



**Halifax Centre Board of Directors - Minutes of Meeting
2 March 2019
SMU, The Atrium, Room AT217 (11:00 AM – 12:30 PM)**

Present: Judy Black, Tom Crosman, Gregg Dill, John Read, Peter Hurley, Paul Gray.

Regrets: Charles White, Paul Heath, Pat Kelly, Mary Lou Whitehorne.

Guest: David Chapman

1. Welcome & Introductions

Judy Black assumed the Chair for the meeting then welcomed members at 11:06 AM. Quorum had been met. Gregg Dill requested that *insurance* be added to agenda; it was added as item #19.

190302MN-Mot01

It was moved by Gregg Dill and seconded by Tom Crosman to approve the March 2, 2019 Board of Directors meeting agenda.
CARRIED.

The Action Lists were reviewed.

a) October 2018

Actions 5 is closed. The manual was distributed to members in attendance at this meeting.

b) January 2019

Actions 1, 3, 7, and 12 are closed

b) February 2019

Actions 1, 2, 3 and 4 remain open. Paul Gray noted that Action 3 might not be completed until the spring.

190302MN-Mot02

It was moved by Tom Crosman and seconded by John Read to approve the minutes of the February 2, 2019 Board of Directors meeting.
CARRIED.

ONGOING ITEMS

2. Upcoming Meeting Dates & Guest Speakers

a) *Meeting Dates:*

Upcoming meeting dates are April 6 and May 4. Board meeting times will remain at 11 AM – 12:30 PM; Members' Meeting will be held 1 PM – 4 PM.

Members discussed the June meeting and SCO BBQ dates. It was decided that June 1 would be the Board and Members' meetings as per usual as this was for members and general public. The SCO BBQ, intended for members only (plus guests) would be held Friday, June 21 with the alternate date of Saturday, June 22. It was also decided that the primary discussion for the Hune Board meeting would be around budget and fiscal responsibilities.

b) *SMU Room Bookings:*

Due to the SMU exam schedule, Dan Snyder had notified Judy Black of a change to the room booking for both April Meetings. The Board Meeting will be in Sobeys Building Room SB152. The Members' Meeting also be in the Sobeys Building Room 160.

c) Guest Speakers:

Mary Lou Whitehorne is speaking today. The new national youth Coordinator is coming for the May meeting. Paul Gray had contacted Rob Thacker (national RASC Board of Directors member) and will contact him again to confirm his availability.

190302MN-Act01

Paul Gray will contact Rob Thacker to confirm him as a guest speaker for the April 6, 2019 Members' meeting.

d) Ideas for Future Meetings:

The following were suggestions for subsequent meetings:

- Mirror cleaning
- Telescope clinic
- Dave Lane - Use of the BGO's (how-to's)
- Luigi Gallo – X-Ray Astronomy (perhaps in the fall)

3. Report from National Representative

Pat Kelly was absent, and no report had been provided.

4. Communications Plan

Both sections of the Communications strategy were pre-circulated. Judy Black explained the difference between the two sections of the plan.

The question of our relationship to the Dal planetarium that utilizes our volunteers for presentations and to the Discovery Centre was raised. Members agreed that our relationship to them was not clearly defined.

190302MN-Act02

Paul Gray will contact Steven Payne at the Planetarium to discuss our role with them.

190302MN-Act03

Peter Hurley will determine a contact person at the Discovery Centre with whom to discuss our role.

5. Outreach Requests

In Paul Heath's absence, Judy Black noted that although the requests were unknown, there would be a need for a call for volunteers to the Saltscapes Expo on April 24-26, 2019. It is known that several Scout groups that he has done events for in the past are hoping to have outreach events this year. The Halifax City library talks may start up again.

190302MN-Act04

Paul Gray will notify members at today's Members' meeting that Paul Heath would be putting out a call for volunteers in the next few weeks for Saltscapes 2019.

