

Via



## RASC Halifax Centre Board of Directors Meeting

Tuesday, April 29, 2025: 7:00 PM – 9:00 PM

Zoom – Meeting 883 1369 6962, Passcode 184416

Agenda Items				
Time	Item	Purpose	Responsibility	Support Documents / Notes
7:00 PM	1. Welcome & Introductions <ul style="list-style-type: none"> <li>Approval of Agenda</li> <li>Review Action List</li> <li>Approval of Previous Minutes of Meeting</li> </ul>	Information Approval	Tony McGrath	Pre-circulated: Agenda: April 29, 2025 <b>Refer to Agenda Notes #1: Open Action List</b> Minutes: April 1, 2025
<b>ONGOING ITEMS</b>				
	2. Upcoming Meeting Dates & Guest Speakers <ul style="list-style-type: none"> <li>a. 2025 Board Meeting Dates</li> <li>b. Confirm Member's Meeting agenda</li> <li>c. Zoom/SMU Bookings</li> <li>d. Guest Speakers &amp; Ideas for Future Presentations</li> </ul>	Ongoing Discussion Approval	Tony McGrath	<b>Refer to Agenda Notes #2: Speakers &amp; Approved 2025 Public Meeting Dates</b>  <b>Refer to Agenda Notes #3: Approved 2025 Board Meeting Dates</b>
	3. Report from National Council Representative	Information Discussion	Judy Black	Pre-circulated NC Report: April 13, 2025 Next NC Meeting: June 8, 2025
	4. RASC Halifax Centre Website & YouTube	Discussion	Judy Black	<b>Refer to Agenda Notes #4: Website Update</b>
	5. Financial Update <ul style="list-style-type: none"> <li>Financial Status</li> <li>GIC Reinvestment</li> <li>SCOPE Fund &amp; Astro-Image Sales</li> </ul>	Discussion	Gregg Dill  Tony McGrath	
<b>RASC HALIFAX CENTRE – GOALS &amp; OBJECTIVES</b>				
	6. 2025 Goals & Objectives <ul style="list-style-type: none"> <li>Prioritized: Membership</li> <li>Develop Action Plan</li> <li>Centre Membership Status</li> </ul>	Ongoing Discussion	Tony McGrath  Judy Black	Form a task team to develop an action plan
<b>UPDATES / REPORTS</b>				
	7. Governance Review	Discussion Decision	Judy Black Pat Kelly Gregg Dill	<b>Refer to Agenda Notes #5: Policy G15: Policy Regarding Document Retention</b> Approve Policy Discuss recommendations
	8. Nova East <ul style="list-style-type: none"> <li>Approved 2026-2023 NE dates</li> <li>Budget</li> <li>NE Agenda</li> </ul>	Information	Judy Black Vincent Vallee	<b>Refer to Agenda Notes #6a: Board Motion NE Date 2026-2030</b>  <b>Refer to Agenda Notes #6b: Nova East Budget</b>  <b>Refer to Agenda Notes #6c: Nova East Schedule</b>
	9. Dark-Sky Weekend (DSW) Date (August 7-9, 2026)	Discussion Approve	Peter Hurley	n/a
	10. International Astronomy Day (May 3, 2025)	Discussion	David Hoskin	<b>Refer to Agenda Notes #7: International Astronomy Day</b>

	11. SCO <ul style="list-style-type: none"> <li>Maintenance &amp; Development Plan</li> <li>SCO Doors</li> <li>Eyepiece Storage</li> </ul>	Discussion	Tony McGrath	n/a
<b>NEW BUSINESS</b>				
<b>Adjournment</b>				
9:00 PM	Adjournment			(Next meeting: June 3, 2025)

## RASC, Halifax Centre – Public Meeting

Saturday, May 10, 2025: 1:00 PM – 4:30 PM

Via Zoom - Meeting ID 820 4515 7801, Passcode 906808

<https://us06web.zoom.us/join/IGAOi4jGQ3KVF2SnO3E1bQ>

Time	<i>Member &amp; Public Meeting</i>		
1:00 PM	Item		
	1. Welcome & Introductions <ul style="list-style-type: none"> <li>Photo Montage</li> <li>ETU Guides for sale</li> </ul>	Information	David Hoskin
	2. <b>Special Presentation:</b> <i>Blair MacDonald – Black Holes For The Rest of Us. The Layman's Guide to Singularities</i>	Presentation	Blair MacDonald
	3. Outreach Opportunities <ul style="list-style-type: none"> <li>Food for the Soul:</li> </ul>	Information	David Hoskin Paul Heath
	4. News from the Board 5. National Council Update	Information	Tony McGrath / Judy Black
	6. What's Up in May?	Information	David Hoskin
4:00 PM	Adjournment <b>Next meeting: June 7, 2025</b>		

## Halifax Centre Board of Directors - Minutes of Meeting

April 29, 2025 - 7:00 PM – 9:00 PM

held via Zoom - Meeting ID 883 1369 6962

**Present:** Tony McGrath (President), Peter Hurley (Vice-President), Judy Black (Secretary), David Hoskin, Lisa Ann Fanning, Matt Dyer, Vincent Vallee.

**Regrets:** David McMullin

**Absent:** Gregg Dill (Treasurer), Jeff Donaldson, Patrick Kelly (Hon. President).

### 1. Welcome & Introductions

Tony called the meeting to order at 7:06pm when it was noted there was not a quorum. It was agreed that no decisions could be made but that a discussion would be held.

