



**RASC Halifax Centre – Board of Directors Meeting**  
 Thursday, April 16, 2020: 6:00 – 8:00 PM  
 Via zoom - Meeting ID: 973-795-795

<b>Agenda Items</b>				
Time	Item	Purpose	Responsibility	Support Documents
6:00	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	Judy Black	Minutes pre-circulated: March 26, 2020 Agenda pre-circulated
<b>ONGOING ITEMS</b>				
	2. Upcoming Meeting Dates & Guest Speakers <ul style="list-style-type: none"> <li>a. 2020 Meeting date confirmation</li> <li><del>b. SMU Room Bookings</del></li> <li>c. Guest Speakers &amp; Ideas for Future Presentations</li> <li>d. OH Presentations</li> </ul>	Ongoing Discussion	Judy Black	<b>Refer to Agenda Note #1</b>
	3. Report from National Representative	Information Discussion	Patrick Kelly	n/a
	4. Communications Strategy	Discussion Decision	Judy Black	n/a
	5. Outreach <ul style="list-style-type: none"> <li>• Requests (if applicable)</li> </ul>	Discussion Decision	Paul Heath	<i>All in-person Outreach is cancelled; virtual sessions only</i>
	6. RASC Halifax Centre Website	Information Discussion	Judy Black	<b>n/a</b>
	7. Financial Update	Discussion	Gregg Dill	Next Quarterly Report: June 13/20
<b>UPDATES / REPORTS</b>				
	8. Update: Halifax Centre Meeting Dates & Events	Information Discussion	Judy Black	<b>Refer to Agenda Note #2</b>
	9. Update: SCO <ul style="list-style-type: none"> <li>• Electrical Upgrade</li> </ul>	Discussion Information	John Liddard	n/a
	10. Report: Nova East Planning Committee Meeting	Information Approval	Judy Black	<b>Refer to Agenda Note #3</b>
	11. Update: Meeting with The Discovery Centre	Discussion Information	Peter Hurley Wayne Harasimovitch	n/a
	12. Update: Halifax Centre Priority Setting	Discussion Decision	Judy Black	<i>Pre-circulated</i>
	13. Update: Guidelines for In-Camera Sessions	Discussion Approval	Judy Black	<b>Refer to Agenda Notes #4</b>
	14. Update: Library	Discussion Information	Wayne Harasimovitch	n/a
	15. Update: Halifax Centre Business Cards	Discussion Decision	Wayne Harasimovitch	n/a
	16. Update: 2015 GA Video Editing	Discussion Decision	Judy Black	n/a

NEW BUSINESS				
	17. Binocular Flyer	Discussion Decision	Judy Black	<i>Refer to Agenda Notes #5</i>
8:00 PM	18. Adjournment			

**RASC, Halifax Centre Members' Meeting**  
 Saturday, April 16, 2020: 1:00 PM – 4:30 PM  
 Via Zoom – Meeting ID 333-078-510

Agenda Items				
Time	Item	Purpose	Responsibility	Support Documents
1:00 PM	1. Welcome & Introductions Photo Montage	Information	Paul Gray	n/a
	2. Outreach Opportunities <ul style="list-style-type: none"> <li>• Requests Received</li> <li>• Food for the Soul</li> </ul>	Information	Paul Heath	n/a
	3. What's Up?	Information	Dave Chapman	n/a
	4. News for the Bored	Information	Judy Black	n/a
	5. <b>Presentation:</b> <b>Observer's Handbook:</b>	Presentation	Judy Black	n/a
	6. Librarian's Report	Information	Wayne Harasimovitch	n/a
	7. Anatomy of an Imaging System: What Toys do You Need? Part 2.	Presentation	Jerry Black Blair MacDonald	n/a
	8. Youth Activity	Activity	Paul Heath	n/a
	9. <b>Special Presentation:</b> <b>News from National RASC</b>	Presentation	Phil Groff	n/a
4:00 PM	10. Adjournment			

**Halifax Centre Board of Directors - Minutes of Meeting**  
**16 April 2020**  
**held via Zoom (Meeting ID # 973-795-795) - 6:00 PM – 8:00 PM**

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

**Regrets:** Tom Crosman, Paul Heath

**1. Welcome & Introductions**

Judy Black called the meeting to order at 6:01 PM and welcomed members to our second meeting using Zoom. The meeting agenda was reviewed. Judy had previously circulated an additional Agenda Item #17 Binocular Flyer and an *Agenda Note #6*, via email earlier in the day.

**200416MN-Mot01**

It was moved by David Hoskin and seconded by Matt Dyer to approve the April 16, 2020 Board of Directors meeting Agenda as revised.  
 CARRIED.

