



**Council of Halifax Centre - Minutes of Meeting  
17 November 2017  
SMU, Loyola Building, Room L177 (10:00 AM - 12:00 PM)**

**Present:** Judy Black, Melody Hamilton, Paul Heath, Jim Millar, Andrew Frank, John Read, Sean Dzafovic, Pat Kelly, Tony Schellinck

**Regrets:** Dr. Roy Bishop, Paul Gray, Andy Hasler, Tony McGrath, Art Cole

**Guest:** Dave Lane

**1. Welcome & Introductions**

Judy Black welcomed members. She informed members that Paul Gray may be late or may not attend at all given personal responsibilities this evening but that he had provided input into several of the agenda items. Quorum has been met. She asked if members had other items to add to the agenda; however, given the length of the agenda, members agreed that nothing should be added.

**171117MN – Mot01**

It was moved by Andrew Frank and seconded by Jim Millar that the agenda be approved as circulated.  
CARRIED.

The Action Lists were reviewed.

- a) April 2016  
**Action 2** remains open.
- b) May 2016  
**Action 3** remains open.
- c) September 2016  
**Action 3** remains open.
- d) October 2016  
**Action 16** remains open.
- e) March 2017  
**Action 4** remains open.
- f) May 2017  
**Action 3** is closed.
- g) October 2017  
**Actions 1-2, 4 and 6-7** are closed  
**Action 3, 5, 8 & 9** remain open

**171117MN – Mot02**

It was moved by Paul Heath and seconded by Andrew Frank that the minutes of October 21, 2017 be approved as circulated.  
CARRIED.

## **ONGOING ITEMS**

### **2. Upcoming Meeting Dates & Guest Speakers**

**Tonight:** Youth Night: Ruining Zhang re Mapping Asteroid Orbits, Catherine & Nathan Gray re Starmus

**Dec AGM:** "Who Wants to be a Gazer?" Members agreed that this hadn't been done for a while and that the fun of it might draw in members to the AGM. Pat Kelly offered to develop it and to perhaps involve Ian Anderson in the project.

#### **171021MN-Act01**

Pat Kelly is to develop "Who Wants to be a Gazer?" for presentation at the 2017 AGM.

**Jan/Feb:** Black Holes & Gravity Waves (Luigi Gallo), SMU 3-D Virtual Reality Room (Rob Thacker)

## **ITEMS FROM PREVIOUS MEETING:**

### **3. RASC Cultural Connections**

Paul Heath had been contacted by the Deanery and Ross Creek regarding the RASC 150 celebrations. He will be working with them on behalf of RASC-Halifax Centre, and will report to RASC once details of the events are known. He noted that five cultural contacts have been developed over the years, and that Halifax Centre is only one of two to have done so.

#### **171117MN-Act02**

Paul Heath to work the cultural groups with whom Halifax Centre has a relationship and report the outcome to RASC.

### **4. RASC Halifax Centre Website**

Members discussed the website program requirements, and noted that any program/application can be utilized; however, Druple was the program to be used for members-only services provided on the site. Dave has access to the national hosting service login so that a blank site could be developed.

#### **171117MN-Act03**

All Council members are to review the Sunshine Coast and New Brunswick Centres' websites.

#### **171117MN-Act04**

All Council members are to provide comments to the website review committee via Paul Gray.

## **UPDATES / REPORTS**

### **5. Update: Video Production by Halley Davies**

Because Halley is very busy at this point with her editing work on a professional level, a date cannot be expected until January or February.

#### **171117MN-Act05**

Judy Black to include "Update: Video Production by Halley Davies" on the February 2018 Board of Directors meeting agenda.

### **6. Update: RASC Banner Purchase**

Paul Gray had contacted RASC to request the PDF of the banner and is waiting for the document.

### **7. Update: Nominating Committee**

Paul Gray reported via email that three members were stepping down: Art Cole (Councilor), Tony Schellinck (Editor, Nova Notes), and Jim Millar (Treasurer).

## **ITEMS FROM PREVIOUS MEETING:**

### **8. Update: SCO Repairs**

Deferred to February 2018 meeting of Council.

**171117MN-Act06**

Judy Black to include "Update: SCO Repairs" on the February 2018 Board of Directors meeting agenda.

**9. Position Descriptions**

Judy Black noted that no comments had been received for further revisions to the Position Descriptions. One error was noted on the position Description for National representative.

**171117MN – Mot03**

It was moved by Jim Millar and seconded by Paul Heath that the Board of Director position descriptions with the correction to the National Representative be approved as circulated.  
CARRIED unanimously.

It was agreed that the position descriptions should be posted on the website.

**171117MN-Act07**

Judy Black to make the corrections to the National Representative position description.

**171117MN-Act08**

Judy Black to provide Pat Kelly with the PDF version of the position descriptions for posting on the RASC, Halifax Centre website.

**171117MN-Act09**

Pat Kelly to post the PDF version of the position descriptions for posting on the RASC, Halifax Centre website.

**10. Board Reference Manual**

The draft of Board Reference Manual contents had been circulated to the Council for review. The purpose of the document is for all Board members to have a reference as to where to find things related to Board and Centre activities, its Bylaw #1 and related policies, and Board Position descriptions. Judy Black requested one or two members to assist her in the development of the manual. Pat Kelly and Jim Millar agreed to assist in this capacity.

**171021MN-Act10**

Judy Black to forward the draft of the Board Reference Manual to Pat Kelly and Jim Millar in January 2018 for consideration.

**11. RASC Canada 150 Kick-off**

Deferred to January 2018

**12. RASC Request for Stories & Images**

Deferred to January 2018

**13. 2017 AGM Agenda**

Judy Black noted the agenda for the 2017 AGM would reflect that of the previous year but would exclude the By-law Review element, other than to report the Bylaw approval in February of this year. There are no amendments to be noted and their consequent approvals by members is not required.

Members inquired about the Annual Reports. Judy Black stated she would email last year's reports to the respective members for them to edit for 2017.

**171021MN-Act11**

Judy Black to forward the 2016 AGM reports to Councilors responsible for the reports.

**14. Email from Colin Haig re Policy: operation of the RASC Discussion List**

Deferred to January 2018

**14. Adjournment**

**170512MN – Mot04**

It was moved by Jim Millar to adjourn the meeting.

Meeting adjourned at 7:50 PM.

Respectfully Submitted,

Judy Black  
Secretary, RASC Halifax Centre