



**Halifax Centre Board of Directors - Minutes of Meeting
7 December 2019
SMU, The Atrium, Room AT306 (10:30 AM – 12:30 PM)**

Present: Judy Black, Paul Gray, Tom Crosman, Paul Heath, Pat Kelly, Gregg Dill.

Regrets: Peter Hurley, Charles White.

Guests: John Liddard, Connor Gray

1. Welcome & Introductions

Judy Black as Acting Chair welcomed members at 10:50 AM. Quorum had now been met.

191207MN-Mot01

It was moved by Pat Kelly and seconded by Tom Crosman to approve the December 7, 2019 Board of Directors meeting agenda.
CARRIED unanimously.

The Action Lists were reviewed.

a) April 2019

Action 8: remains open. Paul was not sure he had the correct email address for John Higgins.

191207MN-Act01

Judy Black will send John Higgins' email address to Paul Heath.

b) November 2019

Action 1: Open.

191207MN-Act02

Judy Black will post the diversity flyer onto the Halifax Centre website once received from Paul Heath.

Action 2: Closed. Judy contacted Dan Snyder (Nov 8/19) and Dan confirmed the room bookings on November 12. A change to the meeting room location for the Board meeting was noted.

Action 3: Closed. Paul could not go forward with the recommendation until a body of work had been determined.

Action 4: Closed. Pat Kelly had received information from Dr. Roy Bishop. Pat was in the process of fleshing out the document prior to sending to the RASC Awards Committee.

Action 5: Closed. A link to Outreach is now on the website.

Action 6: Closed. Wayne Harasimovitch, Robert Bussière, and Judy & Jerry Black conducted a partial library review on November 23, 2019; the remainder will be done in January.

Action 7: Closed. Lanyard-style name tags were found in the library cart and will be used at the January 2020 Members' meeting.

Action 8: Closed. The Vanderburg eyepieces are on today's agenda.

Action 9: Open. John Liddard said the furnace cleaning is still needed and that he is researching the location of companies who can do this.

Action 10: Open. Judy Black and John Liddard will conduct the inventory early in the new year.

Action 11: Open. With the power lines moved to SCO's roadside, there may be a real possibility of having a transformer installed.

Action 12: Closed. Dr. Bishop stated there was no discussion of the relationship with the Discovery Centre when he met with them prior to the October session. A task team had been set up (Judy Black, Mary Lou Whitehorne,

Peter Hurley and Dr. Roy Bishop (via phone). It was suggested that given Wayne Harasimovitch has a relationship with the Discovery Centre, that he should be invited to participate.

The minutes of the November 2, 2019 Board of Directors meeting were reviewed.

191207MN-Mot02

It was moved by Paul Heath and seconded by Tom Crosman to approve the minutes of the November 2, 2019 Board of Directors meeting.
CARRIED.

ONGOING ITEMS

2. Upcoming Meeting Dates & Guest Speakers

a) Meeting Dates:

Upcoming meeting dates were cited in Agenda Notes #1 and are also listed on the Halifax Centre website.

b) SMU Room Bookings:

Judy contacted Dan Snyder in November to confirm room bookings for January to April. It should be noted that due to a SMU Open House, the March 2020 meetings will be moved to the Loyola Building. Also, the Board meetings will be moved from the current AT306 to AT217.

c) Guest Speakers:

The speaker for the December 7 members' meeting following the AGM is Dave Chapman – **Telescope Tales – 11 Telescopes, 6 Decades of Observing**

d) Ideas for Future Meetings:

The following were suggestions from previous meetings:

- Dave Lane – Use of the BGO (how-tos)
- Luigi Gallo – X-Ray Astronomy (perhaps in the fall)
- Paul Gray – equipment maintenance and collimation
- Dr. Rob Thacker

Suggestions for 2020 meetings were:

- Photos/Videos of the Transit of Mercury
- Christmas Gift Show & Tell
- Update on satellite launches and effects on astronomy
- SMU Grad students
- Invitation to new RASC Executive Director

Paul Gray suggested the invitation to the RASC ED should be coordinated with New Brunswick and possibly St. John's as well. It could also mean we would have to change our meeting date. Dave Lane should be approached to determine if utilizing SMU post-graduate students as speakers is feasible. It was noted that speaking at our Centre meeting would give them an opportunity to speak to a group possibly before they defend their thesis.

