



RASC Halifax Centre Board of Directors Meeting

Tuesday, March 28, 2023: 7:00 PM – 9:00 PM

Via Zoom - Meeting ID 850 1531 8068

Agenda Items				
Time	Item	Purpose	Responsibility	Support Documents / Notes
7:00 PM	1. Welcome & Introductions <ul style="list-style-type: none"> Approval of Agenda Review Action List Approval of Previous Minutes of Meeting 	Information Approval	John Nangreaves	Pre-circulated: Agenda: March 28, 2023 Minutes: February 28, 2022
ONGOING ITEMS				
	2. Upcoming Meeting Dates & Guest Speakers <ul style="list-style-type: none"> a. 2023 Member's Meeting Date Confirmation and Format b. Confirm Member's Meeting agenda c. Zoom/SMU Bookings d. Guest Speakers & Ideas for Future Presentations 	Ongoing Discussion Approval	John Nangreaves	Refer to Agenda Notes #1: Speakers & Approved 2023 Member Meeting Dates Refer to Agenda Notes #2: 2023 Board of Directors Meeting Dates A member asked if we were planning to resume a supper get-together after Members meetings
	3. Added: Report Nova East Planning Committee	Information Discussion	Chris Young	n/a
	4. Report from National Council Representative	Information Discussion	Judy Black	Next NC Meeting: April 2, 2023
	5. RASC Halifax Centre Website & YouTube	Discussion	Judy Black	
	6. Financial Update	Discussion Decision	Dave Lane (Gregg Dill) Peter Hurley	-mileage DSW and other Outreach activities Refer to Agenda Notes #3 -Fundraising
	7. Recruitment	Discussion	Peter Hurley	-I&D Committee presentation -Membership profile
	8. Education & Public Outreach (EPO) <ul style="list-style-type: none"> Outreach Requests (if applicable) Form Committee 	Discussion	David Hoskin	Refer to Agenda Notes #4: Reconnecting YNC and RASC
UPDATES / REPORTS				
	9. SCO <ul style="list-style-type: none"> Upgrade Status Financial Status 	Discussion	John Liddard Dave Lane	n/a
	10. GLP Training	Information Discussion	Judy Black	See attached document GLP Training
GOVERNANCE				
	11. Policy G13 Review	Discussion Approval	Judy Black	See attached document G13 DRAFT2 GLP Usage 2020-03

	12. Registry of Joint Stock Companies (RJSC)	Discussion Decision	Peter Hurley	<i>Judy Black & Dave Lane to assist. Annual report to RJSC required.</i>
NEW BUSINESS				
9:00 PM	Adjournment (Next meeting: May 2, 2023)			

RASC, Halifax Centre – Member’s Meeting

Saturday, April 1, 2021 – 1:00 PM – 5:00 PM

Via Zoom – Meeting ID 889 8782 0254

Agenda Items		
Time*	Item	Responsibility
1:00 PM	Welcome & Introductions Photo Montage	Judy Black (emcee) David Hoskin
1:15 PM	Food for the Soul	Paul Heath
1:30 PM	Presentation: Tarek El Wazzi – Lebanon: nightlife of a different genre	Tarek El Wazzi
2:15 PM	Social Break	
2:30 PM	Presentation: Jeremy Kuzub – Making your Own Luck: A Guide to Aurora Chasing and Photography	Jeremy Kuzub
3:15 PM	What’s Up? (April)	David Hoskin
3:30 PM	Notes from the Board	Pat Kelly
4:00 PM	Adjournment	

* Times are for Board of Director information only and for informing presenters of the length of their presentations; they will not be published on the Halifax Centre website. Times will be adjusted for each meeting.

