



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

**Present:** Paul Gray, Paul Heath, Sean Dzafovic, Judy Black, Melody Hamilton.

**Regrets:** Dr. Roy Bishop, Gregg Dill, Andrew Frank, Pat Kelly, John Read, Charles White.

**1. Welcome & Introductions**

Paul Gray welcomed members at 6:48 PM.

**101918MN-Mot01**

It was moved by Paul Heath and seconded by Sean Dzafovic to approve the September 21, 2018 Board of Directors meeting agenda.

CARRIED unanimously.

The Action Lists were reviewed.

a) November 2017

**Action 2** closed.

b) February 2018

**Actions 3** remains open. An update was not available at this time,

c) March 2018

**Action 7** is closed. This item on this meeting's agenda.

d) April 2018

**Action 1** is closed.

e) May 2018

**Action 3** is closed. The RASC 150 Star Party was held at Bishop's Landing.

d) June 2018

**Actions 2** is closed. Chris had not discussed with Allen Sutherland whether or not RASC would participate with Atlantic Photo Supply (APS) at Saltscapes.

**101918MN-Act01**

In January 2019, one of Board of Directors to contact APS regarding RASC, Halifax Centre's participation at Saltscapes 2019.

**Actions 6, 7 and 11** are closed.

e) September 2018

**Actions 1** remains open.

**Actions 2, 3, 4, 5, & 6** are closed

**101918MN-Mot02**

It was moved by Paul Heath and seconded by Judy Black to approve the minutes of the September 21, 2018 Board of Directors meeting.  
CARRIED unanimously.

## **ONGOING ITEMS**

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

**November 9:** The SMU McLellan Lecture does not conflict with Halifax meetings. Dr. Jason Kalirai (Space Telescope Science Institute) will address "Our Place in the Universe" in which he "journeys the cosmos and shapes a roadmap to answer the next installment of this question: Are We Alone?"

**November 16:** Paul Gray will have a 15-20 minutes presentation regarding the Draconid meteor shower. Paul Gray will also contact Rob Thacker regarding a grad student to address the November 2018 Members' Meeting.

**December 7 (AGM):** It was suggested RASC's youth program coordinator, Jenna Hinds, be invited to speak at the AGM.

Meeting dates for January to April 2019 were confirmed with SMU in September (Jan 5, Feb 2, March 2, April 5).

### **3. Outreach Requests**

Paul Heath noted three requests have been received from outside the City. He has contacted RASC members in those communities to request their assistance. Paul will be requesting volunteers for HalCon; Sean Dzafovic was thanked for making the delivery of a cheque to HalCon later this evening.

Unfortunately, the Deanery events conflicted with our Kejimikujik DSW, HalCon and Bishop's Landing events; however, two of their members have telescopes that will help with their events. Ross Creek is undergoing restructuring; Paul stated he would contact them next year.

### **4. Update from National Representative**

No update was provided at this time due to no National Council meetings being held.

### **5. Communications Plan**

Melody Hamilton noted there had been adjustments of the form used to advise the administrators of the various social media. She also noted that information was required in a timely fashion if the Centre wanted the information publicized.

Melody also noted there are two documents being developed. One is a list of the social media used by the Centre with their administrators; the other is a list of tasks required by members of the Board to ensure the social media channel administrators and consequently our members and the public are informed.

## **UPDATES / REPORTS**

### **6. SCO Repairs**

The primary concern is heating of the warming room. Members agreed a large propane tank should be rented, have it professionally installed to the currently installed furnace, and refilled once a year by appointment. There had been discussion on the Centre's discussion list about the lack of heat.

#### **101918MN-Act02**

**Paul Gray** will contact John MacPhee regarding investigating the feasibility and prices of propane tank rental and installation at SCO.

### **7. RASC-HC Astronomy Community TV Series**

This item is closed. Eastlink has an astronomy show going network wide; no sense in having competing programs.

### **8. Update: Status of RASC-HC Website Development**

No new developments were noted.

### **9. Update: Nova East**

**Judy Black** reported that the planned October meeting was cancelled due to lack of quorum. Another meeting will be planned so that a final report can be approved at the November Board meeting.