190302MN-Act05

Paul Heath will put out a call for volunteers in late March/early April for Saltscapes 2019.

6. Update: Status of RASC-HC Website Development

Deferred from March 2, 2019 meeting. Judy Black had noted that on the *Contact Us* page of our Centre's website, the contact states "President, Paul Gray." After discussion, it was determined to change "President" to "Director".

190302MN-Act06

Judy Black will contact Pat Kelly to make the change from "President, Paul Gray" to "Director, Paul Gray".

It was also noted that Pat Kelly stated that some people requested to be added to the Announce List who are not members. He had suggested that a note could be added to the Centre's activities page that stated something like this: "If you wish to get email messages announcing Centre events, contact XXX." Members in attendance questioned why a person who is not a member receive the benefits of membership, i.e. being included in the

Announce List. It was agreed that clarification was required. Further discussion was deferred to April 6, 2019 when Pat Kelly could provide clarification as to why this would be done.

AGM REQUIREMENTS

7. Nominations Committee

Judy Black stated the Halifax Centre Board of Directors' Terms of Reference regarding Committee (Policy B2) stipulates the President is an *ex officio* member of this Committee, and that no less than 2 and no more than 5 members shall comprise the Committee. The position description for Vice-President stipulates that "in the absence or disability of the President, the Vice-President shall perform the duties and exercise the powers of the President."

Members agreed that Charles White, as Vice-President, would be an ex-officio member. Paul Gray had not contacted Chris Young as Chris did not attend the previous meeting, but he will try again.

190202MN-Act07

Paul Gray will assume the role of Chair of the 2019 Nominating Committee.

190202MN-Act08

Paul Gray will contact Chris Young and another member regarding membership on the 2019 Nominating Committee.

8. Board of Directors Vacancy - President

This position remains open and will be a priority of the Nominations Committee.

9. Bylaw Amendment

Deferred from February 2019 meeting. Judy Black explained that given no correspondence had been received from Registry of Joint Stock Companies (RJSC), she phoned to obtain the status of the Centre's Bylaw #1 amendment request. She was informed it had been accepted. The revision was included in the policy manual.

She also noted that although the amendment change was noted online, the list of Board members had not been updated. Given the annual fees were due, she would submit the updated Board list at the same time as fee payment.

190302MN-Act09

Judy Black will provide the Registry of Joint Stock Companies with the updated list of Board of Directors and pay the annual fee.

UPDATES / REPORTS

10. Update: SCO Repairs

a) Status:

Thanks to the efforts of John McPhee, SCO Manager, a larger volume propane tank and thermostat had been installed. The observatory door has been replaced and a new reinforced deadlocked installed. The shed door lock has been reinforced and there are plans to put an L-bracket across the damaged lock to make it more secure. That door/lock system likely should be replaced at some point but it's OK for now. There is a new silver key for the new observatory lock.

b) Budget & Gregg's Offer:

Gregg Dill stated that we do not pay bank transaction fees (\$1.50 per transaction) if we maintain a balance > \$1,000. With the unanticipated repairs at SCO, we will drop below the threshold. The earliest GIC maturity is July 13, 2019 when we can renew the GIC for \$2,000 or \$3,000 instead of the current \$4,000. He checked with the bank confirmation statement and the GICs cannot be cashed early. Gregg offered to loan the club \$1,000 at no interest until the July GIC matures when he would be reimbursed. However, the legalities of a not-for-profit society accepting funds in this manner was not known. Following discussion, it was agreed that to avoid any CRA complications Gregg would pay the invoice on behalf of the Centre and then receive reimbursement from the Centre.

190302MN-Act10

Gregg Dill will pay the invoice for repairs to SCO doors and will receive reimbursement following the July 2019 GIC maturation date.

Gregg raised the question of the expense of \$1400.00 for SCO's insurance policy. He asked if members knew who arranged for the policy and when the policy was last reviewed. Given the insurance policy was originally from Hantsport, members agreed that Roy Bishop and perhaps Pat Kelly should be contacted.