Dave Hoskin reported the York Redoubt event had lots of clouds but a few things could be observed.

Tony noted the SCOPE Fund needed promotion, to be pushed with our membership. The PayPal account needs to be set up before astrophotos can be sold. Perhaps it could be suggested that members could donate smaller sums spread out throughout the year. Without Gregg in attendance, we cannot determine if PayPal has been set up. The Centre may need to acquire volunteers to assist with photo delivery.

There are some SCO repairs required – a door and door jamb replaced/fixed, window damage fixed, siding repair. The 12-volt battery and battery chargers are no longer in use; Tony noted the 12-volt

lighting and receptacles were all gone. These along with the solar panels corroding on the roof could be removed. An insurance deductible *might* cover it. It was also noted that remedial work had been done on the Warm Room door.

Gary Weber and Tony confirmed the SCO inventory last week. Everything on the inventory provided by John Liddard was on site except the Vanderburg eyepieces were missing from SCO; it was learned John Liddard had them. There needs to be decision as to how and where they are stored – on site or with a member. Labelling them might be a suggestion. The Board will need to approve expenditures for repairs.

#### **250429MN-Act01**

Tony McGrath will forward his SCO maintenance & development plan for the Board to consider.

Tony also noted he wanted to get the member observing nights going again. He also noted that David Hoskin was carrying a heavy load because he wears two hats – Observing Chair and Outreach Chair. The Observing Chair is valuable because they would own the monthly observing session at SCO, i.e., establishing the date, cancelling when necessary, and organizing the site for the session. If the Board agreed, Tony would approach another member to take on that role. David Hoskin agreed to continue the *What's Up?* at the public meeting.

Quorum was achieved at 7:17 PM with the arrival of Matt Dyer.

#### **250429MN-Mot01**

It was moved by David Hoskin and seconded by Tony McGrath to approve the April 29, 2025 RASC Halifax Centre Board of Directors meeting agenda as circulated.  
CARRIED.

Quorum was lost at 7:19pm.

Tony addressed Centre membership statistics which he acknowledged did fluctuate with members leaving and joining and the time at which members pay their dues. For example, the membership in January was 145, February was 144, March was 139, and April was 136. This indicates we are not growing. Perhaps SCO observing sessions would encourage membership.

Quorum was achieved at 7:21 PM with the arrival of Matt Dyer and Vincent Vallee.

#### From September 3, 2024

**Action 11:** Open. Not a top priority but he did invite others to review the documentation regarding the use of the Hyperstar. There is a link on our website (<https://halifax.rasc.ca/index.php/sco-telescopes/81-using-kstars-with-the-sco-hyperstar-system>). When the testing phase is completed, a revised link will be forwarded.

#### From December 3, 2024

**Action 1:** Closed.

#### From January 28, 2025

**Action 10:** Closed.

**Action 11:** Open. A draft policy has not been created.

#### From February 25, 2025

**Actions 6, 7:** Closed.

**Action 8:** Open. Gregg is not in attendance to confirm this has been done.

#### From April 1, 2025

**Actions 1-2:** Closed. Tony McGrath, Jerry Black and Blair MacDonald spoke with Allen Sutherland about PayPal and clarified the process with them.

**Actions 3-4:** Closed

**Action 5:** Open. Gregg is not in attendance to confirm this has been done.

**Actions 6-9:** Closed. It was noted the deadline cited in action 8 was extended due to the date the minutes were circulated. Tony stated some positive comments had been received.

No errors or omissions in the April 1, 2025 minutes were noted.

**250429MN-Mot02**

It was moved by Tony McGrath and seconded by David Hoskin to approve the April 1, 2025 RASC Halifax Centre Board of Directors meeting minutes, as circulated.  
CARRIED.

**ONGOING ITEMS**

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

There are no issues with SMU Room bookings. The list of presentations was reviewed. David Hoskin suggested Paul Gray do a presentation regarding Starmus, perhaps at the AGM. We are still waiting to hear about the special speaker for the October meeting. The Public Meeting agenda was reviewed; it was noted that Paul Heath had not provided his poem as yet.

**250429MN-Act02**

Judy Black to contact Paul Gray regarding a presentation about Starmus for the December 6 AGM.

**3. National Council**

Judy discussed the National Council Report. The upcoming International Astronomy Day event has eight Centres participating – us, St. John's, Montréal, Ottawa, Toronto, Winnipeg, Victoria and Edmonton. There is a link on our website for members to access the live broadcast that begins at 8:30pm on May 3. It is hoped the Yukon Centre will also participate for a true coast-to-coast-to-coast event. Because of the poor weather forecast, there is no possibility of solar or evening observing.

Because the weather is better on Thursday, tentative plans were made for producing a video to be produced at The Discovery Centre with staff. Jerry Black, David Hoskin and Peter Hurley would bring solar observing equipment for solar observing and video purposes. One of the staff would also be invited to participate. Permission to photograph people would be a consideration. Photos from previous IAD and from the SCO video produced for the 2024 RASC AGM could be incorporated into the video. Jerry inquired as to the video format where the video would be stored for access.

**250429MN-Act03**

David Hoskin will contact Karim whether he wants the video as an MP3 or on a server.