Halifax Centre Board of Directors - Minutes of Meeting

March 28, 2023 - 7:00 PM – 9:00 PM

held via Zoom - Meeting ID 850 1531 8068

Present: Judy Black, Gregg Dill (joined at 8:25pm), Matt Dyer, David Hoskin, Peter Hurley, Pat Kelly, John Liddard, Tony McGrath, John Nangreaves, Kathy Walker (until 9:00pm), Mary Lou Whitehorne, Chris Young (until 7:38pm)

Regrets: Lisa Ann Fanning, Dave Lane

1. Welcome & Introductions

John Nangreaves’s microphone wasn’t working so Peter called the meeting to order at 7:10 pm and welcomed members. He asked if there were any changes or additions to the agenda, which had been pre-circulated by email. Judy asked that Nova East be added to the agenda, and it was agreed we would discuss it between items 2 and 3 so Chris didn’t have to stay.

230328MN-Mot01

It was moved by Judy Black and seconded by Pat Kelly to approve the March 28, 2023 Board of Directors meeting agenda, as amended.

CARRIED.

The Action List, which was attached to the minutes of the previous meeting, was reviewed.

From November 29, 2022

Board of Directors Meeting (March 28, 2023)

Action 3: Closed.

Action 9: Open.

From January 10, 2023

Action 8: Closed. Judy spoke with Roland Duschense. See item 6.

Action 9: Closed.

Action 10: Open.

From February 28, 2023

Action 1: Open.

Action 2: Closed.

Action 3: Open.

Action 4-7: Closed.

Action 8: Open. Needs review.

Action 9-11: Closed.

The minutes of the previous Board meeting held on February 28, 2023 had been circulated by email. Peter asked if there were corrections or changes to the minutes. Pat had made corrections by email. There was discussion regarding the changes to Motion 5. As Dave Lane was not present to approve the amendment, Pat moved that the motion be rescinded, and Judy made a new motion.

230328MN-Mot02

It was moved by Pat Kelly and seconded by David Hoskin that Motion 5 from the previous Board meeting minutes of February 28, 2023 be rescinded.

CARRIED.

230328MN-Mot03

It was moved by Judy Black and seconded by Pat Kelly that Motion 5 of the previous Board meeting minutes be amended to read that the current directors with signing authority are Dave Lane (Treasurer), John Nangreaves (President), Peter Hurley (Secretary) and Judy Black (designated director).

CARRIED.

There was also a question about the renumbering of the previous minutes.

230328MN-Mot04

It was moved by Judy Black and seconded by Pat Kelly to approve the February 28, 2023 Board of Directors meeting minutes, as amended.

CARRIED.

At this point, John Nangreaves assumed chair of the meeting.

ONGOING ITEMS

2. Upcoming Meeting Dates & Guest Speakers

Peter reminded us that the April 1, 2023 Members meeting would be a Zoom meeting only, not a hybrid meeting. It was agreed that Judy would open the April Zoom meeting and emcee, and that Tarek el Wazzi and Jeremy Kuzub were confirmed for April. The May meeting date had been moved from May 6 to May 13 because the RASC GA was now scheduled for the May 5 weekend. Judy confirmed that Blake Nancarrow and Blair MacDonald were confirmed for the May meeting and that Laura McLarnon was confirmed to speak on Space Medicine for the June meeting. Judy suggested we might want to find a second speaker for June. Mary Lou pointed out that Dr. Samantha Lawlor was on our list of suggested speakers, that she had just made an excellent presentation at SMU and suggested that we should try to have her as a fall speaker and recommended that she not be scheduled for our AGM meeting.

Chris indicated that the Nova East Planning committee consists of 7 members (himself, Dave Chapman, Dave Lane, Tony McGrath, Kathy Walker, Lisa Ann Fanning and Pat Kelly), that the Committee had agreed to keep it simple this year, with a focus on members and no guest speaker. The space at Smileys Provincial Park has been secured by Paul Gray. Pat Kelly has agreed to be Registrar. It was agreed that a GLP training session would be a good activity to add.

