

RASC Kingston Centre

Executive Meeting Minutes - June 16, 2002

At the home of John and Peggy Hurley in Sharbot Lake

Attendance:

Kevin Kell (Editor), Kim Hay (Chair LPA), Dave Maguire (Librarian), Ken Kingdon (observer), Peggy Hurley (NCR), John Hurley (Treasurer), Laura Gagne (president), Paul Winkler (Vice-president), Doug Angle (Chair ATM), Tom Dean (Chair Observing)

- Telescope: Venor update:
 - Scope is complete but still needs tweaking. Tuning optical tube, drive system (electronics and mechanicals) Mechanicals :George Knight is a teacher at Napanee District HS. They will be making the mechanicals for the Venor. We are trusting in his judgement.
 - This will definitely work for visual use and we will see with long exposure CCD. Something will be ready by the end of June. Cost \$200.
 - He is also interested in building Crayford focusers with machining as a small project for his classes. This will be based on the JMI design. Replacing some small parts on the Venor.
 - Electronics: Design from St. Lawrence is a breadboard. A rough drive system was put together to try to test the drive. It appears to track and move in alt az. Do not know if this is the right speed etc. Even if this is working, it is very rough and has wires hanging out all over the place. Operating manual is for the breadboard and might be difficult to vary. We have paid \$500 and students have spent \$872. Some \$300 is owed. Tom was not overly impressed with the code as it will require some 30 updates per second which is possible but not particularly practical. Tom checked with Queen's and it is possible for them to count this as a 490 project and costs \$250. Some professors are interested in having their students work on a rescue project. If Queen's did this then Tom would be one of the supervisors. These projects are sold to students. Queen's projects looked like we imagined.
 - Our original agreement with St.Lawrence was for proof of concept using school equipment (\$200) but they needed a new part. (additional \$500)If we accept this as proof of concept then they give us all that is put together now. We would pay the balance. The college would refund the students and pay us the \$300 we have already paid if this is not successful. We will still get to keep the

project. So the decision is to either keep the project and pay the extra \$300 or not to keep the project and have money refunded, except \$200, and start from scratch. Any and all parts are usable. A letter to St. Lawrence might be appropriate stating our problems with this.

- Option: We could still build a simpler drive as an interim solution and will be run by a laptop. This is basically software and the interface board is about \$30. Tom's view is even with the Queen's option we are not going to get anything until April 2003. Start with the Bartel system and put in an upgrade and this would be usable from a laptop (which we have) and it will run on the same motors. The new system would have a pad control and would still interact with the laptop. The Mel Bartel system uses all the power of the laptop. The Queen's update will end up costing about \$250 - \$300.
- **Motion 2002-03:** to pay St. Lawrence the remaining \$373 and do the Mel Bartel and carry forward the project ourselves.
- Paul Winkler | Second: Kevin Kell
- *Carried*
- Tower Hill and Bell: Ken Kingdon
 - This site was seen by the Exec and decision was to find out details from Bell. This is the Lease agreement. Some things on the lease were objectionable. We are down to \$100 a year, we will try to get this lower. Cost is not yet finalized. Change the name. Bell has access even though we have storage for the 'scope. There is a sound that there are restrictions on what we can do. Road maintenance is our cost and from their contractors. Use in the winter is at our discretion. Automatically renewing lease. If we have to \$100 is okay. We would have to keep it clean (not a mess).
 - Asking for 2 million coverage per occurrence. We need to give them a certificate once we have this done. Snow and ice are hazards and we need to watch for this. We must not disrupt the neighbours (the house is for sale and hopefully if it is sold the new neighbour would be better). Bell Canada can change this should their requirements change. They may decide to sell this in about 5 years. Seek amendments and bring back to another meeting and then get amended lease for approval and signing. Then we get sent the Lease agreement.
 - Insurance Policy: Can go to a company and spend \$500-\$750 per year for this liability. Or we ask for an endorsement clause for \$100 per year. Possibly see if other Centres have this type of policy and can we join in? Perhaps we can join the photo clubs? David and Ken will look into this. Management procedures: This needs to be considered in the future. Key fees need to be looked at.

