



RASC Halifax Centre Board of Directors Meeting

Tuesday, May 2, 2023: 7:00 PM – 9:00 PM

Via Zoom - Meeting ID 896 0273 2586

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 <ol style="list-style-type: none"> 2023 Member's Meeting Date Confirmation and Format Confirm Member's Meeting agenda Zoom/SMU Bookings Guest Speakers & Ideas for Future Presentations 	Ongoing Discussion Approval	John Nangreaves	<i>Refer to Agenda Notes #1: Speakers & Approved 2023 Member Meeting Dates</i> <i>Refer to Agenda Notes #2: 2023 Board of Directors Meeting Dates</i>
	3. Report from National Council Representative	Information Discussion	Judy Black	
	4. RASC Halifax Centre Website & YouTube	Discussion	Judy Black	
	5. Financial Update	Discussion	Dave Lane	
	6. Recruitment	Discussion	Peter Hurley Tony McGrath	RASC Membership Profile Ideas 3
	7. Education & Public Outreach (EPO) <ul style="list-style-type: none"> Outreach Requests (if applicable) Form Committee 	Discussion	David Hoskin	
UPDATES / REPORTS				
	8. SCO <ul style="list-style-type: none"> Upgrade Status Financial Status 	Discussion	John Liddard Dave Lane	
	9. GLP Training	Information Discussion	Judy Black	
GOVERNANCE				
	10. Policy Review	Discussion Approval	Judy Black	Circulated by email by Peter on April 21, 2023 -Policy G8 -Policy G13 -PD13 Webmaster -PD14 Past President Circulated by email by Judy on April 21, 2023 -B2 Terms of Reference
	11. 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 30, 2023)			

RASC, Halifax Centre – Member’s Meeting

Saturday May 13, 2021 – 1:00 PM – 5:00 PM

Via Zoom – Meeting ID 876 1304 9631

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: “Observing. Looking up.... now and in the future” RASC programs now and in the future.	Blake Nancarrow (Chair, Observing Committee)
2:15 PM	Social Break	
2:30 PM	Presentation: “Challenging Astroimages: Dying Stars”	Blair MacDonald
3:15 PM	What’s Up? (Mayt)	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.

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"> ○ 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” <p>Proposed Meeting Speakers, 2023</p> <ul style="list-style-type: none"> ○ June 3, 2023 Laura Mclarnon, Space Medicine ○ 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 ○ https://rasc.ca/find-speaker

Agenda Note #2 re: Approved 2023 Board of Directors Meeting Dates	2023 Approved Board Meeting Dates <ul style="list-style-type: none"> • May 2 • May 30 • June 20 (if required) • Sept 5 (Labour Day = Sept 4) • Oct 10 (Thanksgiving = Oct 9) • Oct 31 • Nov 28
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Halifax Centre Board of Directors - Minutes of Meeting
May 2, 2023 - 7:00 PM – 9:00 PM
held via Zoom - Meeting ID 896 0273 2586

Present: Judy Black, Matt Dyer, David Hoskin, Peter Hurley, Pat Kelly, Dave Lane, John Liddard (until 8:16pm), John Nangreaves (joined 7:06pm), Kathy Walker, Mary Lou Whitehorne, Chris Young (until 8:02pm)

Regrets: Gregg Dill, Lisa Ann Fanning, Tony McGrath

1. Welcome & Introductions

Pat called the meeting to order at 7:03 pm and welcomed members. He asked if there were any changes or additions to the agenda, which had been pre-circulated by email. He recalled that Lisa Ann had requested that spam on our Facebook account be added to the agenda, and Judy indicated we could cover that under item 4.

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.

230502MN-Mot01

It was moved by Judy Black and seconded by David Hoskin to approve the May 2, 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

Action 9: Open.

From January 10, 2023

Action 10: Open.

From February 28, 2023

Action 1,3: Open.

Action 8: Closed. Needs review tonight.

From March 28, 2023

Action 1,2: Open.

Action 3,4: Closed.

Action 5,6: Open.

Action 7: Closed. Duplicate action.

Action 8,9: Open.

Action 10: Closed.

The minutes of the previous Board meeting held on March 28, 2023 had been circulated by email. Pat asked if there were corrections or changes to the minutes other than the corrections he had sent by email.

230502MN-Mot02

It was moved by David Hoskin and seconded by Kathy Walker to approve the March 28, 2023 Board of Directors meeting minutes, as amended.
CARRIED.

At this point, Pat asked John Nangreaves if he would like to assume the chair of the meeting, and John asked Pat to continue.

ONGOING ITEMS

2. Upcoming Meeting Dates & Guest Speakers

Pat reviewed the guest speakers list, with Laura McLarnon confirmed for June and Mary Lou's suggestion of Samantha Lawlor for some time in the fall. There were no other suggestions.

Pat reviewed the May 13, 2023 Members meeting agenda and there were no changes or additions proposed. Dave asked if the previous meeting had been Zoom only because Bob Russell had been sick, which was confirmed, and he indicated he would lead the tech team for our coming Members meeting. Pat recalled that bookings for the fall members meetings needed to be made.