The Action Lists were reviewed. Judy Black noted that Action Lists would now appear in the Minutes of the previous

meeting, but not in the Agenda of the current meeting, so that confusion wouldn't arise from multiple copies of the Action Lists.

a) From January 2020

**Action 5:** Open. Evaluation of capital equipment will be done later in Spring.

b) From February 2020

**Actions 6, 7:** Remain open.

c) From March 7, 2020

**Action 2:** Closed. There was not total approval of the draft brochure, so Judy Black will not upload it to our website. There will be further discussion under Agenda Item #17.

**Action 4:** Open. John Liddard received the banner from Paul Heath and asked Paul for clarification of which pieces needed replacement. John will try to fabricate the necessary part using a 3D printer.

d) From March 26, 2020

**Actions 1-4:** Closed.

The Minutes of the March 26, 2020 Board of Directors meeting were reviewed. Pat Kelly had proposed changes to items 9 and 10 by email, these were discussed and agreed to.

**200416MN-Mot02**

It was moved by Pat Kelly and seconded by David Hoskin to approve the Minutes of the March 26, 2020 Board of Directors meeting as revised.

CARRIED.

**ONGOING ITEMS**

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

a) *2020 Meeting date confirmation:*

It was agreed we will keep the May 2, 2020 Zoom webinar Members' meeting date, Phil Groff will make a Special Presentation: News from National RASC. Although the RASC GA is cancelled, we should stay away from the June 6 date because there are still associated activities planned. The June Members' meeting will be a Zoom webinar meeting on June 13, 2020 and a Zoom webinar meeting for the September 12, 2020 Members' meeting has been booked.

b) *SMU Room Bookings*

When SMU has opened its doors again, Dan Snyder will be contacted to request meeting space. There was no discussion.

c) *Guest Speakers and Ideas for Future Presentations*

Dave Chapman had suggested that Glen Roberts would be a good guest speaker and Mary Lou Whitehorne suggested that Nicole Mortillaro would also. There was discussion about June vs September dates.

**200416MN-Act01**

Judy Black to contact Glen Roberts and Nicole Mortillaro to explore if they would be interested in speaking and appropriate dates.

Judy Black reported that Nova East was still going ahead on August 21-23 at this point. It was agreed other meeting dates listed in *Agenda Note #1* would stay.

d) *OH Presentations*

Judy Black volunteered to do the May presentation and Pat volunteered to do the June presentation. Neither had a topic at the time.

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

Pat Kelly indicated there was nothing to report since the National Council meeting had been moved to April 19.

### **4. Communications Strategy**

The committee has not met. Nothing new to report.

### **5. Outreach Requests**

Paul Heath was not present to address this item.

### **6. RASC-Halifax Centre Website**

Judy Black reported that no changes had been made to the RASC Halifax Centre website. Judy also reported that she had noted while the clean-up of the library had occurred that the collection of past issues of Nova Notes was incomplete. National has a copy of some issues but not all, and that we need to keep our own copies and not rely on National. Roy Bishop has a complete collection of Nova Notes issues that Judy will obtain for scanning and upload to the website.

### **7. Financial Update**

It had been agreed at the previous Board meeting that Financial Reports would be provided quarterly and the next occasion would be June 13, 2020. Gregg Dill reported that the Halifax Centre account was presently in a negative balance and the projection was for a deficit. There was considerable discussion of the reason for the present situation and options. One source of uncertainty is the impact of event cancellations as a result of Covid-19; Nocturne, Kejimikujik Dark-Sky weekend, and Nova East were all discussed.

#### **200416MN-Act02**

Gregg Dill to send the budget update he presented to Peter Hurley for inclusion in the meeting minutes.

There was discussion of whether the Halifax Centre should increase the membership fee. The Halifax Centre has one of the lowest surcharges of all RASC Centres.

#### **200416MN-Act03**

Judy Black to investigate what surcharge other RASC Centres charge and whether other Centres include revenue from Star Parties in their budgets.

## **UPDATES / REPORTS**

### **8. Update: Halifax Centre Meeting Date and Events**

Utilizing Zoom to host meetings of the Board of Directors and the Centre has been highly successful. Judy noted the list of previously held and upcoming zoom events for Halifax Centre in *Agenda Notes #2*. There was discussion whether we should continue to use the National Zoom account or get one specifically for use by Halifax Centre, particularly because there have already been booking issues with the National account. Dave Chapman had asked if we might continue to hold Members' meetings over the summer if COVID-19 restrictions remain in place. There would likely be interest in continuing virtual viewing events and instructional tutorials if restrictions remain. It was agreed to obtain a Zoom account for the Halifax Centre on a month-by-month basis for Board and Committee meetings and special observing events; the RASC account would continue to be used for Members' Meetings. It was also agreed that we could extend invitations to other Centres to participate using the Presidents' list or the RASC Facebook site.

#### **200416MN-Act04**

Judy Black to register for a Halifax Centre Zoom meeting account as host.

#### **200416MN-Act05**

The Board will review the usage of the Centre's zoom account in June 2020 to determine the account status.

