two others to share this responsibility. Pat Kelly observed that it is just a matter of sharing the registered email address and password. Pat asked whether it must be a Board member and suggested Blair MacDonald or Jerry Black for Astroimaging sessions (or Dave Chapman for moon observing sessions). Pat then volunteered to serve as Judy's alternate for booking and hosting the sessions.

200521MN-Act06

Judy Black will provide Pat Kelly with the Zoom account information.

Tim Yaworski of Saskatoon Centre had contacted Judy Black about using content from the Halifax Centre YouTube video on Using Planispheres. This request had been distributed by email to the Board and approved.

5. RASC-Halifax Centre Website

Judy Black reported that no changes had been made to the RASC Halifax Centre website.

6. Financial Update

Judy Black had enquired of other Centres what surcharge they applied and whether other Centres include revenues from Star Parties in their budgets. The responses were varied and are included in Agenda Note #2. Judy followed up with an enquire to National office and received a detailed list of surcharges applied by each Centre, which she had circulated in an email earlier in the afternoon. There was discussion of this information, but no action or decision resulted.

Gregg Dill reported that he hadn't received an invoice from National for calendars received in November. After discussion of what would normally be expected, it was concluded that we should wait, and take no action at this time.

UPDATES / REPORTS

7. Approval of the Guidelines for In-camera Sessions

The draft policy *G9: RASC Halifax Centre Guidelines for In-Camera Sessions* had been presented at the April Board meeting and members had been given until April 20, 2020 to provide comments. The revised draft was included as Agenda Note #3. There were no further comments.

2005121MN-Mot04

Devised for Board of Directors Meeting: 21 May 2020

It was moved by Pat Kelly and seconded by Paul Gray to approve policy *G9: RASC Halifax Centre Guidelines for In-Camera Sessions* as presented.

CARRIED

200512MN-Act07

Judy Black to format *G9: RASC Halifax Centre Guidelines for In-Camera Session* and add it to the Policy Manual.

200512MN-Act08

Judy Black to post *G9: RASC Halifax Centre Guidelines for In-Camera Session* to the Centre website.

8. Report: Nova East Planning Committee Meeting

The report of the Nova East Star Party Planning Committee meeting #3 was included as Agenda Note #4 and an adjunct note was included in an email circulated by Judy Black earlier in the afternoon. There were no questions about the meeting report.

2005121MN-Mot05

It was moved by Gregg Dill and seconded by David Hoskin to approve the Nova East Planning Committee meeting #3 report as presented.

CARRIED.

With Nova East not a camping weekend, the plan is to host the speakers as series of Zoom webinars, one per week in August through to September 10. Andrew Fazekas and his wife may come next year. National already has Thursdays booked on the National Zoom account so the proposal is to hold these on Saturdays. There was some discussion of a title for the seminar series and a deadline for Board member to provide submissions by Friday was agreed. The question of T-shirts would be deferred to the next board meeting when more information concerning on-demand printing costs would be known.

There was also considerable discussion concerning the Astroimaging contest. It was agreed to hold the contest, regardless of whether Atlantic Photo Supply was able to provide a prize. Bragging rights were considered sufficient. It was suggested that the SCO BBQ in September would be a good date, if the BBQ is going to be held. This would require changes to the submission dates.

9. Update: The Discovery Centre

Peter Hurley and Wayne Harasimovitch reported that the Discovery Days Online: Space event with the Discovery Centre on April 26, 2020 had gone extremely well. Our contribution, at their suggestion, had been a video Astronomy with Binoculars. They had provided us with a 10-minute slot and Tony Schellinck did an amazing job. The link to the video on the Discovery Centre Facebook page is <https://www.facebook.com/events/s/discovery-days-online-space/677509189674491/> and the link to Tony's video on YouTube is <https://youtu.be/wMM6TrCJ4>.

There was discussion of next steps and it was suggested that Wayne and Peter approach Discovery Centre to develop further collaborations, perhaps an event focused on the Perseverance Mars rover mission launch.

200512MN-Act09

Wayne Harasimovitch and Peter Hurley to approach Discovery Centre to explore developing further collaborations.

10. Status: Halifax Centre Priority Setting

Judy Black has sent our survey to National but hasn't heard back from them yet if we can use their SurveyMonkey account. They are going to do their survey in pieces. There was discussion on why National was taking this approach and whether there would be some merit in following the same approach.

200512MN-Act10

Judy Black to explore splitting our priority setting survey into sections.

