



**RASC Halifax Centre Board of Directors Meeting**  
 Monday, October 30, 2023: 7:00 PM – 9:00 PM  
 Via Zoom - Meeting ID:-870 3961 0242

<b>Agenda Items</b>				
<b>Time</b>	<b>Item</b>	<b>Purpose</b>	<b>Responsibility</b>	<b>Support Documents / Notes</b>
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	John Nangreaves	Pre-circulated: Agenda: October 30, 2023 Minutes: October 17, 2023
<b>ONGOING ITEMS</b>				
	2. Upcoming Meeting Dates & Guest Speakers <ul style="list-style-type: none"> <li>a. 2023 Member's Meeting Date Confirmation and Format</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	John Nangreaves  Judy Black  Peter Hurley	<i>Refer to Agenda Notes #1: Speakers &amp; Approved 2023 Member Meeting Dates</i>  <i>Refer to Agenda Notes #2: 2023 Board of Directors Meeting Dates</i>  <i>Do we need to set dates for the 2024 Members meeting to send to SMU?</i>  <i>Do we need to set a date for the January 2024 meeting of the incoming Board?</i>
	3. Report from National Council Representative <ul style="list-style-type: none"> <li>a. Policy C11: National Council Terms of Reference</li> <li>b. National Council (NC) – Composition, Quorum and Communication</li> </ul>	Information Discussion	Judy Black	<i>Meeting Notes of Special Meeting of the Board by Requisition held October 24, 2023 sent by email by Judy Black on October 27, 2023</i>
	4. RASC Halifax Centre Website & YouTube	Discussion	Judy Black	<i>n/a</i>
	5. Financial Update <ul style="list-style-type: none"> <li>• RJSC Update</li> </ul>	Discussion	Gregg Dill	<i>n/a</i>
	6. Member Welcome Package	Discussion	Tony McGrath	<i>Draft New Member Welcome package sent by email by Toy McGrath on October 27, 2023</i>
	7. Education & Public Outreach (EPO) <ul style="list-style-type: none"> <li>• Outreach Requests</li> </ul>	Discussion	David Hoskin	
<b>UPDATES / REPORTS</b>				
	8. SCO <ul style="list-style-type: none"> <li>• Financial Status</li> </ul>	Discussion	John Liddard Gregg Dill	<i>n/a</i>
	9. GLP certificates and training	Discussion	Judy Black	<i>n/a</i>
	10. Nominating Committee	Discussion	Peter Hurley	<i>n/a</i>
<b>GOVERNANCE</b>				
	11. Donations Policy	Discussion	Judy Black Mary Lou Whitehorne	<i>Draft Donations Policy sent by email by Judy Black on October 27, 2023</i>
<b>NEW BUSINESS</b>				

<b>Adjournment</b>				
9:00 PM	12. Adjournment (Next meeting: Nov 28, 2023)			

## RASC, Halifax Centre – Member’s Meeting

Saturday, November 4, 2023 – 1:00 PM – 4:00 PM

Via Zoom – Meeting ID 863 8473 5559

Agenda Items		
Time*	Item	Responsibility
1:00 PM	<b>Welcome &amp; Introductions</b> Photo Montage	(emcee) David Hoskin
	<b>Presentation:</b> Trip to Canada-France-Hawaii telescope (CFHT)	Tim Doucette
	Social Break	
	<b>Members Presentations</b>	TBA
	<b>Food for the Soul:</b>	Paul Heath
	<b>What’s Up? (November)</b>	David Hoskin
	<b>News from the Board</b>	Patrick Kelly
4:00 PM	<b>Adjournment</b>	

\* 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)
<b>Agenda Note #1 re: Speakers &amp; 2023 Member Meeting Dates</b>	<p><b>2023 Approved Members Meeting Dates and Events</b> Members’ Meeting dates were approved at the November 2022 Board of Directors meeting. They have been posted on the RASC(HC) website.</p> <p><b>Confirmed Speakers</b></p> <ul style="list-style-type: none"> <li>○ <b>November 4, 2023</b> <u>Confirmed:</u> Tim Doucette – His visit to the Canada-France-Hawaii Telescope (CFHT)</li> </ul> <p><b>Proposed Meeting Speakers, 2023</b></p> <ul style="list-style-type: none"> <li>○ <b>December 2, 2023</b> – also AGM</li> <li>○ <u>Confirmed Presentation:</u> - “Percival Lowell and the canals of Mars”</li> </ul> <p><b>Suggested Speakers / Special Presentations:</b></p> <ul style="list-style-type: none"> <li>○ <b>Kaja Rotermund</b> (formation of a high-redshift galaxy cluster)</li> <li>○ <b>Dr. Samantha Lawler:</b> 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. <a href="mailto:Samantha.Lawler@uregina.ca">Samantha.Lawler@uregina.ca</a></li> <li>○ SMU Astronomy and Physics Grad students</li> <li>○ <a href="https://rasc.ca/find-speaker">https://rasc.ca/find-speaker</a></li> </ul>
<b>Agenda Note #2 re: Approved 2023 Board of Directors Meeting Dates</b>	<p><b>2023 Approved Board Meeting Dates</b></p> <ul style="list-style-type: none"> <li>• Nov 28</li> </ul>

