

RASC Halifax Centre Board of Directors Meeting

Thursday, November 26: 7:00 PM – 9:00 PM

Via Zoom - Meeting ID 927 7855 3222

Agenda Items				
Time	Item	Purpose	Responsibility	Support Documents
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	Judy Black	Minutes: October 28, 2020 were pre-circulated
ONGOING ITEMS				
	2. Upcoming Meeting Dates & Guest Speakers <ul style="list-style-type: none"> a. 2021 Meeting date confirmation & approval b. Guest Speakers & Ideas for Future Presentations c. Approval of Agenda for AGM d. Deadline for AGM Reports 	Ongoing Discussion Approval	Judy Black	Refer to Agenda Note #1 (Note: Reports are due only from those who have been contacted)
	3. Report from National Representative	Information Discussion	Patrick Kelly	n/a
	4. Outreach / Inreach <ul style="list-style-type: none"> • Requests (if applicable) 	Discussion Decision	Paul Heath	n/a
	5. RASC Halifax Centre Website	Discussion Decision	Judy Black	
	6. Financial Update <ul style="list-style-type: none"> • SCO Donations • RASC Calendar Sales • Thank you letters • Photo Reprints 	Discussion Decision	Gregg Dill Wayne Harasimovitch	n/a
BYLAW & POLICY ITEMS				
	7. Nomination Committee Report <ul style="list-style-type: none"> • Nominations for Elections: Board of Directors • Approval of Nominated Appointed Positions 	Discussion Decision	Peter Hurley	Refer to Agenda Notes #2
	8. Policy Approval: DRAFT G10 Commercial Activities v3	Discussion Decision	Judy Black	Refer to Agenda Notes #3
UPDATES / REPORTS				
	9. Update: SCO Upgrade Status <ul style="list-style-type: none"> • Meeting with K-Line • Pole Installation • Selection of Electrician 	Discussion Decision	John Liddard	Refer to Agenda Notes #4
	10. Update: Binocular Flyer	Discussion Decision	Pat Kelly	<i>Circulated with Agenda</i>
	11. Update: Website changes	Discussion	Judy Black	n/a
NEW BUSINESS				
	12. RASC Town Hall	Discussion	Judy Black	<i>Town Hall document circulated Nov 22</i>
9:00 PM	Adjournment			

RASC, Halifax Centre – AGM & Members' Meeting

Agenda Items			
Time	Item	Purpose	Responsibility
1:00 PM	<p><i>Annual General Meeting (AGM)</i></p> <p><i>Welcome & Opening Remarks</i></p> <ol style="list-style-type: none"> Approval of 2020 Agenda Approval of Minutes of December 7, 2019 AGM Appointment of Auditor for 2020-2021 Audit <p><i>Reports</i></p> <ol style="list-style-type: none"> President Report – Judy Black VP Report – Paul Gray Secretary Report – Peter Hurley Auditor Report – Ian Anderson Treasurer Report – Gregg Dill National Council Representative Report – Pat Kelly <p><i>Committee Reports</i></p> <ol style="list-style-type: none"> Dark-Sky Preserve Committee – Dave Chapman Governance Committee Report – Judy Black Librarian Report – Wayne Harasimovitch Nova Notes – Charles White Nova East Report – Judy Black Observing Chair Report – Dave Chapman Outreach Chair Report – Paul Heath St. Croix Observatory (SCO) Report – John Liddard <p><i>Call for Nominations and Election of 2021 Board of Directors</i></p> <ol style="list-style-type: none"> Nominating Committee Report – Peter Hurley <ol style="list-style-type: none"> Board-Approved Appointed Positions Nominations for Board of Directors Elections for positions 		
	<i>Members' Meeting</i>		
	<ol style="list-style-type: none"> Welcome & Introductions <ul style="list-style-type: none"> Photo Montage 2021 Calendars & ETU Guides for sale 	Information	Judy Black
	<ol style="list-style-type: none"> Presentation: <ul style="list-style-type: none"> <i>How to Read a RASC Calendar</i> 	Information	Paul Gray
	<ol style="list-style-type: none"> Outreach Opportunities <ul style="list-style-type: none"> Requests Received Food for the Soul 	Information	Paul Heath
	<ol style="list-style-type: none"> News from the Board 	Information	Judy Black
	<ol style="list-style-type: none"> What's Up in December? 	Information	Dave Chapman
4:30 PM	<ol style="list-style-type: none"> Adjournment 		
4:30 PM – 5:30 PM	<i>Astro-Chat</i>		