11. Update: 2015 GA Video Editing

Gregg Dill reported that we had received \$500 from the National Projects fund to process the 2015 GA videos. Dave Chapman has had Haley Davies edit the first video, Roy Bishop's presentation "The Ocean Tides of 2015" which can be viewed at the RASC Halifax Centre YouTube channel.

Andrea Misner's presentation *Astronomy Without Borders* is next and there are 4 other videos that may be edited.

12. Update: Library

Wayne Harasimovitch indicated that there was nothing to report but raised the question of whether the library cart needed to come to the Members' meeting any longer, given that the contents on the Library was now inventoried online and books could be requested online for subsequent pickup at the Members' meeting. It was concluded that Judy would remind people at the Members' meeting that this was now the case. Wayne also proposed that Book Reports on books contained in the library could be posted to Nova Notes as a way to promote the library and requested the library report be reinstated on the Members' Meeting agenda.

200512MN-Act11

Peter Hurley will add Librarian's report to all future Members' Meeting agenda.

13. Report: Binocular Flyer

Pat Kelly will report back next meeting.

NEW BUSINESS

17. SCO Status

Roy Bishop had reported that the cost estimate to install the electrical upgrade to SCO would cost us approximately \$9,000 plus HST plus the cost for an electrician to install a mast and complete the wiring of the buildings. John Liddard estimates that would cost approximately \$1,000. Therefore, we need to raise approximately \$10,000. There was discussion of what fundraising was required for the original construction of SCO, which cost ~\$18,000 and included ~\$7,100 in direct contributions from members. It was agreed that John Liddard, Paul Gray, Blair MacDonald and Dave Lane should consult to determine what our specific requirements are. And John Liddard should then proceed to get quotes from electricians.

200512MN-Act012

Judy Black to call Roy Bishop to indicate our agreement to proceed and outline the process.

200512MN-Act013

John Liddard, Paul Gray, Blair MacDonald and Dave Lane will form a task team to determine the electrical requirements for SCO.

200512MN-Act014

Paul Gray will send the document outlining the power draws of scopes, cameras, etc., to John Liddard.

200512MN-Act015

John Liddard to obtain price quotes from 3 electricians once the electrical requirements for SCO are determined.

DEFERRED

Items 15 and 16 were deferred.

Adjournment

200307MN-Mot05

It was moved by Paul Gray to adjourn.

Adjournment at 8:23 PM.

Respectfully Submitted,
Peter Hurley, Secretary

ACTION LIST (as of May 21, 2020):

<i>From January 2020</i>		
200111MN-Act05	Gregg Dill and John Liddard will establish the value of capital equipment when the inventory is complete.	Open
<i>From February 2020</i>		
200201MN- Act 06	Pat Kelly will circulate the RASC Centre Manual to members for comment when it has been received.	Open
200201MN-Act07	Paul Heath to report back to the Board with details regarding the paperwork required by Parks Canada.	Open
<i>From March 7, 2020</i>		
200307MN-Act04	Paul Heath and John Liddard to explore getting the broken free-standing banner repaired.	Open
<i>From April 16, 2020</i>		
200416MN-Act05	The Board will review the usage of the Centre's zoom account in June 2020 to determine the account status.	Open
200416MN-Act06	Judy Black to check with RASC National regarding use of their SurveyMonkey account.	Open
200416MN-Act09	Pat Kelly to draft a revised binocular flyer for review.	Open
<i>From May 13, 2020 – all items closed</i>		
<i>From May 21, 2020</i>		
200521MN-Act01	Judy Black to contact Tim Doucette to explore if he would be interested in speaking at the June meeting.	Open
200521MN-Act02	Judy Black to find contact information for Glen Roberts to explore if he would be interested in speaking at a Members' meeting and appropriate dates.	Open
200521MN-Act03	Judy Black, Wayne Harasimovitch and John Liddard to draft guidelines for the opening of the St. Croix Observatory for Board approval.	Open
200521MN-Act04	Judy Black will post the approved guidelines on the RASC Halifax centre website.	Open
200521MN-Act05	Judy Black to contact Luigi Gallo to explore if he or his graduate students would be interested in speaking.	Open
200521MN-Act06	Judy Black will provide Pat Kelly with the Zoom account information.	Open
200521MN-Act07	Judy Black to format <i>G9: RASC Halifax Centre Guidelines for In-Camera Session</i> and add it to the Policy Manual.	Open
200521MN-Act08	Judy Black to post <i>G9: RASC Halifax Centre Guidelines for In-Camera Session</i> to the Centre website.	Open