190302MN-Act11

Gregg Dill to contact Roy Bishop regarding clarification of the original insurance.

c) NE Recommendation regarding profit from the Auction:

This was deferred to the June 2019 budget discussion.

11. Vanderburg Eye Pieces

Deferred from January 5, 2019. Given the SCO Manager could not attend this meeting, this was deferred to the April 5, 2019 Board meeting.

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

Deferred from March 2, 2019 meeting. Judy Black presented members with the revised Board Reference Manual and Policy Manual.

In the Policy Manual, the Terms of Reference for the Board of Directors had been revised to include the process of electronic voting. Judy noted the suggestion of the need for a policy regarding the use and maintenance of the RASC Halifax Centre library. There was also the need to include a budget for library maintenance (book purchase and repairs to the cart). It was agreed to defer this to the June 2019 Board meeting

The Reference Manual had minor edits throughout for updating. The Board of Directors calendar was made more generic unless a specific date was specified by RASC or required by provincial regulations. The Board of Directors plan and responsibilities, discussed earlier, was also included. Contact lists were updated:

- a. Halifax Centre Board of Directors
- b. National RASC contacts list now includes the archivist and the youth coordinator.

13. Update: Sale of ETU Guides

Deferred to April 5, 2019 meeting.

14. Update: Nova East

a) Recommendations:

Deferred to April 5, 2019 meeting.

b) 2019 Chair:

Judy Black had volunteered to again chair the Nova East Planning Committee.

c) 2019 Planning Committee:

Dave Chapman, Melody Hamilton and Liz Greenough had agreed to return as members and Gregg Dill as Treasurer attends ex officio. John Read agreed to design the 2019 NE t-shirt. Chris Young and Gillian Webster are being approached about their membership. The inaugural meeting can hopefully be planned for later this month. Judy welcomed any other member of the Board to participate.

d) Funds for Guest Speaker:

It was suggested that Fraser Cain could again be approached to attend for the price of a plane ticket from BC. Members also agreed that an out-of-province speaker was obtained every second year with a local speaker obtained for the alternate year. The Planning Committee will discuss this further.

15. Photo Release Form/Statement

Deferred to April 5, 2019 meeting.

16. Social Media and Rebranding

Judy Black stated the Halifax Centre website development has been an ongoing agenda item for more than 3 years and seems to be never ending. It is time to update Dave Chapman's work on the original site. Small steps have been taken to begin the process (such as those by Andrew Frank) but nothing definitive has occurred. It is time to determine a strategy and set a deadline by which the website strategy is completed. Consider the redevelopment of the ANS website completed by Dave Chapman using Joomla and look to this for redevelopment of the Centre's website and that of Nova East. She also noted that Jerry Black was looking to Joomla for redevelopment of the Nova East website.

Dave Chapman noted that what it takes is for someone to focus on it, perhaps using Joomla as it is easy to use and is user friendly for our members.

190302MN-Act12

Judy Black to contact Jerry Back regarding development of the Nova East and Halifax Centre websites using Joomla (with the assistance of Dave Chapman).

17. Update: Clarification of Archiving of BoD Minutes

Deferred to April 5, 2019 meeting.

18. Update: Board Distribution email Challenges

Judy Black noted that emails with and without attachments sent to Board members would sometimes be sent to their junk mail. She stated the domain of the email server from which the emails originated was changed to match the sending address. That has proved effective and Board members are now receiving emails.

UPDATES / REPORTS

19. SCO Insurance

Gregg Dill agreed this had been addressed during the discussion of SCO repairs. No further discussion required at this time.

Adjournment

1900302MN-Mot03

It was moved by Tom Crosman to adjourn.

Adjournment at 12:32 PM.

Respectfully Submitted,

Judy Black, Secretary