- RMC letter: Doug Angle
 - Proposing that we have an audience with them if they are looking to get rid of stuff. It won't hurt to ask. David Haines will give us some clout. Queen's offered to help with Tower Hill (endorsements, etc. - perhaps joint ownership) Letterhead is on website and Laura is sending letter.
- Bylaw Changes: Laura Gagne
 - Only the executive is voting here. Hamilton uses 12 voting positions. Revisions need to be made anyway. New bylaws have to be agreed to by the Constitutional Committee. We do need more people to represent the 200 members. Councillors can be used to form committees and to set up speakers. They are elected members. There should be a nomination committee. This could not be elected until 2003. Cut and paste from other Centres (Hamilton and Windsor)
 - Ad Hoc Constitutional Committee: John Hurley, Peggy Hurley, Laura Gagne, Doug Angle, Paul Winkler.
 - Ad Hoc Nominating Committee: Peggy Hurley, Laura Gagne, and a non-exec. Try to find people for all positions. Find nominees for the appointed positions as well.
- Centre Charity Status: Paul Winkler
 - CCRA package. Lot's of correspondence with lots of people in Ottawa. Paul is to fill out the application and we are starting all over again. Two applications. One as a stand alone and one as a branch of an organization that already has status. Target date is August.
- Purchase of Back issues of *Amateur Astronomy* and a Subscription: Kevin Kell
 - Met editor at Starfest. Lots of telescope making and CCD stuff. This fills a need that is not in *S&T*, *SkyNews* or *Astronomy*. Cost of all back issues etc. \$220 Canadian and \$28 per year for subscription.
 - **Motion 2002-04:** to spend \$140 US approximately for 35 back issues of *Amateur Astronomy*.
 - Kevin Kell | Second: Paul Winkler
 - *Carried*
- Messier/NGC plaques and Douglas Update: Kevin Kell
 - Plaque like the Douglas Award for all the winners names. This would be a good historical reference. New awards are going to cost about \$500.
 - **Motion 2002-05:** To create two large historical plaques for names for both Messier Certificates and for NGC certificates.
 - Kevin Kell | Second: Dave McGuire
 - *Carried*

- Suggestion for a display, temporarily, at Stirling Hall. Also deal with Service Awards. John and Peggy are to look after the new plaques and redesign the Douglas.
- Easels: Laura Gagne
 - Kevin and Doug will look at building a prototype and will get back to the group.
- Publicity: Laura Gagne
 - How do we get more people to get involved or decide how much to do? Need to have dates in place by January. We have four static displays and we will have six in total. Need to be in schools and libraries. Schedule people on shifts for Malls and other displays. Use a buddy system. Looking for people for Bed and Breakfast talks (Astronomer in Residence)
- Public Observing:
 - Revamp this. Perhaps this needs to be moved to someone else's responsibility (instead of Observing Chair) so an alternate might be possible.
 - New business cards are being made up.
 - Lot's of interest from Guides, Brownies, Scouts etc. We need a group who are able to do this sort of thing. Contact Hank if someone gets a call from a school.
 - Are there other events that we can tap into to draw people?
 - Charleston Lake is a good draw. We still have Fall n'Stars. Belleville is still doing Bon Echo. We need to approach other groups. Check with Learning Centre re Workshops (Peggy)
- Other Business:
 - 1 Paul would like clarification on the teachers guides. Grade 6 we have lots' in stock. Grade 9 is very close to publishing the next print run (due to be complete in July) This will be taken to book printer's and get prices. This will not be taken anywhere near National. We need to write articles for the Journal and contact with the Minister of Education. New format may not be able to publish on demand. Piles of Careers in Space. Giving away copies.

ATM project book is mostly done. Look at doing publications on CD along with the Starry Night stuff. Stuff for 5 years in the future. CD together: Doug Angle, Kim Hay, Kevin Kell, Laura Gagne, David McGuire, John Hurley -- at Kim and Kevin's pool.

- 2 How do we raise funds? We have used the educational materials. Some donations. We need more ways to get more money to get more members. Try to get a course running or check out Bingo or Casino. Apply for Trillium funding. ATM scope raffle. Check with

Windsor for how much they made on their raffle. Easier to go to corporations with our charitable status.

Can we create an Honorary member for the Centre (for a year?)?

- 3 National Accounting Problem: Doug Angle "Doesn't follow general accounting practices" this should not be here so we should change the accounting practices. Bring a motion to National Council that we bring in "GAAP" Generally Accepted Accounting Practices at the National Level. There should not be variations that the auditors need to comment about. Why is there a problem reporting donations at the National Level. How are we dealing with assets? All 'not for profits' are going to have to change the way they deal with assets and real or apparent deficits.

Peggy to send a request to Bonnie for Other Business to request that the Financial Committee be encouraged to move to GAAP as capital expenditures. This separates real operating expenses from capital purchases and assets. We would like to make informed decisions concerning fee increases. This needs to be a motion for direction to the Finance Committee. Try approaching individual members to Finance Committee by mail with copy to National Office (also send in e-mail) If I don't hear anything at the meeting, ask a question and have copy of the letter with me.

- **Motion 2002-06:** that we move our own accounting to similar processes.
- Paul Winkler | Second: Kevin Kell
- *Carried*