200521MN-Act09	Wayne Harasimovitch and Peter Hurley to approach Discovery Centre to explore developing further collaborations.	Open
200521MN-Act010	Judy Black to explore splitting our priority setting survey into sections.	Open
200521MN-Act011	Peter Hurley will add Librarian's report to all future Members' Meeting agenda.	Open
200521MN-Act012	Judy Black to call Roy Bishop to indicate our agreement to proceed and outline the process.	Open
200521MN-Act013	John Liddard, Paul Gray, Blair MacDonald and Dave Lane will form a task team to determine the electrical requirements for SCO.	Open
200521MN-Act014	Paul Gray will send the document outlining the power draws of scopes, cameras, etc., to John Liddard.	Open
200521MN-Act015	John Liddard to obtain price quotes from 3 electricians once the electrical requirements for SCO are determined.	Open

MOTION LIST (April 16, 2020):

200416MN-Mot01	It was moved by David Hoskin and seconded by Matt Dyer to approve the April 16, 2020 Board of Directors meeting agenda as revised. CARRIED.
200416MN-Mot02	It was moved by Pat Kelly and seconded by David Hoskin to approve the minutes of the March 26, 2020 Board of Directors meeting as revised. CARRIED.
200416MN-Mot03	It was moved by Gregg Dill and seconded by David Hoskin to approve the report of the March 21, 2020 Nova East Planning Committee as presented. CARRIED.
200416MN-Mot04	It was moved by Pat Kelly and seconded by Wayne Harasimovitch to approve the survey as presented. CARRIED.
200416MN-Mot05	It was moved by Matt Dyer to adjourn.

AGENDA NOTES

Agenda Item, Proposed By, & Date Proposed	Description Received (& Proposed Motion, if Applicable)
Agenda Note #1 re Item #2: 2020 Approved Meeting Dates and Events	<p>2020 Approved Members Meeting Dates and Events (<i>Note: A low-key Kejimikujik Fall for the Stars is slated for Sept 19-21. DSW is cancelled due to logistics of Park access.</i>)</p> <ul style="list-style-type: none"> ○ June 13 – maybe Glenn Roberts, PEI ○ Nova East: Camping Cancelled for August 21-23; new format in development ○ September 12 – Nicole Mortillaro ○ September BBQ date TBD ○ October 3 ○ November 7 ○ December 5 (AGM) <p>2020 Approved Board of Director Meeting Dates</p> <ul style="list-style-type: none"> ○ May 21 ○ June 18

**Halifax Centre email sent April 18, 2020 via RASC Presidents Discussion
List re: Centre surcharges and star parties**

1) Centre surcharges:

Halifax Centre has not increased its surcharge since it was established. For our Centre, as I am sure it is for others as well, the surcharge's purpose is to provide the funds needed to conduct day-to-day operations. How do you determine your Centre's surcharge, i.e., what items were considered when determining the surcharge, was a buffer built in for any of the items, etc.? Have you ever increased the surcharge, and how often/when did you increase the surcharge?

2) Star Party Profits:

There is a very real possibility that many of our star parties will be cancelled, and I am assuming that your parties, like ours, are a means to gain funds. For our Centre, it is a fund raiser that helps keep our Centre afloat and cancellation of our August 21-23 star party would put a hole in the budget approved last December at our AGM. Are the funds raised from your star party a significant enough portion of your fundraising that it would be a concern if cancelled? If your star party is cancelled, have you determined how to make up for funds not realized?"

Responses:

a) Toronto

- Not changed the Centre membership fee since fee decoupling occurred.
- Other revenue sources have allowed us to remain financially healthy. We do think about it every budget cycle, however, but so far have not increased it since the national fee is already so high that the value proposition is close to being compromised.
- Receive a lot of revenue from EPO programs, through both donations (some small cash receipts and larger donations for which we issue tax receipts as a registered charity) and fees charged to youth and school groups as well as probus clubs.
- For this year, we estimate that our revenues will be cut by at least 50% as a result of the state of emergency. The consequence is our first deficit in a decade.