191207MN-Act03

Paul Gray will contact Dave Lane to determine the feasibility of using SMU post-graduate students as speakers.

3. Report from National Council Representative

Patrick Kelly reported There was a meeting of the National Council on Sunday, Dec. 1. The main topics of discussion were:

a) Introduction of New Executive Director: Phil Groff was introduced to the Council. He has been getting a feel for the society and how it works. He noted that many of the challenges the RASC faces are common to many groups. The staff has worked on the budget for the coming year and it looks to be balanced. He is working with the Board on five main areas:

- 1) governance model, by-law updates, and a new role for the National Council
- 2) empowering the executive director and enhancing staff expertise
- 3) defining the membership market and dealing with the high turnover of membership
- 4) rationalising the Society's products and services, including revamping SkyNews
- 5) building a strong technology base including replacing iMIS and the SkyNews website

b) Light-Pollution Abatement Conference Videos: Rob Dick had attended a conference in New Zealand and had permission from many of the speakers' presentations. He wanted to add them to the RASC YouTube channel.

c) SkyNews: Chris Gainor is the guest editor for the first issue of 2020. There is a new editorial team that will start with the second edition and the revamp of the magazine will be complete at that time. The revised website should be up in early 2020.

d) Green-laser Pointer Training Package: A draft document is ready and was circulated for comments. Requires the pointer users and sponsors to have their membership cards at events. These can be downloaded from the web site. It should be on the web site shortly. All events need to be reported to the Society.

e) Centre Manual: This should have been developed by the Council, not the Executive Director. A draft is ready.

f) Role of the National Council: The Council does not seem to be useful in its role of advising the Board for a number of reasons. It was felt that the Council would work better as a communication tool between Centres to show best practices and mentor smaller and new Centres, possibly taking over the role of the awards committee and some other committee work and maintaining the Centre Manual.

The next meeting will be held in early February 2020.

4. Communications Plan

Nothing new to report.

5. Outreach Requests

Paul Heath has received one request for an after-school presentation during the March break, plus 2 other school presentations and assistance to Jeff Donaldson. No requests have been received for the new year as yet.

6. RASC-Halifax Centre Website

Jerry Black has been working to revise the RASC Halifax Centre website. Most of the previous information has been retained and checked for accuracy. There are several additions to the site, such as added main menu items - *Dark Skies, Library, Search*. Added information includes the Centre's history and Nova Scotia recipients of RASC awards and certificates. Members agreed the announcement of the new site should be made at today's Members' meeting.

7. Budget

Gregg Dill reviewed the report being presented at the AGM later today. He noted that two GICs were due today, each valued at \$4000.00; the TD Bank was instructed to reinvest the principal and to deposit the interest in the Centre's account. One is due in March 2020 and the Bank was provided the same instructions. The fourth GIC won't be due until September 2020. If you disregarded the \$1000.00 door repair, the amount of loss for the year was similar to last year.

During the process of SCO repairs, the question of private versus corporate account came into question. Gregg has forwarded the application for credit to Superior Propane with his name and that of John Liddard on the accounts related to the propane tank. It would be an easy process to change the names as the Treasurer and SCO Manager change.

The Auditor's recommendations were discussed.

- a) *That a physical inventory of merchandise for sale be carried out as part of the year end procedure.* This would be simple to do given the only items for sale now are the RASC calendars and the ETU guides.
- b) *That a physical inventory of capital equipment be carried out at least every five years.* It was noted that in October, the Board had approved the recommendation that the inventory of equipment and other contents of the three SCO buildings be conducted during the April-May clean-out. What was missing was the

determination of the replacement value of the contents of the three buildings. Once the observatory inventory is completed, this could be achieved.