### **9. Update: SCO**

John Liddard provided an update on activities associated with SCO maintenance. He will continue to explore options for

storing (and drying) the Vanderburg eyepieces; he anticipated the cost might be about \$40. On a recent visit, he had turned off the furnace as it was using fuel needlessly for the pilot light. The furnace is very easy to restart if needed. He had noticed that the top hinge on the warm room door was loose and would try to repair it. He had not heard anything from Roy Bishop regarding connection to the Minas Energy power grid and would contact him for an update at the next meeting. Gregg Dill reported that, upon receiving the bill for propane from Superior Propane, he had contacted them and had the rate reduced from \$0.98/L to \$0.72, comparable to a competitor.

**10. Update: Nova East Planning Committee Meeting**

Judy Black presented the report from the March 21, 2020 meeting of the Nova East Planning Committee (see *Agenda Note #3*). She indicated that the budget was based on 50 registrations, compared to 64 registered last year. If Nova East was cancelled due to COVID-19 restrictions still being in place, then there would be no revenue from the event. There were no questions.

**200416MN-Mot03**

It was moved by Gregg Dill and seconded by David Hoskin to approve the report of the March 21, 2020 Nova East Planning Committee as presented.  
CARRIED.

**11. Update: Meeting with the Discovery Centre**

Peter Hurley reported that he and Wayne Harasimovitch had been contacted by email by Japna Sidhu-Brar, Dome Theatre Presenter at the Discovery Centre, to ask if we would be interested in participating in an online event hosted by the Discovery Centre to be shared on their website. She had suggested we might prepare a short presentation on the basics of binocular or telescope use. They had discussed logistics with Jerry Black and content and logistics with Tony Schellinck and were planning to ask the Discovery Centre for more time than the 4-minute time slot Japna had suggested. Discussions were promising and they were hoping the content developed might also be used on our Halifax Centre website.

**12. Update: Halifax Centre Priority Setting**

Judy Black had distributed a draft survey for Halifax Centre Priority Setting previously which incorporated earlier comments from Board members. There were no additional comments.

**200416MN-Mot04**

It was moved by Pat Kelly and seconded by Wayne Harasimovitch to approve the survey as presented.  
CARRIED.

There was discussion on how and when to use the survey. It was suggested that we might use the SurveyMonkey account that National has. There was no conclusion reached regarding how or when the survey should be distributed to members.

**200416MN-Act06**

Judy Black to check with RASC National regarding use of their SurveyMonkey account.

**13. Update: Guidelines for In-Camera Sessions**

Following discussions at the previous meeting of the Board regarding the use of In-camera, Executive or Closed sessions, Judy Black had drafted a document and circulated it for comment. She received a number of very useful comments and incorporated them into a draft tabled as *RASC Halifax Centre Policy G9: Guidelines regarding In-Camera Sessions* (see *Agenda Note #4*). There was additional discussion and suggestions for further changes.

**200416MN-Act07**

Board members are to provide additional edits to the draft policy to Judy Black by April 30, 2020.

**14. Update: Library**

There was no update. Deferred until next meeting.

**15. Update: Halifax Centre Business Cards**

There was no update. Deferred until next meeting.

**16. Update: 2015 GA Video Editing**

There had been nothing back from National regarding the funding request.

## **NEW BUSINESS**

### **17. Binocular Flyer**

Judy Black had previously obtained a copy of a Binocular Flyer developed by Calgary Centre and provided it to Dave Chapman and Tony Schellinck for comment. Their comments back to her on the Flyer in question are in Agenda Note #5 and the Flyer itself was attached to the meeting reminder email she sent earlier today. It was agreed that the Calgary flyer is too advanced for our intended purpose, it is too dense, and it needs graphics. It was agreed that we were looking for something to use at Outreach events that would appeal to and be of interest and use to novice astronomers. There was considerable discussion of other sources of similar material. Judy Black mentioned she had found a list prepared by Roy Bishop in 1994 while exploring the Centre archives that she thought might be useful as a starting point. Pat Kelly volunteered to draft something for review.

#### **200416MN-Act08**

Judy Black to send the 2020 draft of the binocular flyer developed by Roy Bishop to Pat Kelly.

#### **200416MN-Act09**

Pat Kelly to draft a revised binocular flyer for review.

## **Adjournment**

#### **200307MN-Mot05**

It was moved by Matt Dyer to adjourn.

Adjournment at 8:00 PM.