b) Sunshine Coast

- We are a club of 50 - 70 members.
- Chief sources of operating funds are:
 - Regular dues remitted from the RASC.
 - Donations from:
 - members of the public attending our monthly meetings that typically feature a guest speaker
 - a chain grocery store (IGA) that enables shoppers to direct 4% of their expenditures to a charity of their choice
 - clubs (e.g. Scouts), service groups (Rotary, homeschool groups) or businesses (Land Developers) that receive a special presentation and use of club equipment
 - RASC Speakers Fund

The relative and absolute value of these sources of income have varied over the years. This year membership fees are budgeted for \$1300 and may not reach that because of a trend to not renew. Meeting donations that once were about equal to membership dues, are budgeted at \$600. They were on track until COVID 19 and will probably stay that way because of the unlikelihood of obtaining such donations as we move to an online presentation. IGA donations are budgeted at \$1200 and are on schedule. The RASC Speakers Fund has been restricted (we were once the chief users of the fund!) and now has little effect. Our operating budget this year is \$3785.

	<p>For capital improvement our chief sources of funds for the development of our observatory and loan equipment have been:</p> <ol style="list-style-type: none"> 1. Gaming Commission Funds 2. Rotary Funds 3. Community Development Funds <p>Our capital improvement budget this year is a modest \$2,250.00 and we have no applications for outside help.</p> <p>We anticipated a budget deficit this year, but the capital projects would be starting about now and will not because of COVID16 so we have a surplus at this time.</p> <p>c) Vancouver</p> <ul style="list-style-type: none"> ▪ Can't remember the last time we increased it. We're lucky enough to have had some funds bequeathed to us that we can draw on to support our activities in lieu of upping the member surcharge. ▪ As for star parties, we don't host one ourselves but do support the Merritt Star Quest run by the Fraser Valley group. So, I guess the short answer is cancellation would actually save us money (but we'd rather spend it). <p>d) Victoria</p> <ul style="list-style-type: none"> ▪ In previous years we co-hosted with our sister organization the "Friends of the Dominion Astrophysical" a series of 20 Saturday Night Star Parties at the DAO which is our main outreach avenue. Due to Covid-19, we have unfortunately had to cancel this event and these sessions for the spring and I doubt that we will be resuming these public star parties for the remainder of the Summer. ▪ We have had a Victoria Centre Star Party in the late Summer or early Fall that was mainly geared for fellow amateurs and we collected donations to help cover expenses but it never generated funds. We decided to not schedule a star party for this year. This was also done in part to help encourage members to attend the nearby Island Star Party that has been going for 25 years. ▪ We have weekly Zoom "Astro Cafe Webinars" to remain connected at a sociable distance. It is turning out that some aspects of Astronomy can be successfully shared and enjoyed over the internet and our early experiences are encouraging. <p>Finally, on behalf of the Victoria Centre, I would like to express our sadness in regard to the tragedy that recently unfolded in Nova Scotia.</p>
<p>Agenda Note #3 re Item 7: Approval of the Guidelines for In-Camera Sessions</p>	<p>The draft of policy <i>G9: RASC Halifax Centre Guidelines for In-Camera Sessions</i> was presented at the previous Board meeting and members were to provide input for changes by April 30, 2020. Below is the revised draft to be approved at this meeting. Highlighted areas are where suggested changes were made. The references cited during the policy's development phase have been removed.</p> <p style="text-align: center;">G9: RASC Halifax Centre Guidelines Regarding In-Camera Sessions (also referred to as <i>in executive session</i> or <i>closed session</i>)</p> <p>Confidentiality is a fiduciary responsibility of the Board of Directors. Members must act honestly and put the best interest of the organization ahead of their own interests. Maintaining confidentiality also means that Board members must maintain the confidentiality of any personal or sensitive information they acquire during their service to the Board. Board members cannot take advantage and use information obtained in an executive session for personal gain.</p> <p>Attendance at an In-Camera Session Board Meetings:</p>

Only Board members are entitled to attend. Special invitees as determined by the Board may remain in the room for executive sessions. Others allowed to attend will be decided by the Board. Any Board member that has a conflict of interest or a perceived conflict of interest will be excluded.

Committee Meetings:

Only Committee members are entitled to attend. Special invitees as determined by the Committee may remain in the room for executive sessions. Others allowed to attend will be decided by the Committee. Any Committee member that has a conflict of interest or a perceived conflict of interest will be excluded.

Matters Dealt with During In-Camera Sessions

In-camera sessions ought to be used only in extraordinary circumstances. When they are used, and especially where confidentiality is not the sole rationale, the first order of business must be agreement on the rules or discipline that apply to the deliberations and the reporting of its results. The Chair's role is to ensure that the meeting stays to demonstrable facts.