230502MN-Act01

Peter Hurley to confirm fall booking of meeting room for Members meetings at SMU in August.

Possible speakers for fall Members meetings were reviewed. Judy indicated Gary Welch (SMU retired) who had presented in the spring, had indicated he would come back to present again. It was suggested Marcin Siwicki could provide an update on JWST, or that other younger faculty members or graduate students might be approached. Tiffany Fields was suggested as a possible contact. Chris indicated he would be able to present in again in the fall. And that one National office staff person who had resigned had returned.

3. Report from the National Council Representative

Judy indicated that there weren't minutes available yet from the April 2, 2023 NC meeting. She indicated that there were 5 spaces available on the National Board and 6 candidates have put their names forward. There was discussion about changes in positions at the National office. She indicated that a budget would be presented at the President's meeting on June 4, 2023, to be reviewed. There was also discussion of the situation with emails from Lisa De Vito. There was also a question whether the robotic telescope had been sold and there was discussion about that. Judy indicated we might hear more about GLP use.

4. RASC Halifax Centre Website and YouTube

Judy indicated that Jerry had updated the website to latest version of Joomla. Lisa Ann wasn't available, so Judy explained that Lisa's question was related to the amount of spam that our Facebook page has been receiving. There was discussion about who were administrators to the group and how it was administered, and it was agreed that it should become a private not public group. Graham Rose, who is no longer a member, was the creator of the group and therefore cannot be removed.

230502MN-Mot03

It was moved by Dave Lane and seconded by Kathy Walker that the RASC Halifax Centre Facebook Group be moved from public to private membership.
Carried.

230502MN-Act02

Pat Kelly to change the RASC Halifax Centre Facebook page from public to private.

Pat indicated later in the meeting that he had set in place that the Facebook page would become private in 3 days and that everyone would receive notification that this had happened.

5. Financial Update

Pat asked for a financial update and Dave indicated that he wasn't able to do that without , help because he needs documentation indicating to the bank that he is Treasurer. There was discussion about what was required, and it was agreed that Judy would amend the Board minutes just approved and that the documents would then all be available that he could approach the Bank as Treasurer.

6. Recruitment

Peter indicated that he and Tony had been discussing how to proceed and Tony had drafted a document that had been distributed to the Board. It was agreed that the proposal was useful. It was suggested that we could prepare an electronic welcome package for new members to the Centre, in addition to what they now receive from the National office. Peter pointed out that there appears to be no mechanism in place that notifies us (the Board) when a new member joins the Centre. There was discussion about whether we could put an automated process in place that would provide links to the Board contacts and a summary of Centre activities such as members meetings, SCO, Nova East and the Dark-sky Weekend.

230502MN-Act03

Tony McGrath and Peter Hurley to explore a mechanism to provide an electronic welcome package for new members to the Centre.

Dave indicated that we presently have 173 members, but Peter asked how Dave had determined that number because he had found that there were scripts on the Driven database interface that produced different member numbers. There was discussion about the different membership status categories, and it was agreed that should be explored.

230502MN-Act04

Peter Hurley to explore with National office how member statistics are generated from the Driven database.

7. Education and Public Outreach

David indicated he hadn't received any EPO requests. He reported that he, Peter and Jerry had a successful Astronomy Day event on Saturday March 29, 2023 at the Discovery Centre during the day and that they had set up telescopes on the boardwalk behind the Discovery Centre that evening to view the Moon. He indicated he had contacted the HRM Public Library to inquire if they would be interested in a telescope loan-out program, similar to their program of loaning musical instruments, and he had received a positive response and was waiting to hear more from them. He had also indicated that we would be willing to provide astronomy talks for their evening programming and was waiting to hear back about that also.

Updates/Reports

8. SCO

John Liddard indicated he had visited SCO twice in the last month and didn't have anything to report. There was discussion about removal of the old propane furnace vent.

9. GLP Training

Judy indicated there would be items to be discussed at our next meeting. David asked who had been trained to date and Peter read off the list. David asked that Peter to send the list to him so he could maintain a record.

230502MN-Act05

Peter Hurley to send David Hoskin the list of members who had participated in the initial GLP training session.

Governance

10. Policy Review

Judy reviewed the changes made to Policy G8. There were no questions.

230502MN-Mot04

It was moved by Judy Black and seconded by David Hoskin to approve *Policy G8: RASC Halifax Centre Astroimaging Contest Criteria*, as amended.
CARRIED.

Judy reviewed the changes made to Policy G13. She pointed out that there were both policies and recommendations. There were no questions.

230502MN-Mot05

It was moved by Judy Black and seconded by John Nangreaves to approve *Policy G13: Policies & Recommendations Regarding Use of Green Laser Pointers (GLPs) at Halifax Centre Events*, as presented.
CARRIED.

Judy reviewed the new draft position description for Webmaster that had been requested at the last Board meeting. There was a concern raised that as drafted the appointment was annual, but it was agreed that was preferred to an indefinite appointment. Dave suggested that item under responsibilities be modified to read “and associated data and website files”.