Judy brought the attention of the potential for Centre fundraising collaboration. Sunshine Centre and Saskatoon Centre are currently involved. If someone is interested in this, Judy will provide contact information for Charles Ennis should a member of the Board want to investigate further. The next NC meeting is Sunday, June 8, 2025.

**4. RASC Halifax Centre Website and YouTube**

Judy stated the list of website updates is noted in Agenda Notes #4. Judy noted further additions:

- Link to the IAD session on Saturday May 3 is at the top of the first column of the home page.
- The explanation of the Global Astronomy Day is now posted above our Public meeting notice.
- The February Board minutes have been posted and tomorrow the April 1 minutes will be posted.

**5. Financial Update**

Gregg is not present to address the financial statements. The SCOPE Fund was discussed earlier in this meeting and Tony reinforced the need to talk it up in our membership. A tagline to attach to all Announce List postings could be developed.

**RASC Halifax Centre – Goals and Objectives**

## 6. Goals and Objectives

Tony confirmed that membership is the priority of the Board. He noted the membership is fairly stable, perhaps leaning towards a slight decline. We may be losing 2-3 members per month. Tony will go ahead with forwarding the exit survey to members the moment they are on the expired list to determine if they just forgot to renew or are letting their membership lapse. Members were reminded that membership is based on the date joined, not January to December. Perhaps the newly developed seasonal observing program could be used for new members at SCO.

## Updates/Reports

### 7. Governance Review

Judy presented policy *G15: Policy Regarding Document Retention*. Judy noted a 4T drive had been purchased and still has 2T available. Over the coming months, she will ensure that all contents of the Centre's file box are PDF files and added to the drive. She explained how all files are now on her home computer and backed up two ways, and documentation

The question arose as to how the documents could be accessible to Board members. This will need to be discussed further.

#### **250429MN-Mot03**

It was moved by Judy Black and seconded by David Hoskin to approve *G15: Policy Regarding Document Retention*, as circulated.  
CARRIED.

Consequent to developing the Policy, there were recommendations forwarded by the Committee.

- a- RASC Halifax Centre should consider having an Historical Committee/Historian/Archivist.  
Someone should be looking to retain important documents for historical purposes. For example, Paul Gray and Roy Bishop did develop the Centre's history up to 2015 that is on our website (<https://halifax.rasc.ca/index.php/about-us/history-of-the-rasc-halifax-centre>) but it does require updating.
- b- Discuss who stores the file box and ensures it remains up-to-date (executive or non-executive).  
This could be the archivist or another volunteer.
- c- Search for records of RASC General Assemblies (GA) final reports hosted by our Centre (1975, 1980, 1993 and 2015), for which we currently have no record.  
Since this document was circulated, reports have been found and they are now in the file box.
- d- For historical purposes, search for Nova East reports for 1991, 1993, 1995, 1997-1999.  
There were no records found in Annual Reports nor *Nova Notes*.
- e- If possible, find missing Council/Board minutes.  
There are no Council reports prior to October 2015. We could request members search their paper and electronic files for these. *Nova Notes* does not include what the Board does.
- f- Determine (i) when our Centre Board minutes and other significant documentation had been sent to the Nova Scotia Archives, and (ii) what documents subsequent to 2016 should be forwarded to the Archives by the Secretary (refer to the position description [https://halifax.rasc.ca/images/documents/positiondescriptions/PD3\\_Secretary\\_June2024.pdf](https://halifax.rasc.ca/images/documents/positiondescriptions/PD3_Secretary_June2024.pdf)) and in what format.

The Secretary and Treasurer positions did require some adjustment consequent to the Policy G15.

#### a- *Treasurer:*

The time required for retaining records was added to Item 12 in Responsibilities to read: Submit required documentation to the Canada Revenue Agency (CRA), when required. All financial documents should be kept by the Treasurer for a minimum of seven years to meet CRA

requirements. It was clarified that the only documentation that could be destroyed after 7 years are the financial records; everything else are at our discretion.

#### **250429MN-Mot04**

It was moved by Judy Black and seconded by David Hoskin to approve the amendments to PD4: Treasurer regarding length of time for retention of documents as noted in Agenda Notes 5.  
CARRIED.

#### **a- Secretary:**

Clarification if Item 6 in responsibilities was changed to provide clarity and to add the need to send documentation to the Archives. Item 6a, 6b did not change. Item 6c was added: Dissemination of draft AGM Minutes to Centre members at least 30 days prior to the next AGM. The original 6c was changed to 6d. There was also the need to add to the Responsibilities:

- Annual Executive and Committee reports and annual financial statements to be collated and sent to the general membership 30 days before the AGM with the AGM Agenda.
- Approved annual Executive and Committee reports and annual financial statements at the AGM to be forwarded to the Editor of *Nova Notes*.

#### **250429MN-Mot05**

It was moved by Judy Black and seconded by Tony McGrath to approve the amendments to PD3: Secretary as noted in Agenda Notes 5.  
CARRIED.

### **8. Nova East**

There were three items in the Agenda Notes to be addressed.

#### **a- On-line Board Motion regarding Nova East 2026-2030 Dates**

An April 16, 2025, an email had been sent to all Board members for their approval of proposed 2026-2030 Nova East Star party dates. It was unanimously approved by Board members. The Editors of the RASC Observer's Calendar and the RASC Observer's Handbook were subsequently notified of the 2026 date. As per our policy regarding online board motions, the motion is included in the Agenda Notes #6a to be noted in the minutes of this meeting.