The most important test of the Board's deliberation is whether it has the information necessary to make the best, informed decision.

Matters that will generally be dealt with in an executive session could include, but are not limited to:

1. Assessing, rewarding or disciplining individuals;
2. Operational transitions;
3. Organizational failures, such as filing for bankruptcy;
4. Discussions and dealings with other entities or persons where the information being discussed may compromise the relationship of the RASC Halifax Centre with them or its relationship to RASC Halifax centre members;
5. The handling of conflict of interest situations;
6. Matters relating to civil or criminal proceedings;
7. Matters relating to legal, real property or where information about a volunteers or donor is disclosed or disciplinary actions to be taken; or
8. Financial, personnel, contractual and/or matters for which a decision must be made in which premature disclosure would be prejudicial.

Purpose of In-Camera Sessions

RASC Halifax Centre has the right to prescribe and enforce its standards for membership and has the right to investigate the character of its members as may be necessary. But neither the Society nor any member has the right to make public any information obtained through such investigations; if it becomes common knowledge within the Society, it should not be revealed to any non-member.

It is important that these special sessions are held for the main purposes of confidentiality, not secrecy. This:

1. Assures confidentiality.
2. Allows Board members the confidence to express their opinions openly.
3. Protects the innocent from false information about them becoming public.

How In-Camera Sessions are Determined in Open Sessions

A motion must be made to go into In-Camera Session. The motion must be moved, seconded, and debate allowed before being approved.

Members can be punished under disciplinary procedures as outlined in Subsections 5.3 and 7.12 of the RASC Halifax Centre Bylaw #1, and in consideration of *Chapter 10: Disciplinary Procedures, Section 61* of Roberts Rules of Order.

The Board may anticipate that any in-camera session agendas, minutes, supporting documentation and director's notes could become part of the disclosure process if related to the subject matter of litigation.

	<p>Minutes or Recordings of Proceedings</p> <p>A) In-Camera Session</p> <p>The recorded minutes or any documents distributed during this meeting are not made public and are not attached to the regular Board of Director meeting minutes nor to Committee meeting minutes.</p> <p>Minutes should be a summary of discussion not verbatim transcripts. Minutes should reflect that the Board or Committee deliberated before making a decision. This could involve a brief summary of the options considered or pros and cons raised. Minutes should reflect that a vote was taken but not identify how the vote was split in a majority decision, or how individuals voted (unless of course a director asks that the vote go on record).</p> <p>Minutes of an In-Camera Session must be read and acted upon only in executive sessions unless the decisions and actions taken are not secret or secrecy was removed by the Board.</p> <p>B) Open Session / Board and Committee Meetings</p> <p>Minutes of the Board or one of its Committee’s meeting must state the members voted to go into the in-camera session and the reason(s) for doing so.</p> <p>The minutes must include the session’s outcome, i.e., detailed discussions, any decisions and actions adopted, and any resolutions approved. No names shall be attributed to any part of the discussions recorded. The start and finish time may also be recorded. Confidentiality must be retained with carefully worded actions, motions, resolutions, etc.</p> <p>C) Storage of In-Camera Session Minutes or Recordings of Proceedings</p> <p>Copies of the proceedings will be kept in a separate file in the RASC Halifax Centre file box. They will not be published on the RASC Halifax Centre website nor disbursed through any means. They will be provided in hard copy only to a government auditor and/or the Registry of Joint Stock Companies upon request.</p> <p>Consequences of Breaching Confidentiality</p> <p>One of the long-term effects of a confidentiality breach could be RASC Halifax Centre’s loss of reputation.</p> <p>Board members or individuals may suffer consequences if they breach confidentiality, whether it happened unknowingly or not. A <i>Confidential Investigation by Committee</i> could conduct a confidential investigation (usually including an interview with the accused) to determine whether further action, including the preferring of charges if necessary, is warranted.</p> <p>Direct consequences may vary depending on the circumstances of the breach, such as:</p> <ul style="list-style-type: none"> • Termination of elected or appointed position on the Board of Directors • May be subject to civil or criminal charges, if applicable <p>The Board and any of its Committees need to be sure that members fully understand that once a decision is approved, it becomes a decision of the whole Board. All members must comply with it. If any member disagrees with a decision regarding confidentiality, they may register their dissent. Members who are seriously at odds with the confidentiality policy, or any other policy, may choose to resign from the Board or the Committee.</p> <p>Definitions:</p> <p>a) Board Confidentiality</p> <p>Confidential information provided to the Board will be kept private and will not be disclosed to non-Board members. The information obtained during Board consultations has limits on how and when it can be disclosed to a third party.</p>
<p>Agenda Note #4 re Item 8: Nova East Report, Meeting #3</p>	<p>The Board is requested to consider the following regarding Nova East:</p> <ol style="list-style-type: none"> 1- Approval of the NEPC report to the Board;

