

RASC Kingston Centre

Executive Meeting Minutes - May 13, 2005

Attendance:

- Kim Hay,
- Steve Hart,
- Kevin Kell,
- Doug Angle

Location: Stirling Hall, 64 Bader Lane, Kingston, Ontario

Meeting called to order at 10:04 p.m.

- Agenda Item 1: Incorporation update - John Hurley
 - Earlier in the evening John Hurley gave Kim Hay the following progress report: The incorporation papers have been mailed, but we have not heard back from the government. Also, John had checked with the lawyer advising the Centre on the incorporation process and all the paperwork looked good.
 - Some Centre executive members noted that a paper trail showing the Centre's formal decision to incorporate had not been included in previous executive meeting minutes. Kevin Kell provided the following background preamble for a motion to rectify this perceived lack.
 - Preamble:
 - Many other RASC centres have incorporated once they reach a certain size. This is normally based on one of the objectives of all centres to provide services to their members and the public in the form of an observatory facility located on land outside urban light polluted areas. Some incorporated centres are: vancouver, toronto, windsor (1985), regina, saskatoon, calgary, edmonton, halifax(1995) okanagan (2004).
 - Why do we want to incorporate?
 - A corporation is a legal entity that is separate from its owners, the shareholders. No shareholder of a corporation is personally liable for the debts, obligations or acts of the corporation. Directors, officers and insiders can bear some liability for their involvement with the corporation. A corporation can be formed at either the federal or provincial level. Advantages: # Limited liability # Continuous existence. # Separate legal entity. # The ability to own land.

- This will go a long way to allowing us to proceed with developing an observatory facility, aide us in fund raising (combined with a charitable status application with the federal government), provide better service and access for our members and the public.
- **Motion 05401** | Moved: Kevin Kell | Seconded: Steve Hart
- That the RASC Kingston Centre incorporates as "The Royal Astronomical Society of Canada Kingston Centre" under the Corporations Act of Ontario as a not-for-profit corporation.
- *Motion carried.*
- Agenda Item 2: Accept minutes of 3 April, 2005 executive meeting.
 - Kevin Kell noted that the meeting location was not included in the proposed minutes of the April 3, 2005 executive meeting and asked that this be corrected.
 - **Motion 05402** | Moved: Steve Hart | Seconded: Kevin Kell
 - Accept the minutes of the 3 April, 2005 executive meeting after the correction mentioned above.
 - *Motion carried.*
 - **Motion 05403** | Moved: Doug Angle | Seconded: Kevin Kell
 - Accept the minutes of the 2 May, 2004 executive meeting.
 - *Motion carried.*
- Agenda Item 3: Possible Fall Seminar - Doug Angle
 - Doug Angle will work on various scenarios including possible locations, course content, fees, scheduling, etc. Doug will also recruit a group of Centre members to organize these seminars and to deliver the seminars.
 - Doug Angle will report progress at the next executive meeting.
- Agenda Item 4: Photo Consent Form recommendation - Doug Angle
 - Doug Angle raised a question regarding a suggestion that was generated at a RASC National meeting, and then distributed by a national executive member in a private capacity; This suggestion recommended that RASC publications and newsletters begin using Photo Consent Forms for any pictures to be published.
 - After discussion, it was decided by the Kingston Centre executive that such Photo Consent Forms were not relevant to the Kingston Centre, and that the use of Photo Consent Forms is not necessary for Kingston Centre publications.
- Agenda Item 5: Terms of Reference - Funds - Kevin Kell
 - **Motion 05404** | Moved: Kevin Kell | Seconded: Kim Hay

- Accept the Terms of Reference for the various Centre Funds, as outlined in the May 10, 2005 proposal.
 - *Motion carried.*
 - (Please note that copies of the approved Terms of Reference for the various Centre Funds have been [appended](#) at the end these minutes.)
- Agenda Item 6: Update on equipment purchases - Kevin Kell
 - The following accessories have now been received for use with the Meade LX200GPS telescope; Telrad finder, dew controller, eyepiece heater, primary mirror heater, Telrad heater, and a colour filter set.
 - These purchases were made with the remaining Trillium Grant funds, as approved by Motion 05102 during the January 9, 2005 executive meeting, plus money from the Centre operating budget.
 - **Motion 05405** | Moved: Kevin Kell | Seconded: Steve Hart
 - Adjourn meeting.
 - *Motion carried.*

Meeting adjourned at 10:35 p.m.

Submitted by Steve Hart, RASC-KC Secretary

Appendix A: Fund Terms of Reference for the RASC Kingston Centre Funds

Observatory Fund Terms of Reference

May 10, 2005

Preamble: The RASC and RASC-KC by extension is Dedicated to the Advancement of Astronomy and Allied Sciences. A major stumbling block to achieving this goal has been the lack of a permanent observing site and observatory to act as a home for the 24" Robert Venor Telescope, built in 2002. With property located outside of the light polluted skies of Kingston, members would have the opportunities to observe from Dark Sky sites with equipment they would not otherwise be able to use. In addition, it would give us a base of operations for our significant public education and outreach programs.