**Halifax Centre Board of Directors - Minutes of Meeting**  
**October 30, 2023 - 7:00 PM – 9:00 PM**  
**held via Zoom - Meeting ID 870 3961 0242**

**Present:** Judy Black (joined 7:20pm), Gregg Dill, Matt Dyer, David Hoskin, Peter Hurley, Pat Kelly, John Liddard (joined at 8:00pm), Tony McGrath, Kathy Walker, Mary Lou Whitehorne

**Regrets:** Lisa Ann Fanning, John Nangreaves

**1. Welcome & Introductions**

Pat called the meeting to order at 7:09pm and welcomed members. He asked if there were any changes or additions to the agenda, which had been pre-circulated by email by Peter on October 29, 2023.

**231030MN-Mot01**

It was moved by Kathy Walker and seconded by Matt Dyer to approve the October 30, 2023 Board of Directors meeting agenda, as circulated.  
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 May 2, 2023

**Action 4:** Open.

From June 6, 2023

**Action 5:** Open.

From September 5, 2023

**Action 1:** Open.

**Action 2:** Closed. There was discussion of this item and what had been the intent of the action when it was recorded. It was agreed that the intent had been to identify a focus that fund raising might address. Possibilities mentioned were maintenance of SCO, a security/monitoring system and internet access for SCO.

**Action 3:** Open.

**Action 4:** Open.

**Action 5:** Open.

**Action 7:** Open.

From October 17, 2023

**Action 1:** Closed.

**Action 2:** Closed.

**Action 3:** Closed.

**Action 4:** Open.

**Action 5:** Closed.

**Action 6:** Closed.

**Action 7:** Closed. Action should be to forward to Charles Ennis not James Edgar.

**Action 8:** Closed.

**Action 9:** Open.

**Action 10:** Open.

**Action 11:** Closed.

**Action 12:** Closed.

**Action 13:** Closed.

The minutes of the previous Board meeting held on October 17, 2023 had been circulated by email by Peter on September 28, 2023. The spelling of Gregg's name in Motion 2, the guest speaker in item 2 and action 2 (twice), and nominations in item 12 should be corrected.

**231030MN-Mot02**

It was moved by Judy Black and seconded by Gregg Dill to approve the October 17, 2023 Board of Directors meeting minutes, as amended.  
CARRIED.

**ONGOING ITEMS**

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

Judy indicated that Tim Doucette is confirmed as the speaker at the November 4 Member's meeting but she hasn't received a title of his presentation yet.

**231030MN-Act01**

Judy Black to contact Tim Doucette for the title of his presentation at the November 4, 2023 Members meeting.

David indicated that a new member is confirmed as speaker for the December 2, 2023 Member's meeting and it was agreed everyone was looking forward to the topic *Percival Lowell and the canals of Mars*. David reported he had received an email from the member indicating his willingness to present on the Drake equation. That lead to a discussion of the need for dates of Members meetings in 2024 so Peter can get the room booked with SMU Conference Services. The agreed tentative dates for 2024 are: January 6, February 3, March 2, April 6, May 4, June 1, September 7, October 5, November 2, and December 7.

**231030MN-Mot03**

It was moved by Kathy Walker and seconded by David Hoskin to accept the list of tentative dates for Members meetings in 2024.  
CARRIED.

**231030MN-Act02**

Peter Hurley to contact SMU Conference Services to request use of AT101 for the agreed list of Members meeting dates.

**231030MN-Act03**

David Hoskin to contact the new member to ask if he was interested in speaking at a Member's Meeting in 2024.

It was also agreed that January 2, 2024 be recommended to the incoming Board as the date for the first meeting of the new Board in 2024.