BYLAW REQUIREMENTS

8. Nominating Committee Report

Paul Gray noted the nominations for the Board of Directors was in the Agenda Notes #3. Tom Crosman noted that his intention to be re-elected had not been included. The following is the list of nominations to be brought to the AGM, with a call being made for further nominations.

President	Judy Black
Vice-President	Paul Gray
Secretary	Peter Hurley
Treasurer	Gregg Dill
1	Pat Kelly
2	Paul Heath
3	Wayne Harasimovitch (new)
4	Matthew Dyer (new)
5	David Hoskin (new)
6	Tom Crosman

Paul Gray also noted the list of positions for appointments. Judy Black noted that because John Read had resigned the role of Librarian that Wayne Harasimovitch be appointed effective immediately with the termination date of December 2020.

191207MN-Mot03

It was moved by Paul Heath and seconded by Pat Kelly to approve the appointment of Wayne Harasimovitch effective immediately, and to be in effect until December 31, 2020.
CARRIED unanimously.

Members then reviewed the remaining proposed nominations. Judy Black noted that Dave Chapman agreed to his nominations as long as the requirement to attend meetings was removed from the position descriptions.

National Rep	Pat Kelly
DSP Committee	Dave Chapman (interim)
Nova East Planning Committee	Judy Black
Outreach Chair	Paul Heath
Observing Chair	Dave Chapman
SCO Manager	John Liddard
Librarian	Wayne Harasimovitch
Editor, Nova Notes	Charles White
Nominating Committee	TBD
Governance Committee	TBD

191207MN-Mot04

It was moved by Gregg Dill and seconded by Paul Gray to approve the slate of appointed positions as presented.
CARRIED unanimously.

Judy Black will advise the Members in the *What's New from the Board* presentation later today.

10. Amendments to Position Descriptions Regarding Meeting Attendance Requirements

Judy Black brought members' attention to the chart provided below the agenda notes that summarized the sections regarding Responsibilities and Reporting Mechanisms as currently stated in the position descriptions.

Appointed Position	Responsibilities (re: meeting attendance as they now read)	Reporting Mechanism
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National Representative	4. Prepare for and attend RASC Halifax Centre Board of Director meetings. If they are appointed and are not an elected Director, they are attending in an ex officio capacity. If three consecutive notified or un-notified absences in a row occur (unless there are extenuating circumstances), the National Representative will be contacted by the President or a designated Board member to discuss the absences.	1. Mandatory attendance at RASC, Halifax Centre Board of Directors meetings as set by the President of the RASC, Halifax Centre.
Honorary President	4. May attend meetings of the Board of Directors in an ex officio capacity.	n/a
Editor, Nova Notes	Not mentioned	1. Attendance at RASC, Halifax Centre Board meetings as set by the President of the RASC, Halifax Centre Board: If an elected Director: Mandatory attendance at Board of Director meetings If not an elected Director: Attend Board of Directors meetings when invited to address the Board, when a request to address the Board has been approved, or as a guest.
Observing Chair	4. Prepare for and attend RASC Halifax Centre Council meetings.	
Outreach Chair	4. May attend RASC Halifax Centre Council meetings.	
Librarian SCO Manager	4. Prepare for and attend RASC Halifax Centre Council meetings.	

She requested that all appointed positions, except National Representative and the Honorary President, should have their responsibility regarding Board meeting attendance changed to “May attend RASC Halifax Centre Board meetings”, and that all should retain the reporting mechanism statement.

191207MN-Mot05

It was moved by Pat Kelly and seconded by Gregg Dill to approve the amendments to the appointed position description *Responsibilities* be revised to read “May attend RASC Halifax Centre Board of Directors Meetings.”
CARRIED.

191207MN-Act04

Judy Black will make the required revisions to the position statements.

191207MN-Act05

Judy Black will ensure the updated position descriptions are included in the newly revised website.

Judy Black inquired as to whether or not the appointed positions should receive meeting notifications, reminders of meeting and meeting minutes, just as the elected Board members (and National Representative) and the Honorary President do now. Members agreed that this should be sent to all appointed positions.

191207MN-Act06

Judy Black will ask Dave Lane to revise the 2020 Executive distribution list to include the appointed positions.