230502MN-Mot06

It was moved by Judy Black and seconded by Kathy Walker to approve *PD13: Position Description – Webmaster*, as amended.
CARRIED.

Judy reviewed a new draft position description for Past President that had been drafted after discussion among some Board members and asked if we need such a position and do we even want one. When it was suggested that past president would be especially helpful with proposing and preparing awards, it was pointed out that the real gap is that we didn't have an awards committee. It was concluded that we don't need it and the involvement of a past president in the Board should be left to the individual. But it also suggested that the draft be retained in the event that the views of the Board change.

Judy reviewed changes proposed to policy *B2: Terms of Reference – Ordinary Committees*. These included changes to the Nominating Committee which is a standing committee, and to the Nova East Planning Committee, the Governance Committee and the Dark-Sky Preserve Committee which are all special committees (see table of changes presented by Judy). There were some further small changes proposed so all Committee ToRs were consistent.

230502MN-Mot07

It was moved by Judy Black and seconded by John Nangreaves to approve *Policy B2: Terms of Reference - Ordinary Committees*, as discussed.
CARRIED.

Judy indicated that she would talk with Pat and Gregg about scheduling a review of the remaining position descriptions and indicated that there would then be a review of Bylaw #1. That would need to occur in September because changes would need to be reviewed by special resolution with a deadline of October. There was a question about the timing of approval of these policy changes and it was pointed out that policy changes were only approved by the Board, not the membership, until Bylaws which did require approval of the members.

Judy indicated that other new committee ToRs what might be drafted are an Education and Public Outreach Committee and perhaps a Communication Committee.

11. Registry of Joint Stock Companies (RJSC)

Peter indicated he had left this item on the agenda because he wasn't sure what had been done yet. Dave indicated that he had paid the renewal fee and when he had returned from his trip, he found a letter from RJSC indicating that a list of things still needed to be submitted. Dave asked who had access to the RJSC online site as the authorized filer to complete the submission, so the list of Board of Directors and financial statement can be uploaded. It was suggested that Gregg has done this in the past and that he would be back from his trip in a few days.

230502MN-Act06

Dave Lane to follow up with Gregg Dill, upon his return, to file the submit the required documents to RJSC.

Adjournment

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

230502MN-Mot08

It was moved by Judy Black to adjourn the meeting at 9:01pm.

Respectfully submitted,
Peter Hurley, Secretary

ACTION LIST (March 28, 2023):

<i>From November 29, 2022</i>		
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
<i>From January 10, 2023</i>		
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
<i>From February 28, 2023</i>		
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
<i>From March 28, 2023</i>		
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-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-Act08	John Liddard and Tony McGrath to coordinate running a power line out to the storage building/bathroom.	Open
230328MN-Act09	John Liddard to investigate replacing the lock on the SCO driveway or fabricating a cover for it.	Open
From May 2, 2023		
230502MN-Act01	Peter Hurley to confirm fall booking of meeting room for Members meetings at SMU in August.	Open
230502MN-Act02	Pat Kelly to change the RASC Halifax Centre Facebook page from public to private.	Open
230502MN-Act03	Tony McGrath and Peter Hurley to explore a mechanism to provide an electronic welcome package for new members to the Centre.	Open
230502MN-Act04	Peter Hurley to explore with National office how member statistics are generated from the Driven database.	Open
230502MN-Act05	Peter Hurley to send David Hoskin the list of members who had participated in the initial GLP training session.	Open
230502MN-Act06	Dave Lane to follow up with Gregg Dill, upon his return, to file the submit the required documents to RJSC.	Open

MOTION LIST (May 2, 2023):

230502MN-Mot01	It was moved by Judy Black and seconded by David Hoskin to approve the May 2, 2023 Board of Directors meeting agenda, as amended. CARRIED.
230502MN-Mot02	It was moved by David Hoskin and seconded by Kathy Walker to approve the March 28, 2023 Board of Directors meeting minutes, as amended. CARRIED.
230502MN-Mot03	It was moved by Dave Lane and seconded by Kathy Walker that the RASC Halifax Centre Facebook Group be moved from public to private membership. CARRIED.
230502MN-Mot04	It was moved by Judy Black and seconded by David Hoskin to approve Policy G8: RASC Halifax Centre Astroimaging Contest Criteria, as amended. CARRIED.
230502MN-Mot05	It was moved by Judy Black and seconded by John Nangreaves to approve Policy G13: Policies & Recommendations Regarding Use of Green Laser Pointers (GLPs) at Halifax Centre Events, as presented. CARRIED.
230502MN-Mot06	It was moved by Judy Black and seconded by Kathy Walker to approve PD13: Position Description – Webmaster, as amended. CARRIED.
230502MN-Mot07	It was moved by Judy Black and seconded by John Nangreaves to approve Policy B2: Terms of Reference - Ordinary Committees, as discussed. CARRIED.

Approved May 30, 2023