3. Report from the National Council Representative

Judy indicated that the next NC meeting is scheduled for April 2, 2023 at which time the National Board will be

presenting a quarterly financial report and that she will update us at our next meeting.

4. RASC Halifax Centre Website and YouTube

Judy indicated that Jerry had updated the website to include dates of upcoming events: Nova East, Dark-Sky weekend and the September BBQ. All Centre videos are up-to-date and there is a link to a Green Laser Pointer information page. There was discussion regarding the limitations associated with 1mW and 5mW lasers.

5. Financial Update

John Nangreaves asked if anyone had any information regarding finances, given that Dave is away. Mary Lou reminded us of the update that Dave had sent by email to the Board earlier in the day. Judy indicated she would ask at the NC meeting on Sunday how to get Dave access to secure.rasc.ca in addition to Pat, Peter, herself, and Jerry (for librarian purposes).

230328MN-Act01

Judy Black to ask Randy Attwood to grant access to secure.rasc.ca to Pat Kelly, Peter Hurley, Judy Black and Jerry Black.

Peter asked about compensation for travel associated with outreach activities, in particular Dark-Sky Weekend, but also other outreach activities that involve use of a personal vehicle. John Liddard asked about travel expenses associated with maintenance of SCO. Peter suggested that there should be a budget item associated with maintenance of SCO and that travel related to SCO maintenance should be included there specifically; but that his question had related to outreach activities and DSW. He had included by email a link to our Centre policy regarding compensation of speaker expenses, to the 2014 RASC National travel policy of \$0.40/km, and to the current CRA travel allowance of \$0.68/km, for reference to this question. David indicated that the current rate for Dalhousie University is \$0.51/km. Judy suggested that we could expand our existing policy regarding compensation for guest speakers rather than creating another policy. John Liddard recalled that this had been an issue for the Board back in 2009/10 associated with the establishment of the Kejimikujik Dark-Sky Preserve. John offered to calculate his actual expense. There was no resolution.

Peter indicated that fund raising had been raised as a discussion item but that he couldn't recall who had made the request. The key question raised by Mary Lou was "for what purpose". Do we have an objective? Judy proposed that Dave Lane provide us with a budget update and we decide then what we are raising funds for.

230328MN-Act02

Dave Lane to provide a budget update and indicate where we could fund-raise.

6. Recruitment

Peter indicated he had not made significant progress on this item, but that he was discussing it with Tony McGrath and David Hoskin in relation to engaging new members and outgoing members.

7. Education and Public Outreach

Judy indicated that she had been in touch with Roland Duchesne, chair of the National I&D Committee. He will review our I&D statement to determine if it's up to date. He indicated that they don't have a presentation ready for distribution to the Centers at this time. Their committee is working on one that will be about 12 slides and when it's ready, then someone like Paul Heath who is a member of the Committee, could present it to our Board. He also suggested that being proactive, meeting with groups like the Uranian refugee community, with kids and parents, with university professors, would be useful.

John Nangreaves asked if we had made any progress on the idea of a membership 'profile'. He indicated he thought it was a good idea, and that it could help steer our programming but that he wasn't sure how we might implement something. Tony indicated that he and Peter had had a discussion regarding this topic and that the National office seems to have lost touch with the membership and he didn't want to see that happen with our Centre. Judy asked about the term profile and Tony explained that what he meant was "why do people join RASC Halifax, what are they interested in getting from membership?" Peter recalled that we had done an online survey in the recent past and asked if that information was available for use here. Matt provided a link to the questions and Judy confirmed that a questionnaire had been conducted in November 2021 and indicated she would circulate the information to the Board again.

230328MN-Act03

Judy Black to share the November 2021 member survey questionnaire and responses.

