

RASC Kingston Centre

Executive Meeting Minutes - October 22, 2006

Attendance:

- Kim Hay (President),
- Arlyne Gillespie (Vice President),
- Steve Hart (Secretary),
- Kevin Kell (Treasurer),
- Doug Angle (Editor),
- Dave Maguire (Librarian).

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

Regrets for non-attendance were received from: John Hurley

Meeting called to order at 1:30 p.m.

- Agenda Item 1: Acceptance of Executive Meeting Minutes from May 28, 2006 as presented by the Secretary, Steve Hart
 - **Motion 060401** | Moved: Steve Hart | Seconded: Arlyne Gillespie
 - Accept the minutes of the May 28, 2006 executive meeting.
 - *Motion carried.*
- Agenda Item 2: Action Items from past meetings that may not have been wrapped up and will be moved over to the next Executive.
 - From 2005 Meeting dates:
 - January 2005
 - New Presenters Kits with PowerPoint on CD, and speakers notes suggest to be completed by the Education Committee - if none then the Executive
 - Books to purchase - Rukl's Lunar Atlas- as of October 2006 still not purchased.
 - Dave Maguire will be purchasing it in near future.
 - April 3, 2005
 - Centre Manuals to be brought up to date - suggest the Secretary read over, and change to an up to date format, and encourage executive feedback on their sections of the manual.
 - From February 19, 2006 meeting
 - Strategic Plan
 - Plan was first given to the Executive in November 2005, with the main discussion to take place at the

February 19, 2006 meeting. The Executive was to review, and bring forth changes or additions. Since that time, it has been modified and updated, and is being presented as is, for acceptance to pursue a strategic Plan for this Centre for years to come. It will also be a work in progress and should be reviewed and changed every year, to change with the dynamics of the Centre. - Kim Hay

- **Motion 060402** | Moved: Kim Hay | Seconded: Doug Angle
- Accept the Strategic Plan as presented, with the proviso that it is a work in progress and should be reviewed and changed every year to reflect changes with the dynamics of the Centre.
- *Motion carried.*
- From May 28, 2006 meeting
- Agenda Item 3: Application for the Federal charitable status - Kevin Kell
 - Application was sent in September 2006. No word back, yet.
- Agenda Item 4: Help for Editor of Regulus - Doug Angle
 - Doug is still looking. If no assistant found, we may have to cut back to a print issue every two months.
- Agenda Item 5: ATM - New Telescope- Doug Angle
 - Mirror grinding progressing.
 - Rough budget estimate is from \$2000 to \$4000.
 - Might rebuild Kendra Angle's old telescope to gain experience in building fiberglass tubes. Consider for next year's budget.
- Agenda Item 6: Fall 'N' Stars- completed for 2006 waiting for Final Report - Arlyne Gillespie
 - Completed
- Agenda Item 7: Fall OAFTN course
 - In progress and being held at the Isabel Turner Library on Monday nights, 6:30-8:30 pm. Sept 25-Nov 20, 2006.
 - Working on manual. Library room working out well. Discussion for next year in progress: one course per year to ease volunteer workload; keep price.
 - Course in progress

- Agenda Item 8: New Room - move to Stirling Hall Theatre "A"
 - Move completed, and new location working well.
- Agenda Item 9: Outreach Volunteers
 - Other outreach programs presented on behalf of the centre have been covered by volunteers. - completed
- Agenda Item 10: Awards banquet
 - Awards banquet in place, license for refreshments covered, ticket sales are going well.
- Agenda Item 11: New Business
 - Observatory Team
 - The team has come together, and a brief report presented: Loan of a "RoboDome" by Walter MacDonald, plus the loan of a computer and digital camera by Kevin Kell, has led to work setting up the Centre's Meade LX200 as a Remote Operated Telescope.
 - Membership List & Privacy Policy
 - This item to be dealt with by new Executive for 2006-2007.
 - Digital Projector
 - Item has been purchased and used at Fall N Stars, OAFTN, it works well. Item came in under budget. (Budget: \$1200.00 purchased for \$1026.00) Projector is now available for loan to members doing public outreach and education.
 - New Items for October 22, 2006
 - 3.) Presentation of New Members - Steve Hart
 - **Motion 060403** | Moved: Steve Hart | Seconded: Kevin Kell
 - Accept the following New Members: Andrew Hill, Rene Testa, Randy Heyman, Cindy Abeles, Neil Ainsworth, Susan Ainsworth, Sharon Blackwell, Annetta Simpson, Jane Thelwell, Berta Beltran, John Curley, Virginia Freeman , Kathleen Makepeace, Hugh Makepeace, Gwen Prentice, Jim Hesslop.
 - *Motion carried.*
 - 4.) Financials for 2005-2006 - Kevin Kell
 - **Motion 060404** | Moved: Kevin Kell | Seconded: Steve Hart
 - Accept the Financial Report as presented by Kevin Kell.
 - *Motion carried.*
 - 5.) Auditor for the RASC-Kingston Centre for the 2005-2006 books

