

# RASC Kingston Centre

## Executive Meeting Minutes - January 9, 2005

### Attendance:

- Kim Hay,
- Norm Welbanks,
- Steve Hart,
- Kevin Kell,
- John Hurley,
- Doug Angle,
- Dave Maguire,
- Peggy Hurley,
- Ken Kingdon,
- Susan Gagnon

**Note:** Attendance consisted of the Executive plus Committee Chairs. All participated in general discussion on policy, but only the executive members voted on actual motions.

Meeting called to order at 2 p.m.

- Agenda Item 1: Hand over of any materials from last year's Executive to this year's Executive.
  - Peggy Hurley will give a few remaining President files to Kim Hay.
  - Peggy Hurley and John Hurley will look for the electronic copies of 2004 Secretary files, that were kept on their computer by Diane Torney, and forward them to Steve Hart.
  - Equipment Loan Program: All items being signed back in and inventoried by Kevin Kell.
  - Capital Equipment List: List being updated.
  - **Motion 05101** | Moved: Norman Welbanks | Seconded: Doug Angle
  - Dave Maguire will use library funds to upgrade the Centre paper copy of *\_Sky Atlas 2000 Field Edition\_* to the laminated version.
  - *Motion carried.*
  - Vice President transition complete.
  - After the meeting, John Hurley and Kevin Kell will do the Treasurer hand over.
- Agenda Item 2: Projects that were started in 2004 and need to be completed in 2005.
  - Incorporation and charity number: John Hurley thinks that the Centre will be incorporated by spring. If John does not hear back

- from a government official by the end of January, as expected, then John will again contact that government official. John Hurley will report back to the Centre executive committee.
- The Centre will apply for a Charity number after Centre incorporation.
  - Kingston Astronomy Outreach Network: We're in the second and final year of this Trillium Grant project, in partnership with Queen's University. Final report due in September. (Note: Try for more demographic details on event attendees, age for example.)
    - **Motion 05102** | Moved: Doug Angle | Seconded: Norman Welbanks
    - The Centre will use the remaining Trillium Grant funds to buy a power supply, dew zapper, and other accessories for the 8" Meade LX200 telescope.
    - *Motion carried.*
  - Fall N Stars; Review documentation on whether \$38 is still owed to Belleville Centre.
  - Consider whether there will be a date conflict between proposed Fall N Stars dates and the Kingston Centre meetings or the KAON commitment.
  - Kim Hay will inform Kevin Fetter that a consensus was reached to look for a new Fall N Stars Chair, who has already had actual experience with the Fall N Stars event.
  - Kim Hay will contact Belleville Centre and find out progress on their end.
- Agenda Item 3: Speaker in January;
    - What is the KC responsible for, and what has been agreed to from last year?
    - We have promised to take the guest speaker out to dinner and to entertain him for the evening. The Centre will also offer him a small gift.
    - Norm Welbanks asked for clarification on a policy for providing accommodation for guest speakers and/or a milage allowance. If we apply and meet guidelines, the RASC National will provide assistance for certain speakers from other Centres. A general guideline for Kingston Centre offering accommodation and/or gas milage was also established; \$50 per guest speaker, with the Centre also able to billet guest speakers.
    - Ken Kingdon and Steve Hart reviewed the planned publicity for January meeting, consisting of PSA adverts in papers and on radio stations, plus posters on Queen's campus and at various public library branches. Doug Angle mentioned he could put up a poster at

work, and Steve Hart promised to e-mail him a MS Word document suitable for printing as a poster.

- Agenda Item 4: Dates for Centre meetings in 2005
  - First three months confirmed, balance of year to be discussed - what to do about date around Fall N Stars? Tentatively September 9-11.
  - The September meeting date may be in question because of Fall N Stars. (See [Agenda Item 2.](#)) Aside from September, it was agreed that all other 2005 Centre meetings will take place on the second Friday of each month.
  
- Agenda Item 5: Where are we on the incorporation and/or charity number?
  - See above. This was discussed as part of [Agenda Item 2.](#)
  
- Agenda Item 6: Copies of the Trillium Grant agreement, and what do we have to on this agreement?
  - See above. This was discussed as part of [Agenda Item 2.](#)
  - Since Centre incorporation is in some ways linked to future Trillium Grant applications and since the incorporated RASC-KC will agree to follow the RASC-National charter, there was a spontaneous discussion clarifying the real benefits of Centre incorporation. These benefits include the following: directly entering into agreements such as KAON or directly applying for Trillium Grants and such; owning equipment; buying land.
  - There was a consensus that the Centre should not apply for another grant until after incorporation.
  
- Agenda Item 7: Ideas for 2005 - General discussion
  - Possible new Centre logo and new Centre wordmark: Samples were looked at. Peggy Hurley will arrange graphics for a logo based on a variation on the "Murney Tower" design.
  - New pamphlets, business cards, and library bookplates: We need to wait for the new Centre logo.
  - All Centre manuals and bylaws to be updated:
  - New design for KC web page: There was a consensus that the new design was a move in the right direction, because it was easier to navigate. Feedback and fine-tuning will continue.
  - Observing for members: Ken Kingdon outlined his plans, such as sometimes having several possible "floating nights" at a dark sky site during the dark of the moon. During the winter, the floating night is an alternative to only scheduling one possible night per

- month. One scheduled night per month, at a members house where other activities are possible if it's cloudy, would be scheduled over the rest of the year. Those interested in floating nights will be put onto a notification list maintained by Ken Kingdon.
- Public presentations: Astronomy Day; Sky is the Limit; Little Cataraqui Creek Conservation; Scouts and Guides. It was decided to create a "new presenter's kit", possibly a power point presentation on a cd-rom with accompanying speaker's notes.
  - Unfilled committees:
    - ATM Committee - have Doug Angle as ATM contact person, via exec e-mail address on web site.
    - CCD Committee - fold, but leave exec e-mail address on the web site for any future contacts.
    - Light Pollution Committee - Kim Hay will be new chair.
    - Awards Committee - To be decided later.
  - Possible purchases for Centre: Rukl's \_Atlas of the Moon\_, a digital projector and laptop for public presentations.
  - The possibility of surveying centre members on this and other issues was raised. Kim Hay will conduct a survey of members (on what they want from the Centre) during the February meeting.
  - Frequency of Executive meeting: One every month; A longer Sunday meeting every third month, with short Friday meetings in the remaining months.
  - What does everyone want the Centre to do this year?
  - While not unanimously supported, it was decided that Doug Angle will form a group to investigate the idea of offering paid courses to the public, along the idea of one day seminars. In part, this idea was considered as a way of giving an "illusion of value" to our education efforts, as a way of informing the public of what the Centre can offer. The Little Cataraqui Creek Conservation Centre was mentioned as one possible location. Kevin Kell will do a survey of whether other Centres are doing anything similar. If we go ahead with seminars, we will attempt to have the courses start by the fall at the earliest.
  - Expand KAON activities in other Ellis Hall rooms, such as presenting "the monthly sky" during public observing sessions. We'll touch base with Terry Bridges.
  - Try to publish a newsletter each month for this year. Think about a transition to only electronic editions, but for this year publish a paper copy each month.

Meeting adjourned at 5:40 p.m.

Submitted by Steve Hart, RASC-KC Secretary