- 1 Name:** Observatory Fund
- 2 Purpose:** To be a dedicated fund for the capital resources to build an observatory site including land purchase and building construction, to house and support the operation of the 24" Robert Venor Telescope and other Public Education and Outreach Activities of the RASC-KC.
- 3 Income:** Income may be added to the fund from: a) interest from the fund investments; b) target donations by members; targeted donations by non-members; c) a regular amount from the operating budget of the RASC-KC at the discretion of the Centre Executive.
- 4 Expenditures:** Expenditures from the Fund must be approved by a majority of the RASC-KC Executive.
- 5 Lifetime:** The fund is expected to exist only as long as necessary for the stated purpose above. However, it could be extended indefinitely to provide a targeted donation fund for the continued operational costs of the observatory, including but not limited to maintenance, insurance and property taxes of the building and property.

Passed by RASC-KC Executive Motion 05404 (2005 May 13)

Special Projects Fund Terms of Reference

May 10, 2005

Preamble: RASC and RASC-KC by extension is Dedicated to the Advancement of Astronomy and Allied Sciences.

- 1 Name:** Special Projects Fund
- 2 Purpose:** The intent of this fund is to act as a source of funding for new capital equipment acquisitions, including telescopes, eyepieces, accessories, etc for the Centre and the Centre Equipment Loan Program, and for Special Projects in Public Education and Outreach. It can also be

used by members for Special Projects that would benefit the centre or its objectives, such as allsky camera networks, member research projects, public art, public lectures, displays, etc. It is meant to be an ongoing fund. It should not be used for current equipment maintenance, which should be from the operating budget.

- 3 **Income:** Income may be added to the fund from: a) interest from the fund investments; b) target donations by members; targeted donations by non-members; c) a regular amount from the operating budget of the RASC-KC at the discretion of the Executive.
- 4 **Expenditures:** Expenditures from the Fund must be approved by a majority of the RASC-KC Executive.
- 5 **Lifetime:** The fund is expected to exist indefinitely. Its balance may be reduced to zero in any year.

Passed by RASC-KC Executive Motion 05404 (2005 May 13)

Endowment Fund Terms of Reference

May 10, 2005

Preamble: RASC and RASC-KC by extension is Dedicated to the Advancement of Astronomy and Allied Sciences . To ensure that these goals continue, the Centre must continue to exist and in the hopes that we can invest enough of an endowment to help us continue our work through the investment income this fund will create.

- 1 **Name:** Endowment Fund
- 2 **Purpose:** To be a sustaining fund for the RASC-Kingston Centre, meaning that the principal will ordinarily never be decreased (except by special resolution of the RASC-KC Executive AND the RASC-KC membership). The uses of the investment income may be used to a) add to the special projects fund; b) to finance projects sustaining the centre and its members (regular communications, observatory and equipment maintenance, etc)
- 3 **Income:** Income may be added to the fund from: a) interest from the fund investments; b) target donations by members; targeted donations by non-members; c) a regular amount from the operating budget of the RASC-KC
- 4 **Expenditures:** Expenditures from the Fund must be approved by a majority of the RASC-KC Executive.
- 5 **Lifetime:** The fund is expected to exist indefinitely, as a goal for long term security and growth of the RASC-KC.

Passed by RASC-KC Executive Motion 05404 (2005 May 13)

Fall N Stars Fund Terms of Reference

May 10, 2005

Preamble: RASC and RASC-KC by extension is Dedicated to the Advancement of Astronomy and Allied Sciences. One of the major initiatives to this is an annual Astronomy Conference, historically co-hosted from with the RASC Belleville Centre.

- 1 Name:** Fall N Stars Fund
- 2 Purpose:** To be a source of start up funds for the annual star party. Often expenses are incurred well before the actual income stream comes in.
- 3 Income:** Income may be added to the fund from: a) any profits from the Fall N Stars star party, after the split with the RASC Belleville Centre.
- 4 Expenditures:** The entire balance of the fund will be made available to the RASC-KC senior representative of the Fall N Stars Organizing Committee. The advance is expected to be returned to the Centre at the close of books of the event, normally within 2 months.
- 5 Lifetime:** The fund is expected to be an ongoing line item in the RASC-KC as long as the Conference continues.

Passed by RASC-KC Executive Motion 05404 (2005 May 13)

Banquet Fund Terms of Reference

May 10, 2005

Preamble: RASC and RASC-KC by extension is Dedicated to the Advancement of Astronomy and Allied Sciences . One of the events we hold in this light is our Annual Awards Banquet to recognize the achievements and contributions of our members.

- 1 Name:** Awards Banquet Fund
- 2 Purpose:** To be a short term fund (one year, rotating) for the RASC-KC Annual Awards Banquet to be used by the Banquet Chairperson
- 3 Income:** Income into the fund is expected to come from: a) proceeds of the monthly raffle and 50/50 draws; b) target donations by members; c) targeted donations by non-members;
- 4 Expenditures:** Expenditures from the Fund must be approved by a majority of the RASC-KC Executive and released to the Banquet Chairperson.
- 5 Lifetime:** The fund is expected to exist only as long as necessary for the stated purpose above. We fully expect to have an Annual Awards Banquet for the purpose of recognizing those members of the Centre who have contributed to the Centre and its goals.

Passed by RASC-KC Executive Motion 05404 (2005 May 13)