There was discussion about other possible speakers for Members meetings in 2024. It was suggested we contact Luigi Gallo at SMU; Tiffany Fields to speak about BGO, possibly on the topic of new code developed by Dave Lane that allows BGO remote users to capture live spectrographic observations through the telescope; and Rob Thacker also at SMU. Mary Lou volunteered to these individuals.

**231030MN-Act04**

Mary Lou Whitehorne to contact Luigi Gallo, Tiffany Fields and Rob Thacker (all at SMU) to ask if they would like to be guest speakers at a Member's Meeting in 2024.

Pat volunteered to speak in January about the new ESA probe that has already been launched to survey Europa.

The agenda for the November 4, 2023 Members meeting was reviewed.

**231030MN-Act05**

Judy Black to contact Paul Heath to confirm he has a poem for *Food from the Soul* for the November 4, 2023 Members meeting.

**3. Report from the National Council Representative**

Peter had distributed by email for Judy on October 28 meeting notes she had prepared after the Meeting of the Board by Requisition held on October 24, 2023. As National Council Rep, she had been seeking input from our Board on revisions to National Policy C12 Terms of Reference for the National Council and on issues of quorum, membership and voting for the National Council. National Council had asked for feedback on these matters by the end of October so that National Council could have them reviewed and approved by the National Board. She enquired if anyone had any comments or concerns with the contents of the meeting notes, which she proposed to submit to National Council as the response from our Centre. There were no further comments and she indicated she would submit our report at the end of the month.

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

Judy reported that there had been no changes other than the usual updates.

**5. Financial Update**

Gregg indicated that after bills and refunds outstanding, the Centre would have about \$7,000 in the bank. He had not submitted the financial statement to the Registry of Joint Stock Companies (RJSC) yet because he had realized the address of our registered agent is still listed as Dave Lane. He indicated that this isn't the mailing address that the Centre uses, it is a requirement of RJSC for legal purposes, our mailing address is a Halifax post office box. This was discussed and Judy volunteered to have her home address listed as the registered agent address.

**231030MN-Mot04**

It was moved by Kathy Walker and seconded by Gregg Dill that the registered agent of RASC Halifax Centre with the Nova Scotia Registry of Joint Stock Companies be changed to Judy Black at her home address in Lower Sackville.  
CARRIED.

**6. Member Recruitment and Retention**

Tony had distributed a revised draft of the Centre Welcome Package he has been working on by email on October 27 and 29, 2023. There was agreement from all members that Tony had done a great job on this. Pat indicated that the number of Centres should be changed from 29 to 30. Judy asked a question about two of the National forums but several members indicated they were members of the forums in question. There were no other changes suggested.

**231030MN-Mot05**

It was moved by Judy Black and seconded by David Hoskin that we begin to use the new Centre Welcome Package, with the corrections identified, to welcome new members to the Centre.  
CARRIED.

Tony had provided the document in three formats and it was agreed that the final format should be a PDF file. There was further discussion about how we would determine when new members join our Centre and it was felt that two previous Action items, the establishment of a task team to determine how to extract the necessary data from the Driven database to determine when new members join the Centre and/or contacting Jenna Hinds to determine if there was a mechanism whereby National office could notify us when new members join our Centre need to be pursued, and that Peter, Tony, Gregg and Pat should do this.

**231030MN-Act06**

Peter Hurley to contact Jenna Hinds to inquire if there is a mechanism whereby National office

can notify us when new members join our Centre.

## **7. Education and Public Outreach**

David indicated that he had made presentations at the Bedford Public Library and at Kings County Academy and that he would be speaking to a Girl Guide troop in Hammonds Plains next week. Judy indicated to David that someone from the Provincial library system would be getting in touch with him to enquire about our Centre's involvement in library programs across the province.

## **Updates/Reports**

### **9. SCO**

Mary Lou indicated that we had just had a discussion that there should be a SCO maintenance fund and suggested several mechanisms for raising extra funds. It was argued that a small charge on the membership fee wouldn't be well received because only a small portion of the membership use SCO. Finding a funding source such as a grant was discussed and Matt pointed out our previous attempt where we found we needed to demonstrate benefit to the public, and while we might be able to find something to offset expenses like mileage and gas outreach activities around the province, it's a lot harder with SCO because we don't use it for public outreach. Mary Lou indicated that our lease has a clause that would require us to remove our buildings including the concrete if requested and that we should keep that in the mind. Gregg indicated that our GICs would likely cover the expense.