Respectfully Submitted,  
Peter Hurley, Secretary

## **ACTION LIST (as of April 16, 2020):**

<i>From January 2020</i>		
200111MN-Act05	<b>Gregg Dill and John Liddard</b> will establish the value of capital equipment when the inventory is complete.	Open
<i>From February 2020</i>		
200201MN- Act 06	<b>Pat Kelly</b> will circulate the RASC Centre Manual to members for comment when it has been received.	Open
200201MN-Act07	<b>Paul Heath</b> to report back to the Board with details regarding the paperwork required by Parks Canada.	Open
<i>From March 7, 2020</i>		
200307MN-Act04	<b>Paul Heath</b> and <b>John Liddard</b> to explore getting the broken free-standing banner repaired.	Open
<i>From April 16, 2020</i>		
200416MN-Act01	<b>Judy Black</b> to contact Glen Roberts and Nicole Mortillaro to explore if they would be interested in speaking and appropriate dates.	Open

200416MN-Act02	<b>Gregg Dill</b> to send the budget update he presented to <b>Peter Hurley</b> for inclusion in the meeting minutes.	Open
200416MN-Act03	<b>Judy Black</b> to investigate what surcharge other RASC Centres charge and whether other Centres include revenue from Star Parties in their budgets.	Open
200416MN-Act04	<b>Judy Black</b> to register for a Halifax Centre Zoom meeting account as host.	Open
200416MN-Act05	The Board will review the usage of the Centre's zoom account in June 2020 to determine the account status.	Open
200416MN-Act06	<b>Judy Black</b> to check with RASC National regarding use of their SurveyMonkey account.	Open
200416MN-Act07	<b>Board members</b> are to provide additional edits to the draft policy to <b>Judy Black</b> by April 30, 2020.	Open
200416MN-Act08	<b>Judy Black</b> to send the 2020 draft of the binocular flyer developed by Roy Bishop to <b>Pat Kelly</b> .	Open
200416MN-Act09	<b>Pat Kelly</b> to draft a revised binocular flyer for review.	Open

#### MOTION LIST (April 16, 2020):

200416MN-Mot01	It was moved by <b>David Hoskin</b> and seconded by <b>Matt Dyer</b> to approve the April 16, 2020 Board of Directors meeting agenda as revised. CARRIED.
200416MN-Mot02	It was moved by <b>Pat Kelly</b> and seconded by <b>David Hoskin</b> to approve the minutes of the March 26, 2020 Board of Directors meeting as revised. CARRIED.
200416MN-Mot03	It was moved by <b>Gregg Dill</b> and seconded by <b>David Hoskin</b> to approve the report of the March 21, 2020 Nova East Planning Committee as presented. CARRIED.
200416MN-Mot04	It was moved by <b>Pat Kelly</b> and seconded by <b>Wayne Harasimovitch</b> to approve the survey as presented. CARRIED.
200416MN-Mot05	It was moved by <b>Matt Dyer</b> to adjourn.

#### AGENDA NOTES

Agenda Item, Proposed By, & Date Proposed	Description Received (& Proposed Motion, if Applicable)
<b>Agenda Note #1 re Item #2: 2020 Approved Meeting Dates and Events</b>	<p><b>2020 Approved Meeting Dates and Events</b> (<i>Note: A low-key Kejimikujik Fall for the Stars is slated for Sept 19-21. DSW is cancelled due to logistics of Park access.</i>)</p> <ul style="list-style-type: none"> <li>○ May 2 (Speaker: Phil Groff confirmed; via Zoom)</li> <li>○ June 13** - perhaps Glenn Roberts, writer of CH <i>Atlantic Skies</i> &amp; a former member.</li> <li>○ Nova East: August 21-23</li> <li>○ September 12</li> <li>○ September BBQ date TBD</li> <li>○ October 3</li> <li>○ November 7</li> </ul>

o December 5 (AGM)  
 \*\* RASC GA June 5-7, 2020 – CANCELLED. Webinars may be held of GA speakers on June 6.  
**SMU BOOKINGS:** When SMU has opened its doors again, Dan Snyder will be contacted to request meeting space.

**Agenda Note #2 re Item #8 – Update: Halifax Centre Meeting Dates and Events**

Utilizing zoom to host meetings of the Board of Directors and the Centre has been highly successful. Several upcoming Board and Members’ meetings have been pre-booked on the RASC zoom account. Virtual Observing sessions continue to be held on as requested basis. The April 4/20 Members’ Meeting was recorded and can be viewed on the RASC Halifax Centre YouTube page. Future virtual sessions (when requested) and members’ meetings will be recorded as well.

**Previously held Zoom Events:**

- Webinar: Members’ Meeting Practice, April 1/20, ID# 839-943-221
- Webinar: Members’ meeting, April 4/20, ID # 309-042-957 – recorded for Halifax Centre YouTube
- Meeting: Nova East Planning Committee, March 21/20, ID# 323-869-146
- Meeting: Board of Directors Meeting, March 26/20, ID# 990-043-157
- Meeting: Virtual Observing Session, March 28/20, ID# 643-693-529
- Meeting: Virtual Lunar Observing, April 5/20, ID# 239-559-858
- Meeting: Images Plus Processing Walkthrough, April 11/20, ID# 601-519-178