Halifax Centre Board of Directors - Minutes of Meeting November 26, 2020 - 7:00 PM – 9:00 PM held via Zoom Meeting ID 927 7855 3222

Present: Judy Black, Peter Hurley, John Liddard, Paul Heath, David Hoskin, Wayne Harasimovitch, Mary Lou Whitehorne, Matt Dyer, Pat Kelly, Paul Gray.

Regrets: Tom Crosman, Gregg Dill.

1. Welcome & Introductions

Judy Black called the meeting to order at 7:02 pm and welcomed members. The meeting agenda was reviewed. Judy pointed out that agenda item 8 had been approved back in June and therefore wasn't required at this meeting and recommended that it be removed. She also noted that agenda item 11 was a repeat to agenda item 5 and recommended that it be removed. No additional agenda items or changes were requested.

201126MN-Mot01

It was moved by Pat Kelly and seconded by David Hoskin to approve the November 26, 2020 Board of Directors Meeting agenda, as amended.

CARRIED.

The Action Lists were reviewed.

From January 2020

Action 5: Open.

From May 21, 2020

Action 15: Closed. John Liddard indicated that it had been very difficult to obtain two quotes. It was agreed that a third quote was unnecessary.

From September 10, 2020 (Special Meeting)

Action 5: Open. John Liddard and Paul Gray had not performed the test.

From September 24, 2020

Action 1: Closed.

Action 2: Closed. Discussion to occur under National Council Representative report.

Action 13: Open.

From October 28, 2020

Action 1: Closed. Judy Black had circulated the minutes of the Members' Meeting on Requisition to those members in attendance. Nine of 27 had responded positively. Therefore, the minutes were considered approved and have been posted on the Centre website.

Action 2-3: Closed

Action 4: Closed. Tony Schellinck was unable to attend the meeting, but Blair MacDonald and Matt Dyer were.

Action 5: Closed.

Action 6: Open. Will be closed later in the meeting.

Action 7: Open.

Action 8: Closed.

The minutes of the October 28, 2020 Board of Directors Meeting were reviewed. Comments were received from Pat Kelly by email on November 25, 2020. There were no further changes proposed.

201126MN-Mot02

It was moved by Paul Heath and seconded by Wayne Harasimovitch to approve the October 28, 2020 Board of Directors Meeting minutes, as amended.

CARRIED.

ONGOING ITEMS

2. Upcoming Meeting Dates & Guest Speakers

a) 2021 Meeting date confirmation and approval

Meeting dates for the Members' Meetings in 2021 appear in Agenda Note #1 and have been posted on the Centre website. Proposed dates for the Board meetings in 2021 also appear in Agenda Note #1 but approval of these dates will be up to the incoming Board at the January meeting.

b) Guest Speakers and Ideas for Future Presentations

A list of suggested speakers for 2021 appears in Agenda Note #1B. Some have indicated that their presentations would be 15-20 minutes, and therefore could replace the Observer Handbook sessions. Examples would be the Dave Chapman/Melody Hamilton double star observing program session or a session on sketching by Tony Schellinck. Glen Roberts was unable to present as guest speaker at the November Members' meeting because of a problem with his internet connection but he has indicated that is now fixed and he could present in the new year. There was discussion about the order in which to invite speakers, particularly Luigi Gallo and Kaja Rotermund, and there was a suggestion that we ask Luigi about students that might be interested in presenting also. It was suggested to ask Michael Gatto to make a short presentation on his sketching techniques, particularly in relation to his recent sketches of Mars.