#### **b- 2025 Nova East Budget**

The Nova East Planning Team discussed this at great length at their last meeting. One item requiring amendment was "food". There was \$300 expended last year with a relatively low attendance rate. With perhaps a larger turnout this year, we included the \$600 allotment for food that would allow for a buffer. It was noted the Centre does allot a \$5000 budget that in the past allowed for expenses related to out-of-province speakers. The Board also determined a ceiling for prizes at \$600. According to Chris Young, all prizes have been acquired as of yesterday. T-shirt costs are not known but it is not expected to increase. No concerns were raised about the proposed budget.

#### **c- 2025 Nova East Agenda**

There is access to the Events Building. All speakers have been acquired except for our keynote on Saturday evening. With the focus on visual observing, the Team determined a speaker to address an 'extra-terrestrial' source such as the JWST or the Parker Solar Probe. John Read had been contacted and had offered to do it. Tiffany Fields had also been contacted for other possible contacts. A speaker needs to be determined by June 6, 2025, when the Nova East website goes 'live'. Pat Kelly has agreed to conduct the quiz show *Who Wants to be a Gazer?* Either as the cloudy night activity or as the keynote should a speaker external to the Centre not be acquired.

Chris Young and Gary Weber are conducting the Sky tour this year. Dave Chapman, Judy Black and Chris Young are developing an addition to the binocular table that will incorporate a compiled list of targets for naked eye, binocular and telescope observing; logistics are to be determined. There is no Astronomers Lounge on Sunday evening nor an astro-Breakfast on Monday morning. However, should there be leftovers from the previous 2 nights, it will be made available to the smaller group camping on Sunday night.

Peter Hurley and Dave Robertson will be conducting a RASC Laser Pointer Training session on Saturday morning. All members will be encouraged to participate in the training session to acquire certification as a user and spotter. Peter noted that members should be advised of the training session and the need for our Centre outreach events. It was agreed the need for training should be brought to the attention of our membership.

**250429MN-Act04**

Peter Hurley will approach Dave Robertson regarding the Announce List message regarding the need for Laser Pointer training and the Transport Canada Agreement with the RASC.

It was also agreed the messaging developed by Dave Robertson, Peter Hurley and Tony McGrath would be used in part as the NE session descriptor. Peter Hurley has been asking Dennis Lyons about sources for 'approved' laser pointers that are less than 5mW but so far no answer has been provided. The standards seem to be quite loose. Judy noted that RASC was looking to contact Transport Canada regarding regulations for LP specifications being imported into Canada.

The planning Team are looking for a tagline similar in nature to all previous Nova East (2024 was "Celestial Birds"). The Team has produced a list of 15 possible taglines; one will be determined at the Planning Team's next meeting of May 6. She asked that Board members choose their top 3 choices from the list or provide another of their choosing.

**250429MN-Act05**

Judy Black will forward the list of 15 potential NE taglines to the Board for their consideration.

**Updates/Reports**

**9. Dark-Sky Weekend (DSW)**

Peter noted the DSW is typically held the week before Nova East (August 14-16, 2026). Given the 2026 NE date was approved and the New Moon is August 12), the date tentatively established with Kejimikujik National Park & National Historic Site for 2026 Dark-Sky Weekend is August 7-9. Board members were not aware of any impediments to holding the DSW on that date.

**250429MN-Act06**

Peter Hurley will inform Chris Beckett (Editor, *RASC Observer's Calendar*) and James Edgar (Editor, *RASC Observer's Handbook*) of the 2026 DSW date.

**10. International Astronomy Day (IAD)**

Discussion held earlier in the meeting provided details of the IAD. Judy also noted Jon and Mary Chappell donated 800-1000 solar glasses.

**250429MN-Act07**

Judy Black to forward a thank you card to Jon Chappell for the donation of the solar glasses.

**11. SCO**

Tony noted that in the discussion held before quorum that some maintenance items have been identified (door and siding repair). We also need to sort out the policy regarding storing eyepieces at SCO. The Board will need to approve expenditures at the next meeting.

**New Business**

No new business.

**Adjournment**

No further business to conduct. Tony thanked everyone for their time.

**250429MN-Mot06**

It was moved by David Hoskin and seconded by Vincent Vallee to adjourn.

Meeting was adjourned at 8:36pm. Our next meeting is June 3, 2025.