**Upcoming Scheduled Zoom Events:**

- Webinar: Members’ Meeting, May 2/20, ID# 333-078-510 – to be recorded for YouTube
- Webinar: Members’ Meeting, June 13/20, ID# 908-463-589 – to be recorded for YouTube
- Webinar: Members’ Meeting, Sept 12/20, ID# 708-618-956 – to be recorded for YouTube
- Meeting: Board of Directors Meeting, April 16/20, ID# 973-795-795
- Meeting: Nova East Planning Committee, April 25/20, ID# 759-379-727
- Meeting: Board of Directors Meeting, May 21/20, ID# 802-892-365
- Meeting: Board of Directors Meeting, June 18/20, ID# 857-595-634

**Agenda Note #3 re Item #10: Report: Nova East Planning Committee Meeting, March 21, 2020  
 2020 Nova East Planning Committee (NEPC)  
 Report to RASC Halifax Centre Board of Directors**

Members agreed the event planning would go forward under the assumption that by August social distancing will be removed and COVID-19 is no longer a threat.

**1. Theme/Focus:**

March of the Planets

**2. Budget (Team Lead: Gregg Dill)**

<b>Nova East 2020 Proposed Budget, v3</b>		
<b>Revenues</b>		
Camping	\$ 950.00	
Registration (50 x \$35.00)	\$1,750.00	
T-shirts (30) @ \$20.00 each	\$ 600.00	
PSP Reimbursement	\$500.00	
<b>Total Revenue</b>		<b>\$ 3,800.00</b>
<b>Expenses</b>		
Nova East Prizes	\$ 1,000.00	
BBQ	\$ 450.00	
Camping	\$ 400.00	
Miscellaneous	\$ 70.00	



Keynote Speaker	\$ 1,200.00	
Clothing (T-shirt)	\$ 450.00	
Registration	\$ 50.00	
<b>Total Expenses</b>		<b>\$ 3,620.00</b>
<b>Profit/Loss</b>		<b>\$ 180.00</b>

**3. Speaker Acquisition and Agenda: (Team Lead: Dave Chapman)**

Nova East will apply to the RASC Public Speaker Program (PSP). The agenda is at the end of this report.

**4. Clothing: (Team Lead: Judy Black)**

Pro Design Cresting Limited in Truro is again the source for the Nova East t-shirt. John Read has agreed to design the t-shirt; he will be providing 3 choices of design by the end of the April. Colour of the shirt will be determined once a design has been approved.

**5. Food:**

Members can look to similar offerings at the breakfasts, Lounge and BBQ.

**6. Meander River Farm and Brewery**

An offer by the Brewery suggested a potential partnership. Complimentary tasting cards would be made available at the Registration Desk for use by attendees at their leisure; no tastings will be offered. The company's logo would be included in a "contributors" listing. We will also be requesting a link on their site to our event and a more permanent link to the Kejimikujik Dark-Sky Preserve.

**7. Photo contests: (Team Lead: Judy & Jerry Black)**

Mary Lou Whitehorne, Blair MacDonald and Ian Corbett will be the 2020 adjudicators. Adjudicated categories of the contest are Solar System, Wide-Field, and Deep-Sky. People's Choice Award is returning. Photos can be submitted from July 1, 2020 to midnight August 1, 2020; all submissions, in jpeg format, will be submitted to Jerry Black.

**8. Nova East Prizes: (Team Lead: Chris Young, Dave Chapman)**

Chris Young and Dave Chapman will investigate suitable prizes for the Astrophoto contest and door prizes. The role of Atlantic Photo Supply (APS) is being discussed.

**9. Publicity / Website (Team Lead: Judy Black)**

The NE site is updated with current information for this year. It will be incrementally updated as information becomes available. The date for going live and opening registration is tentatively slated for May 15, 2020 but may be pushed back to June. Jerry Black produced a 2020 NE promo video now on the website. Other social media sites will be utilized to promote the event.

**10. Registration (Team Lead: Pat Kelly)**

Because provincial parks are closed, Nova East camp fees are not established. The 2020 email address is now functioning. Deadlines for mail-in and email registrations are established:

- mail-in deadline (2 weeks before NE): Saturday, August 9, 2020
- email deadline: midnight Thursday, August 20, 2020

**11. Changes to Etiquette Item Statements**

**a. Use of GLPs (as per Recommendation 13 from the final 2019 NEPC report)**

Given the updated agreement between RASC and Transport Canada for events held outside the 10-km airport zone, members reconsidered the use of GLPs. The RASC GLP training site will be confirmed to members at the next meeting. The *Etiquette* statement now reads.