c) Approval of Agenda for AGM

The AGM agenda was attached to the meeting agenda. Judy Black reported that she learned at a RASC Presidents meeting recently that other Centre AGMs take 15 minutes. This is accomplished by circulating material for the AGM before the meeting. This approach was discussed, and it was agreed that all Reports would be attached to an email sent only to the Centre Announce list. The AGM is for members only and the subsequent Members' meeting would be held as a separate open meeting and they would be recorded separately. Minutes from the last AGM and the Reports would be sent together with the invitation to the AGM. Any questions would be addressed at the time but there would be no presentation of Reports at the meeting. Reports will need to be included in Nova Notes; this has not occurred in the last couple of years. The Nominations Committee report would be considered separately, as nominations to the Board re-open during the AGM. Appointments to Committees will occur at this meeting today. This process would be facilitated by asking for questions of the Reports to be submitted prior to the meeting. It was pointed out that our fiscal year starts October 1 so the SCO upgrade will only appear in the new year budget, not the budget for this year. A separate agenda item isn't required for the AGM; we will leave the agenda as proposed. Addressing the Members' meeting agenda, the title of Paul Gray's presentation is 'The RASC Calendar Front to Back'. The Astro-Chat in the previous Members' meeting lasted 40 minutes so its scheduled for one hour this time. It was agreed that the AGM and Members' meeting agenda didn't require any changes.

201126MN-Mot03

It was moved by David Hoskin and seconded by Wayne Harasimovitch to approve the December 5, 2020 AGM meeting and Members' meeting Agendas, as presented.

CARRIED.

d) Deadline for AGM Reports

It was agreed that the deadline for submission of Reports for the AGM would be midnight Sunday, November 29 to Judy

Black to facilitate the agreed approach and she would send these out with the invitation to the AGM to the Centre Announce list on Monday.

201126MN-Act01

AGM Reports are due to Judy Black by midnight Sunday, November 29, 2020.

201126MN-Act02

Judy Black to circulate Reports together with the AGM invitation to members through the Centre Announce list on Monday, November 30, 2020.

3. Report from National Council Representative

Pat Kelly had circulated his report by email on November 25, 2020. Pat had indicated that he had not heard back from Michael Watson regarding his question about the National/Centre membership question. There was discussion of what the issue was, our Halifax Centre bylaw 1.5.1.4 makes our position clear that one is a member of RASC first, only then a member of the Centre. It was agreed that Pat would send a copy of our bylaw wording to Michael Watson with a copy to Phil Groff. There were no other questions for Pat. The next meeting is December 6, 2020.

201126MN-Act03

Pat Kelly to send a copy of our Centre bylaw 1.5.1.4 to Michael Watson for information, with a copy to Phil Groff.

4. Outreach / Inreach

Paul Heath indicated that his work starting an Astronomy course at North Preston Rec Centre was on hold because he was in COVID-19 isolation after possible exposure, but that he was getting questions from the HRM Rec Centre program regarding expanding the activity into other Rec Centres. This is likely on hold until COVID-19 is dealt with, but we should anticipate needing to accommodate this requirement in the future. There were no questions for Paul.

5. RASC-Halifax Centre Website

Judy Black reported that she had settled on a format to present meeting minutes on the Centre website going forward. She has posted meetings from May through September to date, with October and the three Special meetings, two Board meetings and the Members' Meeting on Requisition, to follow in the next few days.

Judy also reported that Charles White, current editor of Nova Notes, had provided the September/October issue and it was also now posted on the website. She indicated that the Homepage had been streamlined, the Nova East logo had been removed, and the notice of the AGM/Members' meeting had been added, and the list of Centre Observing and Astroimaging Certificates awarded in 2020 would be added. She shared a draft of the SCO Upgrade funding page that will be posted soon, with artwork supplied by Mary Lou and a photo from John Liddard of the power pole that was installed on Tuesday. The SCO fundraising photo page would be separate.

6. Financial Update

Gregg Dill wasn't available to present a financial update. Judy Black reported that SCO Upgrade funding had reached \$5885 with just \$1615 left to reach our target.

Judy Black summarized progress with the SCO Upgrade photo fundraising plans. There was considerable discussion about envelopes, mailers, stiffeners, etc. It was agreed that the sale price would be \$30, with a potential profit of \$15 each. We would use a Uline mailer with member pickup from Atlantic Photo Supply or members could receive them by mail. Blair MacDonald would manage both the ordering and pick-up of orders from Atlantic Photo and the mailings; he would also arrange for delivery or pick-up when requested.