Respectfully submitted,  
Judy Black, Secretary

## AGENDA NOTES

Agenda Item, Proposed By, & Date Proposed	Description Received (& Proposed Motion, if Applicable)
<b>Agenda Note #1 re: Open Action List</b>	<p><b><u>Sept. 3, 2024</u></b>  <b>240903MN-Act011: Tony McGrath</b> to review the documentation that Jerry Black prepared for using the Celestron 8" SCT and Hyperstar.</p> <p><b><u>Dec. 3, 2024</u></b>  <b>241203MN-Act01: The Governance Committee</b> to provide a document for the March Board meeting regarding the retention and disposal of historical documents.</p> <p><b><u>Jan. 28, 2025</u></b>  <b>250128MN-Act10: All Board members</b> are requested to forward to Judy Black the travel expense reimbursement rates where they work or for whom they volunteer.</p> <p><b>250128MN-Act11: The Governance Review Committee</b> is to develop a policy regarding travel expenses for Centre activities.</p> <p><b><u>Feb. 25, 2025</u></b>  <b>250225MN-Act06: Tony McGrath</b> will forward a revised Goals and Objectives document.</p> <p><b>250225MN-Act07: Judy Black</b> to contact Jenna Hinds to determine if RASC is attending the CASCA AGM.</p> <p><b>250225MN-Act08: Gregg Dill</b> to forward funds to the CSC and IDA as approved by the Board.</p> <p><b><u>April 1, 2025</u></b>  <b>250401MN-Act01: Judy Black</b> will notify Blair MacDonald to inform him to contact APS to move the use of PayPal forward.</p> <p><b>250401MN-Act02:</b> A small task team will be formed to meet with APS to discuss PayPal and to clarify the process for ordering photos.</p> <p><b>250401MN-Act013 Judy Black</b> to revise current messaging regarding the matching fund and will circulate it to the Executive for their approval prior to posting on the Centre website.</p> <p><b>250401MN-Act04: Judy Black</b> will forward the <i>News from the Board</i> PowerPoint presentation to Tony McGrath.</p> <p><b>250401MN-Act05: Gregg Dill</b> will discuss reinvestment of the Centre's GICs with TD Ba</p> <p><b>250401MN-Ast06: David Hoskin</b> will forward the RASC invoice received for shipping of Starfinders to Gregg Dill for payment</p> <p><b>250401MN-Act07: Judy Black</b> to include a reminder on the Announce List requesting members check their RASC membership to ensure all their contact information is current.</p> <p><b>250401MN-Act08: Board members</b> are asked to provide input to Tony McGrath regarding the exit survey prior to April 8.</p>



	<p><b>250401MN-Act09: David Hoskin</b> to complete the form provided by the RASC EPO Committee regarding our participation in the May 3 International Astronomy Day.</p>
<p><b>Agenda Note #2 re: Speakers &amp; 2025 Public Meeting Dates</b></p>	<p><b>2025 Approved Members Meeting Dates and Events</b> Members' Meeting dates and known speakers are posted on the RASC(HC) website.</p> <p><b>Confirmed Location &amp; Speakers for 2025</b></p> <ul style="list-style-type: none"> <li>• (AT101) May 10 – Blair MacDonald (Black Holes)</li> <li>• (AT101) June 7 – Tony Schellinck (Women in Astronomy)</li> <li>• (AT101) September 6 – David Hoskin (All-in-One Smart Telescopes)</li> <li>• (AT101) October 4 – (Special Guest)</li> <li>• (AT101) November 1 – Patrick Kelly (Telling Time in Scotland: from stones to sundials)</li> <li>• (AT101) December 6</li> </ul> <p><b>Suggested Speakers / Special Presentations:</b></p> <ul style="list-style-type: none"> <li>• (March 6: suggested by David Turner) David Baron of the American Astronomical Society's Historical Astronomy Division (HAD) – presentation about his book <i>The Martians</i>, regarding Percival Lowell and the "canals" on Mars</li> <li>• Dan Falk (Edmond Halley)</li> <li>• John Badowski</li> <li>• SMU Astronomy and Physics <ul style="list-style-type: none"> <li>• Grad students</li> <li>• Tiffany Fields</li> <li>• Rob Thacker</li> </ul> </li> <li>• <a href="https://rasc.ca/find-speaker">https://rasc.ca/find-speaker</a></li> </ul>
<p><b>Agenda Notes #3: 2025 Board Meeting Dates</b></p>	<p><b>Board Meeting Dates (no meetings July/August):</b></p> <ul style="list-style-type: none"> <li>• June 3</li> <li>• September 2</li> <li>• September 30</li> <li>• October 28</li> <li>• December 2</li> </ul>
<p><b>Agenda Notes #4: Website Updates</b></p>	<p><b>Updates on the Halifax Website:</b></p> <p><b>April 4, 2025</b></p> <ul style="list-style-type: none"> <li>• Updated "Astronomy Resources" to include Stargaze NS , Two Rivers Observatory, and Cliff Valley Astronomy; it was noted the Gairloch observatory has not been updated since 2020.</li> <li>• Astrophotography Contest: Updated dates for deadline for submissions (Nov. 11/25) and the email contact (Jerry Black) for submissions.</li> </ul> <p><b>April 27, 2025</b> Updated RASC Events pages to show the IAD activities before the May 10 Public meeting</p>
<p><b>Agenda Notes #5: G15: Policy Regarding Document Retention</b></p>	<p><b>Background</b></p> <p>In October 2023, the Board was asked to develop a policy on the retention of documents. This was a significant issue for some officers, especially the Treasurer, who had been given several large boxes with financial records, etc., extending back for many years. This policy relates to both current and future documents. The locations of specific documents can be found in the <i>RASC Halifax Centre Board Reference Manual</i>.</p> <p><b>Rationale</b></p> <p>There may be Centre history or a legal rationale for retention. This policy provides a framework for determining which documents are stored and which are discarded.</p> <p>This policy covers the retention of documents in the following main areas:</p> <ol style="list-style-type: none"> <li>1. Financial documents to meet legal requirements.</li> <li>2. Historical interest.</li> <li>3. Continuity as Board membership changes.</li> <li>4. E-mail and correspondence.</li> <li>5. Fundraising.</li> <li>6. Property and Leases</li> </ol>