*Green Lasers can be used only by designated Nova East speakers who have completed the RASC training. Registrants are not to use GLPs at any time. Maglites are not to be used after 10:30 PM on Friday and Saturday nights, and not at all on Sunday night. Please respect these rules.*

**b. Pets at Nova East**

A dog was a nuisance to others at the Events Building in 2019. The *Etiquette* statement now reads:

*Park rules require pets to be kept on a leash at all times. Nova East registrants are requested to have pets under control at all times.*

**c. Non-Camping Observers (as per Recommendation 16 from the final 2019 NEPC report):**

A policy was needed regarding non-campers consequent to a challenge at last year's event when non-campers parked too close to the swing set, almost ran over Paul Heath's Solar system without apology, and noisily left at 4 AM to disturb many campers. Members agreed to limit parking and campsites in the observing field area to those camping overnight only. Two sites for non-camping parking will be designated at the end of the observing field where observing equipment can be set up. The *Etiquette* statement now reads:

*Parking in the observing field area is limited to campers only. Cars cannot be moved in/out of the observing field from 9 PM to 7 AM. If you must move your vehicle, please move it to the nearby non-camping parking area ahead of time for an easy departure. Parking for non-camping Nova East attendees is available inside the Park near the observing site. Check at the Nova East Events Building for directions.*

**12. Health & Safety (Team Lead: Judy Black)**

The annual review of the First Aid kit will be done before Nova East; the emergency response instructions are printed and ready for posting. The NE registration form will include the request for Volunteer first aiders.

**13. Next Zoom Meeting**

- Saturday April 25, 2020

Respectfully Submitted,

Judy Black, Chair  
2020 Nova East Planning Committee (NEPC)

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## 2020 NOVA EAST Schedule of Events

### March of the Planets

#### FRIDAY

##### Friday Afternoon

Noon–6:30 REGISTRATION — Pat Kelly, Liz Greenough

##### Friday Evening

7:45 WELCOME — Judy Black  
8:00–9:00 **TALK:** *Lucky Imaging: Astrophotography of the Moon and Planets* — David Hoskin  
9:15–11:30 Public Observing (in field) — ALL WELCOME  
9:30–10:00 Sky Tour (in field) — Paul Heath  
10:00 & 10:30 Ace Amateur Binocular Observing Program (in field) — Tony Schellinck, Judy Black, Liz Greenough  
10:00–1:00 Astronomer's Lounge (socializing in a red-light zone, snacks, beverages)  
11:30–dawn Nova East Registrant observing, astrophotography (in field)  
1:00 AM–8:00 AM Quiet Hours

#### SATURDAY

##### Saturday Morning

9:00–Noon REGISTRATION — Pat Kelly, Liz Greenough  
9:00 Astro Breakfast — Host TBD  
All Day Telescope tours & Solar Observing (in field)  
10:00 **YOUTH ACTIVITY:** TBD — Paul Heath  
11:00 **BEGINNER TALK:** *Beginner Image Processing for Astrophotographers* — Kathy Walker  
Noon–1:30 Lunch break and FREE TIME

##### Saturday Afternoon

1:30 **TALK:** *All About Mars: The Science of What you're Seeing* — Pat Kelly  
2:30 **YOUTH PRESENTATION:** *RASC — The Next Generation* — Keegan Oickle, Fiona Morris  
3:30 - 4:30 FREE TIME  
4:30 Group Photo — All Nova East Participants  
5:00 POTLUCK BBQ Social