There was also discussion that SCO Upgrade donors should receive a thank you note and that the previous list of donors in the warm room needed a refresh and that we needed a new list for the present fundraising.

BYLAW & POLICY ITEMS

7. Nomination Committee Report

Peter Hurley presented the Nomination Committee Report, which is summarized in Agenda Item #2. There are two lists: one of Board of Directors to be elected at the AGM on December 5, 2020, and one of appointed positions to be approved at this meeting. The Nova East Planning Committee chair is presently vacant, and it was agreed that the next steps were

that this would be advertised at the AGM and Members' meeting, and that if no one stepped forward, the Nova East Planning Committee would select someone from within their committee. Judy Black indicated that Tony Schellinck had indicated that he would serve as Dark-Sky Preserve Committee Co-chair with Dave Chapman. There was discussion of the process and the Policy Manual was consulted.

201126MN-Mot04

It was moved by Peter Hurley and seconded by David Hoskin to approve the list of appointed positions as presented.
CARRIED.

201126MN-Act04

Judy Black to circulate the list of Executive nominations to the Centre Announce list tonight.

8. deleted

UPDATES / REPORTS

9. Update: SCO Upgrade Status

John Liddard presented a summary of events related to the SCO upgrade. Last Thursday, John, Roy Bishop and Judy Black met with Craig Rafuse from K-Line at SCO to review the location of the power pole. He indicated that they could be ready on Thursday to install the pole and were willing to come back on a separate location to connect the power when we were ready. The pole has now been installed in the northwest corner of the parking lot and the wire is coiled on the pole by the road ready for installation. The transformer had not been installed yet. Judy showed photos from John of the pole in location. They used a natural gap created by the driveway, removed a few trees but that isn't noticeable and provides for truck access. The mast will be located on the northwest corner of the warm room (same wall as the furnace) and the wire will be in the tree line so it won't obscure the sky view.

The quotes from the electricians are included in Agenda Item #4. There is uncertainty regarding the inclusion of HST in the quotes. John has worked with the electrician from DMac Electric previously and is confident of his pricing and quality of work; James Frenette is the electrician recommended by Jamie Carmichael of Minas Power.

The original quote from Frenette had included installation of the heater and more expensive light fixtures and was more than what is presented here. The DMac Electric quote appears to be complete. There was discussion of reasons for the differences in the quotes.

201126MN-Mot05

It was moved by John Liddard and seconded by Paul Heath to proceed with DMac Electric.
CARRIED.

It was agreed that we had raised sufficient funds at this point to be able to pay the electrician if there were no cost overruns, and we don't expect an invoice from K-Line until after the transformer is installed and the power is connected.

201126MN-Act05

John Liddard to contact DMac Electric to establish a start date.

There was additional discussion about plans for light fixtures and sources of inexpensive appropriate fixtures. The possibility of switching from the propane furnace to electric heat was also raised, particularly given the expressed wishes of Roy Bishop. It was pointed out that we still didn't know the contractual arrangements with Superior Propane and details of having the propane tank emptied and removed.

201126MN-Act06

Gregg Dill will contact Superior Propane to determine the conditions for cancelling the arrangements and having the propane removed.

10. Update: Binocular Flyer

Pat Kelly indicated that he had circulated that text earlier and had received very few comments on it. Judy Black pointed out that it wasn't really in a flyer format and Pat explained that once we agreed with the content, he would do the layout to determine if it was appropriate for a flyer format.

201126MN-Act07

Pat Kelly to put his binocular flyer content into a flyer format.

11. deleted

NEW BUSINESS

12. RASC Town Hall

Judy Black had circulated earlier by email a copy of overheads that had been used in a RASC National Town Hall for Presidents that had focused on membership. Pat Kelly pointed out that the attachment to the email had been too large for the server and no one had received it; however, others indicated that they had received it. Judy indicated that it had presented membership patterns, and that a membership application was now being included in copies of SkyNews magazine and the Observers Handbook, which could result in an increase in membership, particularly from the USA. Judy also explained that the new RASC National database would make it easier for members to update their own registration and renewal information. A database training session is planned for early December and Judy and Pat are both registered for it. There was also discussion of the need for a Membership Coordinator position in the Centres, and Judy felt that Pat was presently fulfilling that role for Halifax Centre. Gregg Dill should also receive this database training. Another Town Hall for Presidents is planned for January with a separate focus.