	<p><b>Policies Regarding Document Retention</b></p> <ol style="list-style-type: none"> <li>1. All financial documents should be kept by the Treasurer for a minimum of seven years to meet CRA requirements. Copies of 7-year-old and older summaries of our financial statements provided to our Centre's AGM, the Society and the Registry of Joint Stock Companies (RJSC) should be kept and all supporting documentation destroyed.</li> <li>2. Documents related to special Centre events should be kept indefinitely. These events would include awards, special events at the St. Croix Observatory, public observing events, Nova East, General Assemblies, <i>etc.</i></li> <li>3. The minutes of past Board meetings will be kept indefinitely. To help old and new Board members, a separate document of significant motions from board minutes and on-line communication between meetings per <i>Policy B1: Terms of Reference Board of Directors</i> should be kept. This document would <b>not</b> include routine motions such as approving agendas, approving minutes, approving reports, <i>etc.</i></li> <li>4. All Board and Executive e-mail that is sent to an e-mail address with <a href="mailto:@halifax.rasc.ca">@halifax.rasc.ca</a> should be kept for a minimum of three years. This would provide new members access to past correspondence to learn how business was conducted by their predecessor. The RASC Halifax Centre Discussion List should continue to be archived on the list server.</li> <li>5. Fundraising events should keep a permanent list of all donors.</li> <li>6. Deeds for any property owned by the Centre, and any leases for land should be kept permanently. Receipts for any items purchased for the St. Croix Observatory (SCO) that cost over \$100.00 should be kept, along with any manuals, <i>etc.</i>, as long as the Centre owns the items.</li> </ol> <p><b><u>Recommendations of the Governance Review Committee:</u></b></p> <ol style="list-style-type: none"> <li>1. RASC Halifax Centre should consider having an Historical Committee/Historian/Archivist.</li> <li>2. Discuss who stores the file box and ensures it remains up-to-date (executive or non-executive).</li> <li>3. Search for records of RASC General Assemblies (GA) final reports hosted by our Centre (1975, 1980, 1993 and 2015), for which we currently have no record.</li> <li>4. For historical purposes, search for Nova East reports for 1991, 1993, 1995, 1997-1999.</li> <li>5. If possible, find missing Council/Board minutes.</li> <li>6. Determine (i) when our Centre Board minutes and other significant documentation had been sent to the Nova Scotia Archives, and (ii) what documents subsequent to that date should be forwarded to the Archives by the Secretary (refer to the position description <a href="https://halifax.rasc.ca/images/documents/positiondescriptions/PD3_Secretary_June2024.pdf">https://halifax.rasc.ca/images/documents/positiondescriptions/PD3_Secretary_June2024.pdf</a>)</li> <li>7. Item 12 in Responsibilities in the Treasurer Position Description should be changed to read as follows:  <u>Currently reads:</u>  12) Submit required documentation to the Canada Revenue Agency (CRA), when required.   <u>Change to:</u>  12) Submit required documentation to the Canada Revenue Agency (CRA), when required. All financial documents should be kept by the Treasurer for a minimum of seven years to meet CRA requirements</li> <li>8. The following amendments to the Responsibilities in the Secretary Position Description (<a href="https://halifax.rasc.ca/images/documents/positiondescriptions/PD4_Treasurer_June2024.pdf">https://halifax.rasc.ca/images/documents/positiondescriptions/PD4_Treasurer_June2024.pdf</a>) are recommended: <ol style="list-style-type: none"> <li>a. To be <b>revised</b>:  <u>Currently reads:</u>  6. Be responsible for the preparation and submission of accurate Minutes of all regular and annual meetings of the RASC Halifax Centre Board of Directors: <ol style="list-style-type: none"> <li>a) Take Minutes of meeting at each Board of Directors meeting.</li> </ol> </li> </ol> </li> </ol>
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	<p>b) Dissemination of Minutes to Board of Directors members prior to the next Board of Directors meeting.</p> <p>c) Update and store the Centre's Minutes for the year into the Public Archives.</p> <p><u>Change to:</u></p> <p>6. Be responsible for the preparation and submission of accurate Minutes of all regular meetings of the RASC Halifax Centre Board of Directors and the Annual General Meeting (AGM):</p> <p>a) Take Minutes of meeting at each Board of Directors meeting.</p> <p>b) Dissemination of draft Minutes to Board of Directors members prior to the next Board of Directors meeting.</p> <p>c) Dissemination of draft AGM Minutes to Centre members at least 30 days prior to the next AGM.</p> <p>d) Update and store the Centre's Minutes for the year into the Public Archives.</p> <p>b. To be <b>added</b>:</p> <ul style="list-style-type: none"> <li>Annual Executive and Committee reports and annual financial statements to be collated and sent to the general membership 30 days before the AGM with the AGM Agenda.</li> <li>Approved annual Executive and Committee reports and annual financial statements at the AGM to be forwarded to the Editor of <i>Nova Notes</i>.</li> </ul>
<p><b>Agenda Notes #6a:</b>  <b>Board Motion NE</b>  <b>Date 2026-2030</b></p>	<p>An April 16, 2025, email had been sent to all Board members for their approval of proposed 2026-2030 Nova East Star party dates. It was unanimously approved by Board members. The Editors of the RASC Observer's Calendar and the RASC Observer's Handbook were subsequently notified of the 2026 date.</p> <p>As per our policy regarding online board motions, the motion is included here and will be noted in the minutes of this meeting (April 28, 2025)</p> <p><b>1- BOARD MOTION: NOVA EAST:</b>  The Board received a request for 2026 Nova East dates and it is needed before the end of this month. Consequently, the list of possible dates for the 2026-2030 Nova East Star Party was prepared for the Nova East group to consider. At our meeting this evening, we agreed to recommend the Board approve the proposed dates to:</p> <ul style="list-style-type: none"> <li>Facilitate planning by our Centre's Board of Directors and the Nova East Planning Committee,</li> <li>Provide dates from which the RASC Halifax Centre DSP Committee can work with Parks Canada to determine dates for the Dark-Sky Weekend (DSW),</li> <li>Promote Nova East throughout the year, and</li> <li>Provide dates for the RASC Editors to include in their publications (<i>RASC Observer's Handbook</i> and <i>RASC Observer's Calendar</i>).</li> </ul> <p>Note: It is recognized that dates <i>may</i> require changing because of national and local initiatives with conflicting dates or park availability; however, this provides guidelines for the next 5 years of planning within our Centre and with our partners.</p> <p>There are two members of the Board in the NE group and we would like to make a motion for the Board to approve (as per <a href="#">Policy B1: Terms of Reference - Board of Directors</a>). <b>Members have until end of day Monday, May 21, 2025 to vote 'yes' or 'no' to the motion.</b> All elected Board members must respond (Vincent: You and I also have to vote). The Board will be apprised of outcome on Tuesday, May 22, 2025. When approved, James Edgar and Chris Beckett can be apprised of the 2026 Nova East date for inclusion in the OH and Calendar respectively.</p> <p><b>MOTION:</b> It is moved by Judy Black and seconded by Vincent Vallee that the RASC Halifax Centre Board of Directors approve the proposed 2026-2030 Nova East Star Party dates:</p> <ul style="list-style-type: none"> <li>- August 14-16, 2026 (New Moon: August 12)</li> <li>- August 27-29, 2027 (New Moon: August 31)</li> <li>- August 18-20, 2028 (New Moon: August 20)</li> <li>- August 10-12, 2029 (New Moon: August 9)</li> <li>- August 23-25, 2030 (New Moon: August 28) - August 30-Sept 1 is Labour Day Weekend)</li> </ul>