We have a comfortable financial reserve now to cover routine maintenance, but it was suggested that a separate line item in the budget might address concerns. John indicated he thought an annual budget of \$500 had been agreed to years ago.

There was discussion of how little use SCO has been getting over the last few years, mostly because of COVID-19 but it was suggested that the current arrangement with the locked gate and the key box at a remote location was an issue. John agreed to speak with Harden Wyle to see if there might be a solution. It was agreed that SCO is an important element of membership in RASC Halifax Centre and we should consider re-establishing a regular observing night at SCO once the road is repaired and the gate/lock situation is resolved. It was suggested that a 15-minute presentation at a Members meeting to introduce new members or re-introduce members to SCO and its features would be helpful in re-establishing use of SCO. John indicated he could ask Harden about whether the gate could be left open on regular observing nights when he spoke to him about relocating the key box.

### **9. GLP certificates and training**

Judy indicated we should hold discussion on this topic until next meeting.

### **10. Nominating Committee**

Peter indicated he had only heard from a couple of Board members if their intent was to stay on or to step down and asked that others let him know soon. Members of the Nominating Committee are himself (chair), Judy Black, Chris Young and Pat Kelly. Nominations close on November 2 and then we can canvas for members for positions that will be vacant. Gregg confirmed that we do not have an Auditor since Dave Lane has stepped down. There was discussion of how an audit is conducted and Gregg indicated that he hasn't created a binder per se that could be passed over to an Auditor, that most transactions are now electronic and he has maintained an electronic record. Mary Lou suggested that there must be someone in the Centre with the necessary skills and that we should put out a call at the Members meeting on Saturday.

### **231030MN-Act07**

Peter Hurley to include a call for an Auditor at the Members meeting on next Saturday November 2, 2023 and post on the Announce List, to include the wording from Section 10.2 of the Bylaw.

Judy asked if it had to be a member and it was agreed that it didn't but we might then need to pay for the service, which could be expensive, and it might require more work for Gregg. Section 10.2 of the Bylaws indicates that it does not need to be a member but cannot be a member of the Board. Section 10.2.2 states that the Board can appoint an Auditor if one is not elected. Under the present circumstances, our Auditor has stepped down. There was general agreement that an Auditor was

required and that the signature of two Board members on the financial statement was a requirement of RJSC, when the financial statement is filed with them. Several possible candidates were suggested. Matt asked what was involved, how much time. Gregg indicated he didn't know how much time would be required but it was likely less than 50 transactions in a year, and we use the software package GnuCash. Matt indicated that his parents were accountants and he would ask them if they were interested.

**231030MN-Act08**

Matt Dyer to ask his parents if they would agree to serve as Auditor for this year.

**Governance**

**11. Policy for Donations to RASC Halifax Centre**

Pat pointed out that a lot of work had gone into drafting the policy. Judy had circulated the last draft by email on October 27, 2023. Judy pointed out that the background and rationale had been added to the policy after Mary Lou and Tony had worked on it and circulated it previously. There were no comments or questions, responses were positive.

**231030MN-Mot06**

It was moved by Kathy Walker and seconded by Judy Black that we accept policy G14: Policies Regarding Donations to the RASC Halifax Centre, as circulated.  
CARRIED.

**231030MN-Act09**

Judy Black to format document G14: Policies Regarding Donations to the RASC Halifax Centre, as approved, and post it on the Centre website.

**Adjournment**

There being no other business, Pat adjourned the meeting at 9:03pm.

Respectfully submitted,  
Peter Hurley, Secretary

**ACTION LIST (October 30, 2023):**

<b><i>From November 29, 2022</i></b>		
221129MN-Act09	<b>Peter Hurley</b> 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
<b><i>From January 10, 2023</i></b>		
230110MN-Act10	<b>Peter Hurley</b> 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
<b><i>From May 2, 2023</i></b>		
230502MN-Act04	<b>Peter Hurley</b> to explore with National office how member statistics are generated from the Driven database.	Open
<b><i>From June 6, 2023</i></b>		
230606MN-Act05	<b>Peter Hurley, Tony McGrath, Dave Lane, Gregg Dill and Pat Kelly</b> to form a task team to determine how to extract data from the Driven database and welcome new members to RASC Halifax Centre.	Open
<b><i>From September 5, 2023</i></b>		