- **Motion 060405** | Moved: Kevin Kell | Seconded: Dave Maguire
- Accept Susan Gagnon as Auditor.
- *Motion carried.*
- 6) Presentation of Budget for 2006-2007 - Kevin Kell
 - **Motion 060406** | Moved: Kevin Kell | Seconded: Arlyne Gillespie
 - Accept Budget for 2006-2007 as presented by Kevin Kell.
 - *Motion carried.*
- 7.) Payment of phone line from January 2006-December 2006
 - Currently phone line was shared by RASC-KC and Kevin Kell, for the cost of \$180.00 for 2006. Kevin Kell and Kim Hay will abstain from voting due to conflict of interest.
 - This item was covered as part of the Budget for 2005-2006.
- 8.) Phone line for 2007 year:
 - Have Ident-a-call placed on a residential line, thus keeping the phone number (613-377-6029) and having the call answer service as well, for an approximate charge of \$14.00 per month/ \$164.00 per year.
- 9.) Proposed slate for staggered elected positions. - Kim Hay
 - Since we need to stagger the years for all positions, so that each year there is an election for 3 positions for one year, 4 positions the next year, and maintaining stability, here is the proposal of terms for the 2006-2007 elections.
 - President- 1 year for 2006-2007
 - VP- 1 year for 2006-2007
 - Treasurer- 1 year for 2006-2007
 - Secretary- 2 years (2006-2008)
 - Editor- 2 years (2006-2008)
 - Librarian- 2 years (2006-2008)
 - Nat Council Rep- 2 years (2006-2008)
 - **Motion 060407** | Moved: Kim Hay | Seconded: Kevin Kell
 - Accept the slate proposed above for the transition year of terms for Executive positions
 - *Motion carried.*
- 10.) Appointment of Committee Chairs
 - Since our new bylaws are in effect, Committee Chairs do not really have a fixed term except they come up

every year, there should be a policy in place for the Executive to handle members who wish to come and volunteer for a Committee Chair.

- It's the executive that appoints the Chairs. There might be a pool of volunteers to pick from for the same Committee. If the Executive feels that the current chair has been doing their job, then the current chair should be offered the position first. If the current chair does not wish to fulfill this position, then the Executive may appoint someone else, or decide that the committee is needed at all, and any items that come from this, the executive may have to fulfill the job. In the past, it's been who ever wants to do the job, but we have had situations where the person just fills the position and nothing is done, and the committee is useless to the members and centre.
- 11.) Annual Meeting Preparation work
 - Agenda of Annual Meeting to be placed in November's Regulus by Secretary notifying of time and place.
 - Reports of the Council, Officers and Committees to be presented and approved at the Annual meeting.
 - Centre Elections
 - Election of Auditor
 - Other Business
- 12.) Survey on the Web and the Newsletter: Presenter Kevin Kell
 - What will it take to keep you as a member?
- 13.) Bylaws to National Office & Secretary before the November 4, 2006 NC meeting - Steve Hart
 - Steve Hart reported that the Bylaws have already been sent.
- 14.) Presentation of Report from the Observatory Team - Kim Hay
 - Report presented earlier in meeting.
- 15) Other Business:
 - The New Executive is in power as of November 10, right after the annual meeting.
 - Items to be dealt with by New Executive:
 - Regularly occurring (annual) processes
 - Nominating Committee - Helps run the election- Generally made up of three past presidents. This committee should start working at least 2- 3

months before the Annual Meeting to present a slate of Officers to the Members for Election.

- Fall'N'Stars 2007 Kingston Centre has Lead, organizing by March
 - OAFTN 2007 Organizing by April
 - Projects not completed in the last 2 years-
 - From January 2005 - New Presenters Kits for going to Schools-power point and speakers notes - Education
 - From April 2005 - Updating all Centre Manuals
 - From action Item 12- May 28, 2006 Privacy Policy: The RASC-KC privacy policy should be looked at and though referencing the National Privacy Policy, the Centre should have its own preface to the policy, etc. Belleville Centre.
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- Agenda Item 12: Adjourn meeting.
 - **Motion 060408** | Moved: Kevin Kell | Seconded: Steve Hart
 - Adjourn meeting.
 - *Motion carried.*

Meeting adjourned at 4:17 p.m.