#### **10. Halifax Centre Bylaw Amendment**

At the previous meeting, Judy Black had proposed the following amendment to Section 6 of Bylaw #1:

*The Board of Directors may choose to conduct business via electronic media according to procedure determined from time to time by the Board. Such procedure shall set out rules for making, seconding, discussing, and voting on motions. The Secretary shall record successful motions made in this manner, and the results shall be read into the minutes of the next following Board of Directors meeting.*

The Board had tasked Judy and Pat Kelly to devise a process whereby the e-voting could take place should the amendment be approved by members. The following was put forward for the Board's consideration:

1. Once a motion has been moved and seconded, the President or Secretary will send out an email to the Board list.
2. The subject line of this email should include, "BOARD MOTION," and the language of the motion should be concise and clear.
3. The message will note that all voting members have a specified time to vote for or against the motion, no less than 72 hours (3 days) and no more than 168 hours (seven days).
4. Those who moved and seconded the motion are expected to vote on the motion.
5. The motion will be considered passed (or defeated) by either the President or Secretary when:
  - a) the number of votes for (or against) the motion is greater than 50% of the number of voting members. This may happen before the specified time limit.
  - b) after the specified time limit, if the total number of votes for (or against) is the largest, and the combined votes total meets the Board quorum.
  - c) after the specified time limit, if the vote is tied, the President shall cast the deciding vote.
  - d) if there are not enough votes to either approve or defeat the motion at the end of the specified time limit, the motion will be considered withdrawn.
6. Once the motion is passed or defeated, the President or Secretary will send out an email to the Board list to announce the result. The motion will be entered into the minutes at the next regular board meeting with a note that the motion was done by e-mail including the date the motion was declared carried or defeated.

#### **101918MN-Mot03**

It was moved by Paul Heath and seconded by Melody Hamilton to approve the amendment to Section 6 of Bylaw #1 and the electronic voting process associated with the amendment.

CARRIED unanimously.

#### **101918MN-Act03**

**Judy Black** will add the approved electronic voting process in the section regarding Decision Making in *Policy B1: Terms of Reference - Board of Directors* when the amendment is approved by RJSC.

#### **11. Halifax Centre Policy Manual**

Judy Black had forwarded a document outlining the changes to the Policy Manual discussed at the non-quorum June meeting. There were six policies to be discussed:

- a) *G5: Halifax Centre Privacy Policy* - Members agreed the 2004 version should be deleted and that the 2018 version be adopted. The 2018 policy has incorporated changes based on discussions at Halifax Centre Board of Directors meetings and on the RASC Privacy Policy.
- b) *G6: Policies regarding the use of Green Laser Pointers (GLPs) at Halifax Centre Events* - members agreed this policy should be removed until RASC and Transport Canada complete their discussions and the RASC GLP Task Team provides a policy or position statement. The numbering of policies approved for inclusion would consequently be revised.
- c) *G7: Procedures regarding Nomination, Elections & Appointments* - In the section outlining the process in December at the AGM (6th bullet), clarification of the term "adjourned meeting" was required. Members agreed the following definition and clarifying statements should be included:

"Definition of *Adjourned Meeting*: A meeting that is continued from a Members' meeting or a special meeting (also may be called a "continued meeting"). The chairperson of any meeting of members may, with the consent of the meeting, adjourn the meeting from time to time to a fixed time and place. No notice of such

adjournment need be given to the members provided the adjourned meeting takes place within 30 days of the original meeting."

- d) *B1: Terms of Reference: Board of Directors* - No changes were brought forward.
- e) *B2: Terms of Reference: Ordinary Committees of RASC Halifax Centre* - Members agreed to the following changes to the document
- Addition of terms of reference for a Deep-Sky Preserve Committee had been proposed by Dave Chapman due to our involvement with Kejimikujik Deep-Sky Preserve and potentially with Cape Breton Highlands National Park. I
  - Change in the first statement of the Nominating Committee subsection Committee Membership to read "1. The Board shall appoint up to three (3) additional Board or Centre Members plus the President ex officio."
  - The Nova East Committee Membership subsection's first statements would be edited to read as follows whereas statements 3 and 4 would remain as written:
    1. The Board shall appoint up to eight (8) additional members of the Board and/or Centre.
    2. The Treasurer is a member and the President is an ex officio member.
- f) *PD9: Position Description, Outreach Chair* - Members agreed the following statements be added to the subsection Responsibilities:
- 1) May conduct outreach events as requested by the Board.
  - 2) Follow up on all public outreach requests.
  - 3) Coordinate local outreach requests by determining availability of members to assist with the requests.
  - 4) Coordinate national outreach requests following discussion with the Board of Directors.

#### **101918MN-Mot04**

It was moved by Judy Black and seconded by Sean Dzafovic to approve the policies G5, G7, B1, B2 and PD9 as presented with the amendments discussed at this meeting.  
CARRIED unanimously.