UPDATES / REPORTS

11. Update: SCO

a) SCO Inventory:

As noted earlier, this will be conducted early in the new year.

b) Maintenance Requirements:

John Liddard noted that the warm room furnace burner had not been cleaned when the propane tank was installed. He will contact Superior Propane to request a furnace cleaning once the corporate account has been set up with the company. He also noted the Storage Room door required fixing due to a jamming issue, and that the

Warm Room door does not hang properly on its hinges. He will provide a report on this in the new year as to costs of needed repairs.

c) Vanderburg Eyepieces:

This was carried forward from the previous meeting. Discussions continued regarding the appropriate method of drying these higher quality eyepieces. There was a brief discussion regarding gel pack use. John Liddard explained there could be a possibility of an electrical update at SCO now that the Minas Energy power lines have been moved from across the water to across the road from SCO. Having electrical power installed could affect our handling of the eyepieces.

191207MN-Act07

John Liddard will investigate the best method of drying the Vanderburg eyepieces following their use in the observatory.

12. Update: Board of Directors Manual

Judy Black noted the Board of Directors Manual will be updated and handed out at the January 2020 Board meeting. Members were advised that upon receipt, they were to destroy the previous version and use the duotang folder to insert the new edition.

NEW BUSINESS

No new business to report.

Adjournment

191207MN-Mot06

It was moved by Patrick Kelly to adjourn.

Adjournment at 12:16 PM.

Respectfully Submitted,
Judy Black, Secretary

ACTION LIST (as of December 7, 2019):

2019 ACTIONS REMAINING OPEN		
From April 2019		
190406MN-Act08	Paul Heath will contact John Higgins to acquire an update to the Halifax Centre outreach report summary.	Open
From November 2019		
191102MN-Act01	Paul Heath will send the PDF of the RASC Inclusivity & Diversity brochure to Judy Black for printing.	Open
191102MN-Act09	John Liddard will contact Superior Propane to arrange a furnace cleaning.	Open
191102MN-Act10	John Liddard and Judy Black will conduct an inventory of the SCO observatory and devise a list of needed repairs.	Open
191102MN-Act11	John Liddard will contact Dr. Roy Bishop to discuss a possible power upgrade for SCO.	Open
From December 2019		

191207MN-Act01	Judy Black will send John Higgins' email address to Paul Heath.	Open
191207MN-Act02	Judy Black will post the diversity flyer onto the Halifax Centre website once received from Paul Heath.	Open
191207MN-Act03	Paul Gray will contact Dave Lane to determine the feasibility of using SMU post-graduate students as speakers.	Open
191207MN-Act04	Judy Black will make the required revisions to the position statements.	Open
191207MN-Act05	Judy Black will ensure the updated position descriptions are included in the newly revised website.	Open
191207MN-Act06	Judy Black will ask Dave Lane to revise the 2020 Executive distribution list to include the appointed positions	Open
191207MN-Act07	John Liddard will investigate the best method of drying the Vanderburg eyepieces following their use in the observatory.	Open

MOTION LIST (December 7, 2019):

191207MN-Mot01	It was moved by Pat Kelly and seconded by Tom Crosman to approve the December 7, 2019 Board of Directors meeting agenda. CARRIED unanimously.
191207MN-Mot02	It was moved by Paul Heath and seconded by Tom Crosman to approve the minutes of the November 2, 2019 Board of Directors meeting. CARRIED.
191207MN-Mot03	It was moved by Paul Heath and seconded by Pat Kelly to approve the appointment of Wayne Harasimovitch effective immediately, and to be in effect until December 31, 2020. CARRIED unanimously.
191207MN-Mot04	It was moved by Gregg Dill and seconded by Paul Gray to approve the slate of appointed positions as presented. CARRIED unanimously
191207MN-Mot05	It was moved by Pat Kelly and seconded by Gregg Dill to approve the amendments to the appointed position description <i>Responsibilities</i> be revised to read "May attend RASC Halifax Centre Board of Directors Meetings." CARRIED unanimously.
191207MN-Mot06	It was moved by Patrick Kelly to adjourn.