Adjournment

There being no further business, Judy Black adjourned the meeting.
Adjournment at 8:57pm.

Respectfully Submitted,
Peter Hurley, Secretary

ACTION LIST (as of November 26, 2020):

<i>From January 2020</i>		
200111MN-Act05	Gregg Dill and John Liddard will establish the value of capital equipment when the inventory is complete.	Open
<i>From September 10, 2020</i>		
200910MN-Act05	John Liddard and Paul Gray will test whether a small jack hammer can handle digging a trench to the required 14 inches depth.	Open
<i>From September 24, 2020</i>		
200924MN-Act013	Gregg Dill to ask Ian Anderson if he will serve as Auditor.	Open
<i>From October 28, 2020</i>		
201028MN-Act07	Judy Black will post the slate of nominations to the RASC Halifax Centre on November 25, 2020.	Open

From November 26, 2020		
201126MN-Act01	AGM Reports are due to Judy Black by midnight Sunday, November 29, 2020.	Open
201126MN-Act02	Judy Black to circulate Reports together with the AGM invitation to members through the Centre Announce list on Monday, November 30, 2020.	Open
201126MN-Act03	Pat Kelly to send a copy of our Centre bylaw 1.5.1.4 to Michael Watson for information, with a copy to Phil Groff.	Open
201126MN-Act04	Judy Black to circulate the list of Executive nominations to the Centre Announce list tonight.	Open
201126MN-Act05	John Liddard to contact DMac Electric to establish a start date.	Open
201126MN-Act06	Gregg Dill to contact Superior Propane to determine the conditions to cancelling the arrangements and having the propane removed.	Open
201126MN-Act07	Pat Kelly to put his binocular flyer content into a flyer format.	Open

MOTION LIST (November 26, 2020):

201126MN-Mot01	It was moved by Paul Heath and seconded by David Hoskin to approve the October 28, 2020 Board of Directors Meeting agenda, as presented. CARRIED.
201126MN-Mot02	It was moved by Wayne Harasimovitch and seconded by Gregg Dill to approve the September 28, 2020 Board of Directors Meeting minutes, as amended. CARRIED.
201126MN-Mot03	It was moved by Paul Heath and seconded by Matt Dyer to approve the list of Members' Meeting dates, as presented. CARRIED.
201126MN-Mot04	It was moved by Peter Hurley and seconded by David Hoskin to approve the list of appointed positions as presented. CARRIED.
201126MN-Mot05	It was moved by John Liddard and seconded by Paul Heath to proceed with DMac Electric. CARRIED.

AGENDA NOTES

Agenda Item, Proposed By, & Date Proposed	Description Received (& Proposed Motion, if Applicable)												
Agenda Note #1 re: 2021 Meeting Dates and Approval	<p>A) 2020 Approved Members Meeting Dates and Events</p> <p>Board Meeting dates were approved at the October 28, 2020 Board of Directors Meetings. They have been posted on the RASC(HC) website.</p> <table> <tr> <td>January 7</td> <td>June 24</td> </tr> <tr> <td>January 28</td> <td>September 2</td> </tr> <tr> <td>February 25</td> <td>September 23</td> </tr> <tr> <td>March 25</td> <td>October 28</td> </tr> <tr> <td>April 22</td> <td>November 25</td> </tr> <tr> <td>May 27</td> <td></td> </tr> </table> <p>Members' Meeting dates were approved at the October 28, 2020 Board of Directors Meetings. They have been posted on the RASC(HC) website.</p>	January 7	June 24	January 28	September 2	February 25	September 23	March 25	October 28	April 22	November 25	May 27	
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May 27													