#### **101918MN -Act04**

Judy Black will make the amendments to the policies as discussed and delete Policy G6 regarding GLP usage.

#### **101918MN -Act05**

Judy Black will provide a hard copy of the updated version of the Policy Manual to all members at the November 2018 Board of Directors Meeting.

### **NEW BUSINESS**

#### **12. Telescope Donation**

An email was forwarded by Pat Kelly from Rick Fraser regarding a Celestron Astro Master 114 telescope with eyepieces he wishes to donate. It was agreed that another organization such as a school or Community Centre might make better use of the scope.

#### **101918MN -Act06**

Judy Black will contact Rick Fraser to inform him of the decision regarding the donation of a Celestron Astro Master 114 telescope with eyepieces.

#### **13. Honorary President**

The nomination of Honorary President was discussed. Two names were brought forward for consideration: Mary Lou Whitehorne and Dave Chapman. Members agreed that Mary Lou Whitehorne should be approached regarding her nomination as Honorary President, with the understanding the nomination would be presented at the December 7, 2018 AGM.

#### **101918MN-Mot05**

It was moved by Paul Heath and seconded by Melody Hamilton to approve the nomination of Mary Lou Whitehorne as the Honorary President, should she agree to the nomination.  
CARRIED unanimously

**101918MN-Act07**

**Paul Gray** will approach Mary Lou Whitehorne regarding the nomination of her as Honorary President.

**14. Nominating Committee**

It was noted that according to our Bylaws, a Nominating Committee was required at this time. Paul Gray is a member because of his role as President. Up to three additional members could be appointed to serve as well. Members suggested Chris Young and Dave Chapman as possible members.

**101918MN-Act08**

**Paul Gray** will approach Chris Young and Dave Chapman to serve on the 2018 Nominating Committee.

**101918MN-Act09**

**Paul Gray** will announce the need for volunteers to serve on the Nominating Committee and on the Board of Directors at the Members' meeting later this evening.

**15. Vanderburg Eye Pieces**

Chris Young informed the Board via email that the Centre and Vanderberg eyepieces were not getting used. The Centre's eyepieces used to be brought to SCO observing nights by the SCO caretaker. He asked if the Board would consider leaving them at SCO locked up with limited keys (say several long-standing members who are known to visit frequently. He believed the Centre's and Vanderberg eyepieces are mostly 1980's vintage but good glass. No decision had been made about the Vanderberg eyepieces and he hoped they would stay at SCO for use by members.

It was noted the eyepieces used to be stored in the roll-off observatory and that they could be again. However, members were not informed as to the specifics of the eyepieces. Once this was known, a decision could be made regarding them.

**101918MN-Act10**

**Judy Black** will contact Chris Young to request the specifics of the Vanderburg and Centre's eyepieces.

**16. Social Media Replacement**

This item is considered closed as no further discussion is required.

**17. Photo Release Form**

Deferred to November 2018 Board meeting.

**18. Nova Notes**

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. He requested the Board ask Gregg Dill to look into how much goes into the coffers of the Centre from having people pay for the hard copy and if it is enough of a boost to outweigh the environmental costs.

Judy Black had reviewed the membership list and determined that there were 16 of the 166 members who did not provide an email address. Eight Youth (FYTH) memberships and four Family Regular (FREG) memberships could be discounted as they would have a member with a contact email. However, there were only four members that did not provide an email address nor a phone number that could be affected by a decision to no longer provide this service: two Life (LIFE) members and two regular (REG) members. Members agreed that further discussion is required.

**101918MN-Act11**

**Judy Black** will contact Charles White to determine if there is any cross-referencing between the Centre's members list and the Nova Notes mailing list.

## **INFORMATION ONLY**

### **19. Items for Next Meeting**

Judy Black noted the following items should be priorities at the Next Board Meeting:

- AGM - agenda, required reports, guest speaker(s)
- Proposal and approval of 2019 meeting schedule - Jan 5, Feb 2, Mar 2, April 6, May 4, June 1, September 7, October 5, November 2, AGM December 7
- Proposal and approval of 2019 SCO Observing Nights
- Format of members' Meetings
- Notification of Members regarding adopted Policies

### **20. Adjournment**

#### **101918MN-Mot06**

It was moved by Paul Heath to adjourn.

Adjournment at 7:43 PM.

Respectfully Submitted,

Judy Black  
Secretary, RASC Halifax Centre