230905MN-Act01	<b>Gregg Dill</b> and <b>John Liddard</b> to review SCO inventory and confirm items still exist and assign value to assets.	Open
230905MN-Act03	<b>Gregg Dill</b> to submit the RASC Halifax Centre 2021-22 Annual Financial Statement to NS RJSC.	Open
230905MN-Act04	<b>Gregg Dill</b> to provide an update on SCO upgrade fundraising budget.	Open
230905MN-Act05	<b>The Governance Committee</b> to provide a recommendation to the Board regarding retention and disposal of historical documents.	Open
230905MN-Act07	<b>Peter Hurley</b> to work with Judy Black to shorten the Land Acknowledgement and Inclusivity and Diversity statements.	Open
<b>From October 17, 2023</b>		
231017MN-Act04	<b>Judy Black</b> to ask Jenna Hinds for an invoice for the 2024 RASC calendars.	Open
231017MN-Act09	<b>John Liddard</b> to discuss with Harden Wile whether the gate was a permanent fixture and if the key lockbox could be moved to a more convenient location closer to the gate.	Open
231017MN-Act010	<b>Judy Black</b> to email Dennis Lyon and Jenna Hinds to inquire if RASC National office or other Centres had a template for a GLP training certificate.	Open
<b>From October 30, 2023</b>		
231030MN-Act01	<b>Judy Black</b> to contact Tim Doucette for the title of his presentation at the November 4, 2023 Members meeting.	Open
231030MN-Act02	<b>Peter Hurley</b> to contact SMU Conference Services to request use of AT101 for the agreed list of Members meeting dates.	Open
231030MN-Act03	<b>David Hoskin</b> to contact the new member to ask if he was interested in speaking at a Members meeting in 2024.	Open
231030MN-Act04	<b>Mary Lou Whitehorne</b> to contact Luigi Gallo, Tiffany Fields and Rob Thacker (all at SMU) to ask if they would like to be guest speakers at a Members meeting in 2024.	Open
231030MN-Act05	<b>Judy Black</b> to contact Paul Heath to confirm he has a poem for <i>Food from the Soul</i> for the November 4, 2023 Members meeting.	Open
231030MN-Act06	<b>Peter Hurley</b> to contact Jenna Hinds to inquire if there is a mechanism whereby National office can notify us when new members join our Centre.	Open
231030MN-Act07	<b>Peter Hurley</b> to include a call for an Auditor at the Members meeting on next Saturday November 2, 2023 and post on the Announce List, to include the wording from Section 10.2 of the Bylaw.	Open
231030MN-Act08	<b>Matt Dyer</b> to ask his parents if they would agree to serve as Auditor for this year.	Open
231030MN-Act09	<b>Judy Black</b> to format document G14: Policies Regarding Donations to the RASC Halifax Centre, as approved, and post it on the Centre website.	Open

### **MOTION LIST (October 30, 2023):**

231030MN-Mot01	It was moved by Kathy Walker and seconded by Matt Dyer to approve the October 30, 2023 Board of Directors meeting agenda, as circulated.
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	CARRIED.
231030MN-Mot02	It was moved by Judy Black and seconded by Gregg Dill to approve the October 17, 2023 Board of Directors meeting minutes, as amended. CARRIED.
231030MN-Mot03	It was moved by Kathy Walker and seconded by David Hoskin to accept the list of tentative dates for Members meetings in 2024. CARRIED.
231030MN-Mot04	It was moved by Kathy Walker and seconded by Gregg Dill that the registered agent of RASC Halifax Centre with the Nova Scotia Registry of Joint Stock Companies be changed to Judy Black at her home address in Lower Sackville. CARRIED.
231030MN-Mot05	It was moved by Judy Black and seconded by David Hoskin that we begin to use the new Centre Welcome Package, with the corrections identified, to welcome new members to the Centre. CARRIED.
231030MN-Mot06	It was moved by Kathy Walker and seconded by Judy Black that we accept policy G14: Policies Regarding Donations to the RASC Halifax Centre, as circulated. CARRIED.

**Halifax Centre Special Meeting of the Board by Requisition – Meeting Notes**  
**Tuesday, October 24, 2023 – 7 PM – 8 PM**  
**Held via Zoom – Meeting ID 862 1566 8367**

**Present:** Judy Black, Peter Hurley, Mary Lou Whitehorne

**Regrets Received:** Gregg Dill, David Hoskin, Patrick Kelly, John Liddard, Tony McGrath, Kathy Walker.

Judy welcomed members at 7:03 PM Atlantic and expressed disappointment at the low turnout which meant we did not have quorum. However, members in attendance agreed to hold a discussion and advise our Board and the National Council of its outcome.