After our last Members meeting, a member had enquired if we were going to resume supper get-togethers after the Members meetings as we had done in the past. Mary Lou pointed out that our meeting space at SMU is a classroom and may be off-putting to some. This led to discussion of a suggestion box or the chat equivalent for our Zoom participants in our new hybrid environment. It was suggested that we need to pay more attention to the Zoom participants, that they now outnumber our in-person participation. Peter suggested we weren't doing enough when new members joined, that we needed to review the idea of a new member welcome/introduction package that might include a mini-questionnaire about their interests. John Nangreaves suggested that we should be conducting an informal questionnaire of member interests on an annual basis. There was uncertainty about what information National office was now providing when new members joined. It was agreed that this was an important topic that needed attention.

There was also a discussion of comparison of meeting format with the Minas Astronomy Group (MAG) and why that was so appealing.

David Hoskin indicated that he had received no outreach requests. He reminded us that we were working on an International Astronomy Day activity with the Discovery Centre on April 29, 2023, and we were looking for ideas and participants. He also pointed out that the Discovery Centre proposal to the Canadian Space Agency for their Project Luna had been accepted and that he and Peter would be meeting with Japna Sidhu-Brar to discuss our role in delivering this. It is noteworthy that they are going to reach out to a culture-diverse group for an after-school program, with a May 17, 2023 start date.

230328MN-Act04

David Hoskin to ask Discovery Centre for details regarding their Project Luna and expectations from our Centre.

Peter indicated that Japna has been passing out our Centre brochure to interested participants after Dome Theatre presentations and that she needed more. He asked if they should be printed in black and white or of colour and it was agreed that black and white was best..

230328MN-Act05

Peter Hurley to get black and white copies of the Centre brochure printed for the Discovery Centre to distribute.

Updates/Reports

8. SCO

John Liddard thanked Dave Lane and Tony McGrath again for their help installing the electric heater at SCO. He indicated that there was still some further work to do, the old heater has been put in the storage building and needs to be disposed of. Peter offered to haul it away to an appropriate disposal site.

230328MN-Act06

John Liddard to determine where the old propane furnace can be disposed.

John suggested that late April/early May we should have a SCO clean-up, especially after the furnace replacement. There's some painting that's required. Getting rid of the old propane tank is going to take a bit of coordination because of the locked gate.

230328MN-Act07

John Liddard to explore with Superior Propane how to coordinate removal of the old propane tank.

Gregg pointed out that we should be reimbursed for the propane that is in the tank. That may further complicate removal of the tank if that requires an additional visit. Gregg also pointed out that we have paid rental for the tank until December so we have some time to get it done. John also indicated that he will update the SCO use document to reflect the new electric heater.

John asked Tony if it would be possible to schedule time to run a power line out to the storage building/bathroom once frost was out of the ground.

230328MN-Act08

John Liddard and Tony McGrath to coordinate running a power line out to the storage building/bathroom.

Peter mentioned that, on his last visit to SCO, he had been unable to get the padlock on the cable across the

driveway to open and suspected that it had ice in it. John indicated Dave Lane had reported the same problem and that the lock needed a new weather cover. The issue will be getting a padlock rekeyed to the same key as the warm room door lock, which is the key that all SCO keyholders possess.

230328MN-Act09

John Liddard to investigate replacing the lock on the SCO driveway or fabricating a cover for it.