	<p>January 9 June 5 February 6 September 11 March 6 October 2 April 3 November 6 May 1 December 4 (AGM)</p> <p>B) Suggested Speakers</p> <ul style="list-style-type: none"> • Kaja Rotermund (gravitational lensing by a galaxy or the formation of a high-redshift galaxy cluster) • Dave Chapman & Melody Hamilton (RASC Double Stars Observing Program) • Luigi Gallo (topic TBD) • Luigi's student(s): topic(s) TBD • Phil Groff (RASC Update; in Spring 2021) 																																										
<p>Agenda Note #2 re: Nomination Committee Report</p>	<p>Board of Directors (to be elected at AGM, Dec. 5):</p> <table border="1" data-bbox="407 457 976 737"> <tr><td>President</td><td>Judy Black</td></tr> <tr><td>Vice-President</td><td>Pat Kelly (new)</td></tr> <tr><td>Secretary</td><td>Peter Hurley</td></tr> <tr><td>Treasurer</td><td>Gregg Dill</td></tr> <tr><td>1</td><td>Matthew Dyer</td></tr> <tr><td>2</td><td>Wayne Harasimovitch</td></tr> <tr><td>3</td><td>Paul Heath</td></tr> <tr><td>4</td><td>David Hoskin</td></tr> <tr><td>5</td><td>Tim Doucette (new)</td></tr> <tr><td>6</td><td>Kathy Walker (new)</td></tr> </table> <p>Appointed Positions: (to be approved at the BoD meeting, November 26)</p> <table border="1" data-bbox="407 785 1052 1094"> <tr><td>Honorary President</td><td>Mary Lou Whitehorne</td></tr> <tr><td>National Representative</td><td>Judy Black</td></tr> <tr><td>Dark-Sky Preserve (DSP) Committee</td><td>Dave Chapman</td></tr> <tr><td>Nova East Planning Committee</td><td>vacant</td></tr> <tr><td>Outreach Chair</td><td>Paul Heath</td></tr> <tr><td>Observing Chair</td><td>Dave Chapman</td></tr> <tr><td>SCO Manager</td><td>John Liddard</td></tr> <tr><td>Librarian</td><td>Wayne Harasimovitch</td></tr> <tr><td>Editor, Nova Notes</td><td>John McPhee Lisa Fanning</td></tr> <tr><td>Nominating Committee</td><td>Peter Hurley</td></tr> <tr><td>Governance Committee</td><td>Judy Black</td></tr> </table> <p>Respectfully Submitted, Peter Hurley, Chair Nominating Committee</p>	President	Judy Black	Vice-President	Pat Kelly (new)	Secretary	Peter Hurley	Treasurer	Gregg Dill	1	Matthew Dyer	2	Wayne Harasimovitch	3	Paul Heath	4	David Hoskin	5	Tim Doucette (new)	6	Kathy Walker (new)	Honorary President	Mary Lou Whitehorne	National Representative	Judy Black	Dark-Sky Preserve (DSP) Committee	Dave Chapman	Nova East Planning Committee	vacant	Outreach Chair	Paul Heath	Observing Chair	Dave Chapman	SCO Manager	John Liddard	Librarian	Wayne Harasimovitch	Editor, Nova Notes	John McPhee Lisa Fanning	Nominating Committee	Peter Hurley	Governance Committee	Judy Black
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<p>Agenda Note #3 re: Appointed Positions</p>	<p>G10: Policies Regarding Permitted Commercial Activities at Halifax Centre Meetings and Events (Original approval: 2000) (Draft Revision for Approval: November 26, 2020)</p> <p>Background: RASC Halifax Centre holds regular Board of Directors and Members' meetings, and from time to time hosts Centre-organized outreach events. There are occasions when our Centre is asked by another group, institution or commercial entity to provide volunteers for an event or meeting they are hosting. A previous policy had been approved by RASC Halifax Centre in 1999-2000 when meetings had been held at the Maritime Museum of Natural History.</p> <p>Rationale The Halifax Centre, as a non-profit organization dedicated to the advancement of astronomy, encourages interaction between its members to discuss and exchange information on the various aspects of astronomy so that they may benefit intellectually and gain from their membership in the Centre. Because of its non-profit status, the Centre reserves the right to place certain limitations on the activities of its members and non-members at its meetings and events that may be construed as violating its non-profit status.</p> <p>It is important to provide guidance regarding limitations to commercial activities accepted at RASC Halifax Centre meetings and related events, such as Nova East Star Party and Centre-organized outreach events.</p> <p>Policies Related to Commercial Activities at Members' Meetings Subject to the following limitations, sale of goods and merchandise is limited to those items sold by the Centre to raise money to meet its expenses and objectives. The following limitations are placed by the Centre on members' and non-members' activities at the Centre's Members' meetings.</p> <p><u>Sale by Members:</u> Items which individual members of the Centre have for sale or trade may be displayed and sold by requesting permission from the Centre's Board of Directors at least 2 weeks prior to the meeting at</p>																																										