<b>Refer to Agenda Notes #6b: Nova East Budget</b>	Nova East 2025 Proposed Budget			
	<b>Revenues</b>	\$/unit	Num	
	Camping	\$13.00	90	\$1,170.00
	Registration	\$40.00	50	\$2,000.00
	T-shirts @ \$25.00 each	\$25.00	30	\$750.00
	Miscellaneous			\$0.00
	Total Revenue			\$3,920.00
	<b>Expenses</b>			
	Nova East Prizes			\$600.00
	Food			\$600.00
	Camping			\$500.00
	Miscellaneous			\$70.00
	Guest Speaker			\$250.00
	Clothing (T-shirt)	\$13.40	30	\$402.00
	Registration			\$50.00
	Total Expenses			\$2,472.00
	Profit/Loss			\$1,448.00

Refer to Agenda  
Notes #6c: Nova  
East Agenda

## **DRAFT 2025 NOVA EAST** (Drafted April 22, 2025)

Tagline TBD for here

**"The Stars Belong to Everyone"**

(all activities in event pavilion unless otherwise noted)

### **FRIDAY**

#### **Friday Afternoon**

Noon-6:30PM REGISTRATION

#### **Friday Evening**

7:45

WELCOME

8:00

**Talk — Dave Hoskin: Types of Telescopes - Their Pros and Cons**

**Mini Talks — Dave Chapman & Gerry Brosky: Eye Anatomy & Exit Pupils**

9:30-10:00

Public Sky Tour (in field)— Gary & Chris

10:00-10:45

Public Observing Activity (in field)—ALL WELCOME **TBD**

10:45 – 11:30

**Public Observing in the Field**

11:30 – Dawn

**Nova East Registrant Dark-Sky Observing / Imaging in the Field**

**Quiet Time: 1:00am-8:00am**

10:00-1:00

Astronomer's Lounge (socializing in a red-light zone, snacks, beverages)

**NO LASER POINTERS. NO MAG LIGHTS AFTER 10:30 PM.**

### **SATURDAY**

#### **Saturday Morning**

9:00-Noon

REGISTRATION

9:00-10:00

Astronomer Breakfast

All Day

Telescope tours & Solar Observing (in field)

10:00-11:00

**Family Activity: David Hoskin: Walk the Solar System**

10:00-11:00

**Workshop: Peter Hurley, Dave Robertson: Laser Pointer Training**

11:00-1:00

**Nova East Swap: Equipment and Books**

Noon-1:30

**Lunch break and FREE TIME**

#### **Saturday Afternoon**

1:30-2:30

**Workshop: David Chapman – Make Your Own Sundial**

2:30-4:30

FREE TIME

4:30

**Group Photo— All Nova East Participants**

5:00

No-host dinner

#### **Saturday Evening**

7:00

Welcome Back, Door Prizes, RASC Awards & Certificates

8:15-9:15

**PUBLIC TALK: TBD**

9:30-10:00

Sky Tour (in field)— Gary & Chris

10:00-10:45

Public Observing (in field)—ALL WELCOME **TBD**

10:45-11:30

**Public Observing in the Field**

11:30-Dawn

**Nova East Registrant Dark-Sky Observing / Imaging in the Field**

**Quiet Time: 1:00am-8:00am**

10:00-1:00

Astronomer's Lounge (socializing in a red-light zone, snacks, beverages)

**NO LASER POINTERS. NO MAG LIGHTS AFTER 10:30 PM.**

### **SUNDAY**

#### **Sunday Morning**

9:00-10:00

Astro Breakfast

10:00-11:00

**Sherman Williams Memorial Walk – Pat Kelly**

FREE TIME

No scheduled activities.