NEW BUSINESS

9. GLP Training

Judy indicated she had provided Board members with a one-page report describing the GLP training session with Dennis Lyons and 11 Centre members. These 11 members are now certified as both GLP users and spotters of other certified GLP users, and as trainers of other GLP users and spotters. It was suggested that their names appear on the Centre website but it was pointed out that would require their permission first. It was agreed that a motion wasn't needed to recognize these individuals. Judy then posed how do we identify them in their capacity as certified GLP trainers, users, or spotters. It was agreed that the list should be confidential and that it could be maintained by the EPO chair. Peter pointed out that we need a system to track who has been trained, when they were trained, and when they would require re-training. David agreed, as long as people inform him of their training. Judy pointed out that we will need to ask all those trained if they are willing to be trainers, and to be available as users and/or spotters for events arranged by others. Those agreeing to be trainers would need to indicate if they are willing to travel to provide training to others. Likewise, if those certified are willing to travel to provide a service as a certified user or spotter. Peter asked if we want to provide training at public events such as Dark-Sky Weekend and Nova East vs travelling to meet requests for remote training sessions. Our first training session with Dennis Lyons was done remotely via Zoom and the same should hold true in other situations. There was discussion about procedure that the Centre is willing to agree to regarding advance notification of a sanctioned event and it was agreed that this would need to be discussed at a future Board meeting after everyone had had an opportunity to review the regulations. It was suggested that the Governance Committee could review this and draft a procedure/form for approval by the Board. Judy pointed out that this topic was on the National Council meeting on April 2, 2023 and she would bring further information to us from that meeting. It was pointed out that the regulations referred to GLP use in "a public space".

Pat raised the issue from Agenda Note #4 regarding the request from the Young Naturalists Club looking for a resource person to replace Paul Heath as contact and David agreed to serve as the contact.

230328MN-Act010

Pat Kelly to send David Hoskin's contact info to the Young Naturalist Club as the RASC resource person.

Adjournment

There being no other pressing business, John Nangreaves asked for a motion to adjourn.

230228MN-Mot05

It was moved by Judy Black to adjourn the meeting at 9:26 pm.

Respectfully submitted,
Peter Hurley, Secretary

ACTION LIST (March 28, 2023):

From November 29, 2022		
221129MN-Act09	Peter Hurley to put amendment of Bylaw #1 to include use of social media to hold meetings on a future he Board meeting agenda (not January 3, 2023).	Open
From January 10, 2023		
230110MN-Act10	Peter Hurley to work with David Hoskin to create a list of volunteers to help with observing and outreach requests that are remote to the HRM area.	Open
From February 28, 2023		

230228MN-Act01	Dave Lane and John Liddard to review SCO inventory and confirm items still exist and assign value to assets.	Open
230228MN-Act03	Dave Lane to generate financial data required to complete RJSC online form and submit the list of officers and the financial data to RJSC online.	Open
230228MN-Act08	Governance Committee to draft a Webmaster position description for presentation at a future Board meeting.	Open
From March 28, 2023		
230328MN-Act01	Judy Black to ask Randy Attwood to grant access to secure.rasc.ca to Pat Kelly, Peter Hurley, Judy Black and Jerry Black.	Open
230328MN-Act02	Dave Lane to provide a budget update and indicate where we could fund-raise.	Open
230328MN-Act03	Judy Black to share the November 2021 member survey questionnaire and responses.	Open
230328MN-Act04	David Hoskin to ask Discovery Centre for details regarding their Project Luna and expectations from our Centre.	Open
230328MN-Act05	Peter Hurley to get black and white copies of the Centre brochure printed for the Discovery Centre to distribute.	Open
230328MN-Act06	John Liddard to explore with Superior Propane how to coordinate removal of the old propane tank.	Open
230328MN-Act07	John Liddard to explore with Superior Propane how to coordinate removal of the old propane tank.	Open
230328MN-Act08	John Liddard and Tony McGrath to coordinate running a power line out to the storage building/bathroom.	
230328MN-Act09	John Liddard to investigate replacing the lock on the SCO driveway or fabricating a cover for it.	
230328MN-Act010	Pat Kelly to send David Hoskin's contact info to the Young Naturalist Club as the RASC resource person.	