- 2- Approval of the Nova East Speaker Series that would replace the Nova East camping weekend; and
- 3- Approval for the Halifax Centre Astroimaging Contest being held this year.

If the Board approves the Contest, it will need to discuss the process of submission and when and how to announce the winners either at this meeting or at the June 18, 2020.

**Nova East Star Party Planning Committee (NEPC)
Report to the Board of Directors – May 21, 2020**

Summary of Decisions (May 9, 2020)

1. *Speaker Acquisition & Agenda*

A suggested webinar series is proposed, and it was agreed that no additional speakers would be sought to augment the current list of speakers. Members agreed to the following regarding the speaker series:

1. Each session would be 1 hour long that would include both the presentation and the Q&A session.
2. It would be held as a Zoom meeting on the Halifax Centre account for one hour – 7PM to 8 PM. This would allow for members to have the rest of the evening for observing, weather permitting.
3. The sessions would be held on Thursday evenings: August 4, 10, 17, 24 and, if needed, the additional dates of September 3 and 10.
4. Dave volunteered to moderate the sessions and to ask questions when there appeared to be dead air.
5. Andrew Fazekas was advised of the Star Party cancellation and that that his attendance would be revisited with a request for Nova East 2021 in January 2021.

The speakers who have agreed to participate in the speaker series are as follows. Dates of their presentation are to be determined at the Next Nova East meeting.

- Patrick Kelly
- Keegan Oickle & Fiona Morris
- David Hoskin
- Kathy Walker
- Tony Schellinck
- Paul Heath

It was agreed the speaker series would be a “meeting” on the Centre’s Zoom account, not a “webinar” on the RASC account. Pre-registration would be required, and members would be reminded it was “free” to register. Halifax Centre members would have the first go at registering before non-members were notified through other social media. The timing of this will be discussed at the next meeting.

2. *Speaker Series Title:*

It was agreed the Nova East 2020 theme of March of the Planets would not be used for the speaker series. A brief brainstorming session was held in which the following ideas were brought forward for consideration:

- Nova East Goes Viral
- Nova East Virtual Star Party
- Nova East: The COVID-19 Edition!
- The Here not There Series

Suggestions for the Nova East speaker series were welcomed before end of day Saturday, June 16, 2020.

3. *Clothing (t-shirt)*

It was recognized the t-shirts were part of the historical perspective of the event and it was a “bonding exercise” for the Centre. Because the process for on-demand printing was not known at

this time, the decision about whether or not to offer t-shirts would be deferred until the next meeting when we will know the costs involved.

4. *Meander River Farm & Brewery*

Given Nova East was cancelled, the free tasting cards and promo materials would not be required for this year, nor would their logo be put onto our website as a contributing sponsor. However, we should invite them to approach us again next year and to request they provide a link on their website to the Kejimikujik Dark-Sky Preserve.

5. *Astroimaging Contest & Prizes*

Judy Black reminded members that the Astroimaging Contest is a contest of the Centre, not Nova East. The Board will need to determine whether or not a 2020 Astroimaging Contest will be held. Members briefly discussed where and how submitted photos should be posted but then determined this was better discussed by the Board if a decision to go forward with the 2020 contest was made.

Members agreed the prize structure may have to be altered to better fit the Centre's budget, especially if Atlantic Photo Supply (APS) is unable to provide support as in years past for the three categories of images. The People's Choice Award prize (\$50.00 APS gift card) could still be considered. Judy Black and Chris Young will review the letter for APS. They will be in contact with APS regarding prizes offered or a break in the cost of prizes. The information gleaned from Allen Sutherland at APS would then be offered to the Board to include in their decision-making process.

6. *Date of Next NEPC Meeting*

- Saturday, May 23, 2020: 10 AM – 1 PM

Respectfully Submitted,
Judy Black, Chair
Nova East Planning Committee