#### **Sunday Evening (optional camping & observing)**

#### **Agenda Notes #7: International Astronomy Day**

(Also promoted at  
the 2025 RASC  
GA)

On behalf of the RASC Education & Public Outreach Committee we would love to find out **what exciting events your Centre has planned for International Astronomy Day 2025**, and we'd like your exec team to join us in showcasing the incredible outreach being done by our Centres across the country!

How do we plan to do that? On Saturday, May 3<sup>rd</sup> the EPO Committee and Explore Scientific will be hosting a RASC Global Star Party LiveStream event to share live views from across Canada, along with guest presenters from our RASC members who are GSP VIPs - and including views from the in-person star parties at our streaming location: the David Dunlap Observatory with the RASC Toronto DDO Outreach team. Join us on May 3<sup>rd</sup> from 7pm-11pm EDT to celebrate

	<p>Astronomy and showcase our outreach activities, while also providing a focus on (at least) two of the historical institutions we have in Canada - RASC &amp; the DDO.</p> <p>To help us prepare for this LiveStream and to be able to share with the general public the extent of our RASC Outreach to celebrate International Astronomy Day we ask that the Outreach member of your Centre exec complete a google form with information about your Centre's planned activities and let us know if you're interested in being part of this LiveStream event.  <a href="https://forms.gle/xQ3ZqyfZ2dwZHyCC6">https://forms.gle/xQ3ZqyfZ2dwZHyCC6</a></p> <p>In the weeks leading up to the event more details will be shared with the participating Centres, and promotional material will also be shared with all RASC members and our public audiences. We hope all centres will complete the form and that you'll join us for this RASC Global Star Party to celebrate International Astronomy Day 2025 on May 3<sup>rd</sup> and share your outreach far and wide!</p>
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#### ACTION LIST (April 29, 2025):

<b>From September 3, 2024</b>		
240903MN-Act011	<b>Tony McGrath</b> to review the documentation that Jerry Black prepared for using the Celestron 8" SCT and Hyperstar.	Open
<b>From January 28, 2025</b>		
250128MN-Act11	The <b>Governance Review Committee</b> is to develop a policy regarding travel expenses for Centre activities.	Open
<b>From April 1, 2025</b>		
250401MN-Act05	<b>Gregg Dill</b> will discuss reinvestment of the Centre's GICs with TD Bank.	Open
<b>From April 29, 2025</b>		
250429MN-Act01	<b>Tony McGrath</b> will forward his SCO maintenance & development plan for the Board to consider.	Open
250429MN-Act02	<b>Judy Black</b> to contact Paul Gray regarding a presentation about Starmus for the December 6 AGM.	Open
250429MN-Act03	<b>David Hoskin</b> will contact Karim whether he wants the video as an MP3 or on a server.	Open
250429MN-Act04	<b>Peter Hurley</b> will approach Dave Robertson regarding the Announce List message regarding the need for Laser Pointer training and the Transport Canada Agreement with the RASC	Open
250429MN-Act05	<b>Judy Black</b> will forward the list of 15 potential NE taglines to the Board for their consideration.	Open
250429MN-Act06	<b>Peter Hurley</b> will inform Chris Beckett (Editor, <i>RASC Observer's Calendar</i> ) and James Edgar (Editor, <i>RASC Observer's Handbook</i> ) of the 2026 DSW date.	Open
250429MN-Act07	<b>Judy Black</b> to forward a thank you card to Jon Chappell for the donation of the solar glasses.	Open

#### MOTION LIST (April 29, 2025):

<b>250429MN-Mot01</b>	It was moved by David Hoskin and seconded by Tony McGrath to approve the April 29, 2025 RASC Halifax Centre Board of Directors meeting agenda as amended. CARRIED
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<b>250429MN-Mot02</b>	It was moved by Tony McGrath and seconded by David Hoskin to approve the April 1, 2025 RASC Halifax Centre Board of Directors meeting minutes, as circulated. CARRIED.
<b>250429MN-Mot03</b>	It was moved by Judy Black and seconded by David Hoskin to approve <i>G15: Policy Regarding Document Retention</i> , as circulated. CARRIED.
<b>250429MN-Mot04</b>	It was moved by Judy Black and seconded by David Hoskin to approve the amendments to PD4: Treasurer regarding length of time for retention of documents as noted in Agenda Notes 5. CARRIED.
<b>250429MN-Mot05</b>	It was moved by Judy Black and seconded by Tony McGrath to approve the amendments to PD3: Secretary as noted in Agenda Notes 5. CARRIED.
<b>250429MN-Mot06</b>	It was moved by David Hoskin and seconded by Vincent Vallee to adjourn.