

RASC Kingston Centre

Executive Meeting Motions - November 20, 2005

Attendance:

- Kim Hay,
- Norm Welbanks,
- Steve Hart,
- Kevin Kell,
- John Hurley,
- Doug Angle,
- Ken Kingdon,
- Susan Gagnon,
- Brian Stengele

Noted absent: Arlyne Gillespie, David Maguire

Location: Room 102, Richardson Labs, Queen's University, Kingston, Ontario

Meeting called to order at 1:42 p.m.

- Agenda Item 1: Welcome new and old Executive and Chairs to the Executive Meeting by Kim Hay
- Agenda Item 2: Acceptance of Executive Meeting Minutes from October 14, 2005
 - **Motion 05901** | Moved: Steve Hart | Seconded: Kevin Kell
 - Accept the minutes of the October 14, 2005 executive meeting.
 - *Motion carried.*
- Agenda Item 3: Member Observing - Observing Chair Plan for 2006
 - How to get more people to come out.
 - Executive to view Lemoine Point as a probable observing site.
 - Ken Kingdon led a discussion in which these ideas were proposed:
 - For most observing sessions use one site that is close to Kingston;
 - Bring the Venor telescope (which is housed at Doug Angle's house) to more sessions;
 - Investigate car pools;
 - Promote the observing sessions to the Centre members.
 - Ken Kingdon will ask the Cataraqui Region Conservation Authority for permission to observe on our member observing dates.

- We will reevaluate the Lemoine Point observing site after six months.
- Agenda Item 4: Treasurer's Proposed Budget 2006
 - Kevin Kell presented the proposed budget.
 - The Vice President's budget item corrected to \$600 for the year.
 - Vice President's budget to be spent on individual speakers as needed, at the VP's discretion.
 - Equipment wish list reviewed.
 - **Motion 05902** | Moved: Kevin Kell | Seconded: Doug Angle
 - Accept proposed 2006 Treasurer's Budget with correction.
 - *Motion carried.*
- Agenda Item 5: Meeting Room Issue at Queen's
 - Outstanding costs, Queen's involvement, Future Centre meeting locations
 - Kevin Kell reviewed the background of university room booking policy changes and their effects.
 - In May we started receiving bills of \$75 plus GST for each meeting. During the dispute, they continued. With the David Levy talk and the May, June, July, September, October and November regular meetings our bill had reached \$562.
 - $7 \times 75 = \$525 + \$37 \text{ GST} = \$562$ or \$80/room/night.
 - A discussion of alternate meeting rooms followed, with an Ellis Hall classroom being the leading favorite.
 - Kevin Kell then reported that e-mail has been received from Judith Irwin stating that David Hanes has decided that the Queen's University Physics Department will cover the cost of the 2005 meetings. As well, the Queen's Physics Department will cover the room cost for the remainder of this school year.
 - It was decided to continue holding the Centre regular meetings in Theatre D of Stirling Hall for as long as the Q.U. Physics department will continue to cover the room cost.
- Agenda Item 6: Observational Astronomy for the Novice Course
 - next run, when, and who?
 - We decided to run the course at least once a year, in the fall.
 - Continue with present course fee, with the possibility of raising the course fee in the future.
 - There were an additional twenty-three people that were put on a waiting list, after the first course. This is an incentive for a spring 2006 course.

- Kevin Kell is willing to be an instructor again in the fall of 2006. Doug Angle is willing to be an instructor for a course early in 2006. Brian Stengele is also willing to be an instructor for a course early in 2006.
- Doug Angle and Brian Stengele will confer about holding a course early in 2006 and report back at the December executive meeting.
- Agenda Item 7: Next step after incorporation - notify National, copy to Bank
 - Kevin Kell will notify the bank of Kingston Centre's incorporation.
 - Steve Hart will write a letter notifying the RASC National Office of the Kingston Centre's incorporation.
- Agenda Item 8: Report on the last RASC National Council Meeting by John Hurley.
- Agenda Item 9: Bylaws -- time line
 - We need to update our bylaws to conform to the National Bylaws, and send in an updated copy to National Office once approved by Centre and Council.
 - Time line-
 - End of Nov - draft copy of new Bylaws presented to Kingston Executive for review or changes
 - Early Dec
 - send to Constitution Committee for review
 - with 1st week of January for response to Centre
 - January "Regulus" has Notice of "Special Meeting" on February 10th
 - for Kingston Centre members for acceptance of new Bylaws
 - Meeting called for by the President Approval of Kingston Bylaws by Council at the Council Meeting in February 2006 (Possibly February 18th)
 - We need to have the Executive go over the draft copy. Kevin has volunteered to work on this project. Is there anyone who wishes to help out as well?
 - Susan Gagnon volunteered to help with this.
 - Bylaws will be kept as general as possible, with details of Centre executive duties and operations kept in a separate "policy manual" that can be amended by votes of the Centre executive.
- Agenda Item 10: Application for Registered Federal Charitable Status
 - What's needed.

- Trying to get application back before March 1 deadline for next granting session with Trillium
 - Trillium Final Report -- due Dec 1
 - Next Trillium grant- Deadline March 1st, what Queen's has in mind
 - How does this work for us?
 - We will try for Charitable Status in time for the Trillium Grant, so that we can participate as a separate incorporated Centre, but we will still go ahead without charitable Status (as part of the National RASC if need be).
- Agenda Item 11: A discussion of ways to improve our Centre executive's communication, coordination, and teamwork.
 - Steve Hart distributed copies of "Guidelines for use of Computer Mediated Communication" for the executive's consideration. A short discussion followed.
 - Due to our running short on time, an exercise (meant to illustrate that voice conversations can sometimes be more effective than an e-mail exchange) was skipped.
- Agenda Item 12: Discussion on whether to adjourn meeting or run overtime and discuss the Strategic Plan.
 - **Motion 05903** | Moved: Kim Hay | Seconded: Norm Welbanks
 - Extend the meeting by fifteen minutes.
 - Motion carried.
- Agenda Item 13: Strategic Plan
 - What is our Goal, what do we want, and how to get there? 1, 2, 5, 10 years
 - example copy from Vancouver Centre
 - Kingston Centre working copy
 - Kim Hay reviewed some of our goals and recommended executives study the Vancouver Centre's example and pass feedback to Kim Hay via e-mail. Also, feedback from Centre members will be solicited.
 - The executive agreed that the Strategic Plan will be the main topic of the next long executive meeting, to be held in February.

- Agenda Item 14: Adjourn
 - **Motion 05904** | Moved: Kim Hay | Seconded: Doug Angle
 - Adjourn meeting.
 - *Motion carried.*

Meeting adjourned at 4:23 p.m.

Submitted by Steve Hart, RASC-KC Secretary