Clarification was made as to how the NC has functioned consequent to the organizational change required by the Canada Not-for-Profit Charities Act. In essence, the NC is a consultative entity representing the members of every Centre and acts as the conduit between the Board and all of its membership. The Board brings items to the NC for input and perhaps glean buy-in from the Centre membership or Centre suggestions for change *before Board decisions are made*. The NC therefore has the ability to influence the direction the Society is headed.

**Part 1: Policy C12 Terms of Reference v4**

Three Centres (Halifax, Ottawa, Okanagan) had provided input into this 3-columned document. Given our Centre had previously provided input, members agreed no further discussion was required.

**Part 2: 2023-09-24 NC composition-quorum-comms.docx**

This document is the outcome of discussions over the summer with other senior RASC members. Four supporting documents were produced to provide stats that could be considered in the

deliberations. Judy noted the NC Representatives and Presidents were sent a reminder of input required.

### **1. Quorum**

Quorum is defined as the required number of attendees to allow a meeting to be held and for the valid transaction of business. It was agreed that it should be easy for NC Representatives to attend due to meetings being held by Zoom, not in person.

Halifax Centre Board members in attendance agreed to *Recommendation 1A*: Quorum for the purpose of NC meetings is 50% plus one of the total number of *RASC Centres*. For example, given there are currently 30 Centres, this would mean 16 Centres would need to be represented at the meeting for quorum. It was noted the second bullet in the rationale provided was the key rationale - the NC should not be placed in the predicament of determining what the *majority* of Centres want when a *minority* of Centres are present.

### **2. Membership & Voting**

Status quo (one rep per 200 members or part thereof) versus one rep per Centre were the choices provided. Michael Watson's clarification was reiterated, i.e., Centres were *entitled* to have one representative per 200 members, not that they *had to have* more than one based on their Centre's population. It was also noted there is no longer a financial issue regarding NC member travel as all meetings are conducted using Zoom.

Members in attendance agreed to *Recommendation 2B*: The number of National Council Representatives to which a Centre is *entitled* during the calendar year shall remain at one representative per 200 members of the Centre or part thereof as stated in the RASC By-Law No. 1, Article 8: National Council.

Agreed with Presented Rationale:

- Want to retain the expertise and dedicated involvement of those currently on the National Council.
- More hands on deck and voices heard hopefully will make for better decision making.

### **3. Voting**

Members agreed to *Recommendation 3A*: Regardless of the number of NC reps allowed for each Centre (one per Centre or one rep/200 members), an ordinary motion is passed by the positive vote of 50% plus 1 of the members (i) who are present, and (ii) who vote on the motion.

It was noted that all NC Reps in attendance have a vote. Decisions would be made by the majority of those NC Representatives in attendance at the meeting. The voting means the NC Reps are voting on behalf of their members rather than their Centre (subtle nuance), regardless of whether one or more reps attend.

Summary of Halifax Centre Discussion of Quorum, Membership & Voting:

Quorum ensures every Centre has the opportunity to be represented. The voting is based on the premise that the NC represents the membership.

### **4. Clarification**

Clarification regarding methods used to determine Centres representatives was not discussed as this was a Centre prerogative and did not require oversight by the NC.

### **5. Communication**

Members agreed with *Recommendation 5A*: Presidents should be sent copies of notification of meeting, sent minutes of meetings (draft and when approved), information requests, and special messages via the RASC Presidents Forum.

Agreed with the Presented Rationale:

- To ensure that both the President and the NC Rep receive the same information. For discussions with their Council/Board and membership.
- To better ensure there would be someone from the Centre to represent their perspective at the NC meeting.
- To reduce the possibility of missed communications.
- To allow for a timely discussion and response from each Centre in preparation for NC meetings.

#### **6. Succession Planning**

Members agreed to *Recommendation 6A*: Retain the current system whereby NC members volunteer for the position or are asked to volunteer for these roles.

##### Agreed with the Presented Rationale:

- Given we are a volunteer committee and not an elected Board, we do not require a more formal structure whereby there is a Chair, 1<sup>st</sup> Vice-Chair and 2<sup>nd</sup> Vice-Chair that “go up the chain of command” in the same fashion perhaps as a Board.

It was noted there is no statement(s) in the RASC By-Law No. 1 nor in any of the Board position description policies that alludes to succession planning (that we could find) as a suggestion or as a requirement at the Board level. It was agreed that all aspects of the Society were learned by those Board members as they went up that ladder.

Meeting adjourned at 8 PM.

Approved November 28, 2023