##### Saturday Evening

<p>7:00</p> <p>8:00–9:00</p> <p>9:15–11:30</p> <p>9:30–10:00</p> <p>10:00 &amp; 10:30</p> <p>10:00–1:00</p> <p>11:30–dawn</p> <p>1:00–8:00 AM</p> <p><b>SUNDAY</b></p> <p><b>Sunday Morning</b></p> <p>9:00–10:00</p> <p>10:00–10:30</p> <p>10:30–11:00</p> <p>11:00–Noon</p> <p><b>Sunday Afternoon</b></p> <p>Noon–10:00</p> <p><b>Sunday Night</b></p> <p>9:00–Dawn</p> <p>1:00–8:00 AM</p> <p><b>MONDAY</b></p> <p>No scheduled activities. Pack, say goodbyes, and leave as you wish.</p>	<p><i>Astrophotography Awards</i> — Blair MacDonald</p> <p><i>Observing Awards</i> — Paul Gray</p> <p><i>Door Prizes</i> — Chris Young</p> <p><b>PUBLIC TALK:</b> <i>Backyard Stargazing in the 21st Century</i> — Andrew Fazekas (The Night Sky Guy)</p> <p>Public Observing (in field) — ALL WELCOME</p> <p>Sky Tour (in field) — <i>Paul Heath</i></p> <p>Binocular Observing Program (in field) — <i>Tony Schellinck with Judy Black and Liz Greenough</i></p> <p>Astronomer’s Lounge (socializing in a red-light zone, snacks, beverages)</p> <p>Nova East Registrant observing, astrophotography (in field)</p> <p>Quiet Hours</p> <p>Astro Breakfast</p> <p><b>YOUTH ACTIVITY:</b> <i>TBD</i> — Paul Heath</p> <p><b>SPECIAL TALK: Astronomers Without Borders</b> — <i>Zoe Chee (AWB Interim Executive Director)</i></p> <p><i>Walk-In Telescope Clinic</i> — Telescope Medics</p> <p><i>Walk-In Mirror &amp; Eyepiece Cleaning Clinic</i> — <i>Dave Chapman, Dave Lane</i></p> <p>FREE TIME</p> <p>Nova East Registrant observing, astrophotography (in field)</p> <p>Quiet Hours</p>
<p><b>Agenda Note #4</b> <b>re Item #13:</b> <b>Guidelines for</b> <b>In-Camera</b> <b>Sessions</b></p> <p><b>DRAFT</b></p>	<p><b>RASC Halifax Centre</b></p> <p><b>G9: Guidelines regarding In-Camera Sessions</b> (also referred to as <i>executive session</i> or <i>closed session</i>)</p> <p>Confidentiality is a fiduciary responsibility of the Board of Directors. Members must act honestly and put the best interest of the organization ahead of their own interests. Maintaining confidentiality also means that Board members must maintain the confidentiality of any personal or sensitive information they acquire during their service to the Board. Board members cannot take advantage and use information obtained in an executive session for personal gain.</p> <p><b>Attendance at an In-Camera Session</b></p> <p><b>Board Meetings:</b> Only Board members are entitled to attend. Special invitees as determined by the Board may remain in the room for executive sessions. Others allowed to attend would be decided by the Board. Any Board member that has a conflict of interest or a perceived conflict of interest would be excluded.</p> <p><b>Committee Meetings:</b> Only Committee members are entitled to attend. Special invitees as determined by the Committee may remain in the room for executive sessions. Others allowed to attend would be decided by the Committee. Any Committee member that has a conflict of interest or a perceived conflict of interest would be excluded.</p> <p><b>Matters Dealt within an In-Camera Session</b> <i>In-Camera sessions ought to be used only in extraordinary circumstances.</i> When they are used, and especially where confidentiality is not the sole rationale, the first order of business must be agreement on the rules or discipline that apply to the deliberations and the reporting of its results. The Chair’s role is to ensure that the meeting never descends into petty gossip. This will ensure that confidence is maintained and that a culture of secrecy does not develop.</p> <p>The most important test of the Board’s deliberation is whether it has the information necessary to make the best, informed decision.</p>

Matters that will generally be dealt with in an in-camera session could include, but are not limited to:

1. Assessing, rewarding or disciplining individuals;
2. Operational transitions;
3. Organizational failures, such as filing for bankruptcy;
4. Discussions and dealings with other entities or persons where the information being discussed may compromise the relationship of the RASC Halifax Centre with them or its relationship to RASC Halifax centre members;
5. The handling of conflict of interest situations;
6. Matters relating to civil or criminal proceedings;
7. Matters relating to legal, real property or where information about a volunteers or donor is disclosed or disciplinary actions to be taken; or
8. Financial, personnel, contractual and/or matters for which a decision must be made in which premature disclosure would be prejudicial.

### **Purpose of In-Camera Sessions**

RASC Halifax Centre has the right to prescribe and enforce its standards for membership and has the right to investigate the character of its members as may be necessary. But neither the Society nor any member has the right to make public any information obtained through such investigations; if it becomes common knowledge within the Society, it should not be revealed to any non-member.

It is important that these special sessions are held for the main purposes of confidentiality, not secrecy.

1. Assures confidentiality.
2. Allows Board members the confidence to express their opinions openly.
3. Protects the innocent from false information about them becoming public.

### **How In-Camera Sessions are Determined in Open Sessions**

A motion must be made to go into In-Camera Session. The motion must be moved, seconded, and debate allowed before being approved.

Members can be punished under disciplinary procedures as outlined in Subsections 5.3 and 7.12 of the RASC Halifax Centre Bylaw #1, and in consideration of *Chapter 10: Disciplinary Procedures, Section 61* of Roberts Rules of Order.

The Board may anticipate that any in-camera session agendas, minutes, supporting documentation and director's notes could become part of the disclosure process if related to the subject matter of litigation.

### **Minutes or Recordings of Proceedings**

#### ***A) In-Camera Session***

The recorded minutes or any documents distributed during this meeting are not made public and are not attached to the regular Board of Director meeting minutes nor to Committee meeting minutes.

Minutes should be a summary of discussion not verbatim transcripts. Minutes should reflect the Board or Committee deliberated before making a decision. This could involve a brief summary of the options considered or pros and cons raised. Minutes should reflect that a vote was taken but not identify how the vote was split in a majority decision, or how individuals voted (unless of course a director asks that the vote go on record).

Minutes of an In-Camera Session must be read and acted upon only in in-camera sessions unless the decisions and actions taken are not secret or secrecy was removed by the Board.

#### ***B) Open Session / Board and Committee Meetings***

Minutes of the Board or one of its Committee's meeting must state the members voted to go into the executive session and the reason(s) for doing so.

The minutes must include the session's outcome, i.e., detailed discussions, any decisions and actions adopted, and any resolutions approved. No names shall be attributed to any part of the discussions

recorded. The start and finish time may also be recorded. Confidentiality must be retained with carefully worded actions, motions, resolutions, etc.