MOTION LIST (March 28, 2023):

230328MN-Mot01	It was moved by Judy Black and seconded by Pat Kelly to approve the March 28, 2023 Board of Directors meeting agenda, as amended. CARRIED.
230328MN-Mot02	It was moved by Pat Kelly and seconded by David Hoskin that Motion 5 from the previous Board meeting minutes of February 28, 2023 be rescinded. CARRIED.
230328MN-Mot03	It was moved by Judy Black and seconded by Pat Kelly that Motion 5 of the previous Board meeting minutes be amended to read that the current directors with signing authority are Dave Lane (Treasurer), John Nangreaves (President), Peter Hurley (Secretary) and Judy Black (designated director). CARRIED.
230328MN-Mot04	It was moved by Judy Black and seconded by Pat Kelly to approve the February 28, 2023 Board of Directors meeting minutes, as amended. CARRIED

230328MN-Mot05	It was moved by Judy Black to adjourn the meeting at 9:14pm.
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AGENDA NOTES

Agenda Item, Proposed By, & Date Proposed	Description Received (& Proposed Motion, if Applicable)
Agenda Note #1 re: Speakers & 2023 Member Meeting Dates	<p>2023 Approved Members Meeting Dates and Events Members' Meeting dates were approved at the November 2022 Board of Directors meeting. They have been posted on the RASC(HC) website.</p> <p>Confirmed Speakers</p> <ul style="list-style-type: none"> ○ April 1, 2023 – Hot and Cold <ul style="list-style-type: none"> ○ Tarek El Wazzi – Lebanon: nightlife of a different genre ○ Jeremy Kuzub – Making your Own Luck: A Guide to Aurora Chasing and Photography <p>Proposed Meeting Speakers, 2023</p> <ul style="list-style-type: none"> ○ May 13, 2023 – Look Up! The Skies are Open. <ul style="list-style-type: none"> ○ Chair, Observing Committee (Blake Nancarrow): “Observing. Looking up.... now and in the future” RASC programs now and in the future. ○ Blair MacDonald – “Challenging Astroimages: Dying Stars” ○ June 3, 2023 ○ September 9, 2023 ○ October 14, 2023 ○ November 4, 2023 ○ December 2, 2023 – also AGM <p>Suggested Speakers / Special Presentations:</p> <ul style="list-style-type: none"> ○ Kaja Rotermund (formation of a high-redshift galaxy cluster) ○ Dr. Samantha Lawler: New to the U of R and very busy rebuilding the astronomy program. She also has her core research and took on a leadership role in the StarLink issues and lobbying the federal government about it. Samantha.Lawler@uregina.ca ○ Laura McLarnon, Space Medicine ○ https://rasc.ca/find-speaker
Agenda Note #2 re: Approved 2023 Board of Directors Meeting Dates	<p>2023 Approved Board Meeting Dates</p> <ul style="list-style-type: none"> ● January 10 ● February 28 ● March 28 ● May 2 ● May 30 ● June 20 (if required) ● Sept 5 (Labour Day = Sept 4) ● Oct 10 (Thanksgiving = Oct 9) ● Oct 31 ● Nov 28
Agenda Note #3 re: compensation for travel – DSW, other Outreach activities	<p>Our Centre does have a policy relating to Speaker expenses http://halifax.rasc.ca/images/documents/G4_Speaker_Reimbursement.pdf</p> <p>When the Board discusses volunteer reimbursement at the <u>March 28</u> meeting, perhaps decisions relating to <i>pre-approved volunteer</i> travel and related expenses can be added to Policy G4. If we include specific amounts to be considered, we would add a “guidelines” segment that can be revised from time to time.</p> <p>RASC National Policy Manual p.34 G19: Travel Policy – General https://rasc.ca/sites/default/files/RASC%20Policy%20Manual%202021%20Ver%208.0%20%5BRevised%202021-02-15%29_0.pdf</p>

	<p>CRA Reasonable per-kilometre allowance https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances/reasonable-kilometre-allowance.html</p>
<p>Agenda Note #4 re: Reconnecting YNC and RASC</p>	<p>From Pat Kelly email to Board 20230218 - received a request from Karen McKendry President of Young Naturalists Club, hoping for replacement for Paul Heath who was also on their Board and was their astronomy “go to” person, but has stepped down</p>

Approved May 2, 2023