which said items are to be displayed. The requirement for such permission is waived for “swap” or “sale” events at meetings organized by the Centre.

Sale by Commercial Entity: Upon request, firms or companies may be issued a written invitation by the Board of Directors or their designate to mount displays of goods or services which they have for sale. Without such an invitation, no firm or company may display goods or services at meetings of the Centre.

Invitation to Display: An invitation to display at general monthly members’ meetings may be granted to a firm or company a maximum of two (2) times in any calendar year by the President or their designate and shall stipulate the following restrictions:

1. No items may actually be sold at the meeting;
2. The display shall be restricted to the area and time period assigned by the Board of Directors or their designate;
3. A sign (provided by the Centre) shall be visibly displayed adjacent to the display stating that the Centre does not necessarily endorse the products or services displayed, and takes no responsibility for the performance of either the vendor or their product and/or services;
4. Any other stipulation(s) which the President or the Board of Directors may make.

The Board of Directors shall not issue an invitation to display for a period of one (1) year to any firm or company which has failed to comply in any respect with the above stipulations.

Policies Related to Commercial Activities at Public Observing Sessions and Nova East

Where meetings or events are held on the premises of another institution, any limitations on commercial activity imposed by the hosting institution will be respected. Individuals may sell or trade personal items provided no laws, rules or regulations governing the hosting authority are violated.

It shall be the responsibility of the firm or company to determine from the hosting authority that no rules or regulations will be violated by the display or sale of goods or any other commercial activity.

Commercial displays may not be placed, nor sales be made on sites assigned to the RASC Halifax Centre if they violate the hosting authority’s rules and regulations for commercial activity.

Firms or companies wishing to carry on commercial activities in conjunction with Centre activities must provide written proof to the Board of Directors or their designate that they will be permitted to carry on business at the specific location and time assigned to the RASC Halifax Centre.

Once such proof is provided, and upon request to the Board of Directors, firms or companies may be issued a written invitation to display which shall be granted at the discretion of the Board of Directors. Without such an invitation, no firm or company may display or sell goods or services at any site assigned to the Centre.

The invitation to display for such events shall carry the following restrictions:

1. The display shall be restricted to the area and time period assigned by the Board of Directors or their designate;
2. A sign (provided by the Centre) shall be visibly displayed adjacent to the display stating that the Centre does not necessarily endorse the products or services displayed, and takes no responsibility for the performance of either the vendor or their product and/or services;
3. Any other stipulation(s) which the Board of Directors may make.

Dispute Resolution

If there is a dispute on the interpretation or application of these guidelines, the Centre’s Board of Directors shall be the final arbiters and their decision shall be final.

**Royal Astronomical Society of Canada (RASC), Halifax Centre
Invitation to Display**

The RASC Halifax Centre hereby grants approval for _____ to display at
(Name of Firm or Company)

_____ to be held on _____
(Name of Halifax Centre Activity) (Date YYYY/MM/DD)

at _____
(Location)

The following restrictions shall be adhered to the unless crossed out and initialed by the Centre President or their designate:

1. No items may actually be sold at the meeting;
2. The display shall be restricted to the area and time period assigned by the President or their designate;
3. A sign (provided by the Centre) shall be visibly displayed adjacent to the display stating that the Centre does not necessarily endorse the products or services displayed, and takes no responsibility for the performance of either the vendor or their product and/or services;
4. Any other stipulation(s) which the Board of Directors may make.