### **C) Storage of In-Camera Session Minutes or Recordings of Proceedings**

Copies of the proceedings will be kept in a separate file in the RASC Halifax Centre file box. They will not be published on the RASC Halifax Centre website nor disbursed through any means. They will be provided in hard copy only to a government auditor and/or the Registry of Joint Stock Companies upon request.

### **Consequences of Breaching Confidentiality**

One of the long-term effects of a confidentiality breach could be RASC Halifax Centre's loss of reputation.

Board members or individuals may suffer consequences if they breach confidentiality, whether it happened unknowingly or not. A *Confidential Investigation by Committee* could conduct a confidential investigation (usually including an interview with the accused) to determine whether further action, including the preferring of charges if necessary, is warranted.

Direct consequences may vary depending on the circumstances of the breach, such as:

- Termination of elected or appointed position on the Board of Directors
- May be subject to civil or criminal charges, if applicable

The Board and any of its Committees need to be sure that members fully understand that once a decision is approved, it becomes a decision of the whole Board. All members must comply with it. If any member disagrees with a decision regarding confidentiality, they may register their dissent. Members who are seriously at odds with the confidentiality policy, or any other policy, may choose to resign from the Board or the Committee.

### **Definitions:**

#### **Board Confidentiality**

Confidential information provided to the Board will be kept private and will not be disclosed to non-Board members. The information obtained during Board consultations has limits on how and when it can be disclosed to a third party.

### **References:**

#### **1. Social Impact Newsletter, Miller Thomson Lawyers**

*In Camera Board Meetings May Not Always be Private*

<https://www.millertomson.com/en/publications/communiqués-et-mises-à-jour/newsletter-formerly-the/september-28-2016/in-camera-board-meetings-may-not-always-be/>

#### **2. GoverningGood:**

*In Camera Board Sessions: Careful How to Use Them*

<http://www.governinggood.ca/wp-content/uploads/2013/07/In-Camera-Board-Sessions-Careful-How-You-Use-Them-1.pdf>

#### **3. Conscious Governance**

What is an *In Camera* Session? How to maintain confidentiality in the Boardroom without generating fear <http://consciousgovernance.com/blog-archives/2016/what-is-an-in-camera-session-how-to-maintain-confidentiality-in-the-boardroom-without-generating-fear>

#### **4. Charity Village:**

*Governance Q&A: How to Handle Confidential Sessions of the Board*

<https://charityvillage.com/how-to-handle-confidential-sessions-of-the-board/>

	<p><b>5. Parli Procedure Resource:</b>  <i>Executive Sessions &amp; Open Meeting Laws</i>  <a href="https://www.parli.com/newsletter/executive-sessions-open-meeting-laws">https://www.parli.com/newsletter/executive-sessions-open-meeting-laws</a></p> <p><b>6. Excerpt from the Municipal Act, 2001, S.O. 2001, c. 25 (Ontario)</b>  <a href="https://www.ontario.ca/laws/statute/01m25#BK3">https://www.ontario.ca/laws/statute/01m25#BK3</a></p> <p><b>7. Excerpt from Municipal Government Act, Chapter 18 of the Acts of 1998 (Nova Scotia)</b>  <a href="https://www.nslegislature.ca/sites/default/files/legc/statutes/municipal%20government.pdf">https://www.nslegislature.ca/sites/default/files/legc/statutes/municipal%20government.pdf</a></p>
<p><b>Agenda Notes #5 re Item #17: Binocular Flyer</b></p>	<p>Comments have been received from both Dave Chapman and Tony Schellinck. Their comments included the following:</p> <ul style="list-style-type: none"> <li>a) There is no mention of Image-stabilized binoculars, probably because the document is dated.</li> <li>b) People prefer online documents that are formatted to their devices to optimize accessibility. The PDF is old-school.</li> <li>c) Document is factual but does not provide stimuli to excite readers to start observing the night sky. There needs to be pictures of DSOs and the Moon as seen through binoculars, not telescopes.</li> <li>d) In describing the ideal magnification of binoculars as 10x50s, it was felt the document was written when observing was a <i>male</i> domain. Smaller binoculars down to 7x35 can still see many objects and are easier for anyone to hold. 8x40 may be optimal.</li> <li>e) Need to include better descriptor of how to hold, focus and adjust width of the eyepieces.</li> <li>f) How to fix your gaze on the target area needs to be addressed, i.e. hold your gaze steady on your target then bring the binoculars up to your eyes.</li> <li>g) Exit pupil info may be TMI for the beginner.</li> <li>h) Prices quoted in the document may no longer be relevant. It's the specs that are important. Price may not be the cue for quality.</li> </ul> <p>What is the goal?</p> <ul style="list-style-type: none"> <li>a) If to inform: OK as is.</li> <li>b) If to inform and motivate: Needs to have images, descriptions, programs, not as much information, more guidance for actually using binoculars.</li> </ul>