

ROYAL ASTRONOMICAL SOCIETY OF CANADA

"Halifax Centre"

AGENDA FOR EXECUTIVE MEETING

Meeting #10 for 1989 Dec 8th, 1989

<u>ITEMS</u>	<u>ORIGINATOR</u>	<u>NOTES</u>
1 APPROVAL OF AGENDA		
2 MINUTES OF LAST MEETING	Oct 14th & Nov 17th, 1989	
3 APPROVAL OF MINUTES		
4 BUSINESS ARISING FROM MINUTES		
5 ANNOUNCEMENTS OR REMINDERS:		
5.1 Antigonish Meeting commentary	JAY	
5.2 Members Meetings	JAY	
.1 Telescope Preferences - Jan 12th 7:30 P.M. Doug's		
.2 Astrophotography - Feb 9th 7:30 P.M. Jason's		
6 DISCUSSION:		
6.1 Membership for Dr. H. Taylor	RB	
6.2 Grant Application Procedures (Draft)	RB	
6.3 Antigonish Satellite Rebate	JAY	
6.4 Possible Truro Satellite Centre?	DP	
6.5 N.N.'s to the future C.B. members	JAY	
6.6 New Meeting Times (Again!)	JAY	
6.7 Condolence Letter to Ralph Fraser	JAY	
6.8 Donations for N.N.'s Ads for Telescope Sales by Non-members?	PK	
6.9 ASP Purchases Update:	JAY	
.1 Bumper Stickers (2 Doz)		
.2 Posters (2 Sets ie. 10 or 12)		
6.10 Centre Telescope Upgrade Update	DL	
6.11 Revision to Oct 14th Resolution Sales Displays at RASC Meetings	JAY	
	↓	
		Whereas the N.S. museum guidelines of 14 Sept 1989 for activities of societies meeting on their premises, only permits sales and fund raising activities by the society itself. The Centre Executive hereby directs that no commercial displays may be made at meetings of the Centre held in the N.S. museum.
6.12 The Centre's Long Term Goals?	JAY	
.1 Money on account,		
.2 Projects,		
.3 Membership involvement,		
.4 Future Executive members, etc.		
6.13 Possible Consumer Education Project: Report Evaluating some Commercial Telescopes for Sale in Canada.	JAY	
7 OTHER BUSINESS?		

Cont'd . . .

ROYAL ASTRONOMICAL SOCIETY OF CANADA

"Halifax Centre"

AGENDA FOR EXECUTIVE MEETING

Meeting #10 for 1989 Dec 8th, 1989

Cont'd

8 FUTURE MEETINGS

	7:00 (Early Entertainment)	8:00 (Main Meeting)
December	?	Stellaphane: A 1st Time Experience - D. Lane / N. Cohen, A View of the DAO - Dan Falk & Other Snippets..
January	?	Wolf - Rayet Stars - Dave Turner
February	?	The World of Amateur Radio Astronomy - Fr. Lono
March	?	?
April	?	?
May	Annual Banquet	?
June	?	Members Night & Trivia Contest
FUTURE:		Practical Uses for Astronomy - Nat Cohen
FUTURE:		Charge Coupled Devices (CCD's) - Dave Lane
FUTURE:		Possible Oceans on Venus - Pat Kelly
FUTURE:		Geomagnetic Effects on Power Systems - Joe Yurchesyn
FUTURE:		Var. Stars: Types & Observ'g Techn's - Joe Yurchesyn
FUTURE:		CCD Research at St. Mary's U. - Garry Welch
FUTURE		Solar Observations - Dan MacLellan
FUTURE		Cosmology - Someone at Dal ?

ITEMS FOR FUTURE AGENDA(S):

Centre Observatory Site	Status on Questar 3"	Talk Astrology vs Astronomy - ?
News Release Forms	N.N.'s Book Reviews	Talk Ten Most Asked Questions: - ?
Life Member Certificates	Lottery or Contest (?)	Talk Ask an Astronomer - ?
Observing for Armchair Astronomers	Small Scope User's Challenge	Talk Fun with Astrolabs - ?
Len Larkin: TV Interview(s)	Purchase Collimating Eyepieces	Talk Things that go Wrong in the Dark - ?
Revised Job Descriptions	Constitutional Revision	Talk Planetary View to
lost Members Survey	B & L Shakedown-Member's Night	Plate Technics - P. Reynolds ?
Pamphlet How to Select a Telescope-Xmas		

THE ROYAL ASTRONOMICAL SOCIETY OF CANADA
HALIFAX CENTRE

c/o 1747 Summer Street
Halifax, Nova Scotia
B3H 3A6

The Executive of the Halifax Centre of the Royal Astronomical Society of Canada met on Friday December 8, 1989 at the residence of Randall Brooks, 71 Woodlawn Road, Dartmouth, Nova Scotia. The meeting began at 7:30 p.m. with the President, Joe Yurchesyn presiding.

Councilors Present:

Joe Yurchesyn, President; Paul Smith, 1st Vice-President; Mary Lou Whitehorne, 2nd Vice-President; David Lane, Secretary; Nat Cohen, Treasurer; Randall Brooks, National Representative; Douglas Pitcairn, Observing Chairman; Patrick Kelly, NOVA NOTES Editor; Jason Adams, Councillor.

Observers Present:

David Turner

Notice of Regret for Non-Attendance:

Jim MacGuigan, Councillor

1. Approval of Agenda

It was moved by Paul Smith and seconded by Randall Brooks that the agenda be approved as submitted.

The motion was carried.

2.

3. Minutes of the Executive Meetings of October 14, 1989 and November 17, 1989

It was moved by Randall Brooks and seconded by Dave Turner that the minutes of the Executive meeting of October 14, 1989 be accepted as submitted.

The motion was carried.

It was moved by Joe Yurchesyn and seconded by Jason Adams that the minutes of the Executive meeting of October November 17, 1989 be

accepted as submitted.

The motion was carried.

4. Business Arising from the Minutes

From the October 14, 1989 minutes, a question was raised as to whether a letter was written to Ralph Fraser, concerning his wife's passing, and if the check was sent to National Office for the donation to the Centennial Fund in her name.

Mary Lou reported that she had written the letter and Nat reported that he had sent the check to National Office.

Dave Lane brought up the point of distributing copies of the minutes prior to the next executive meeting.

It was moved by Joe Yurchesyn and seconded by Nat Cohen that the minutes of the executive meetings be distributed prior to the next executive meeting by the Secretary.

The motion was carried.

In order to save postage, the secretary will make an attempt to distribute the minutes by hand or fax machine up to two weeks prior to the meeting. After this point, the mail system will be used.

5. Announcements

5.1 Antigonish Meeting November 29, 1989

Joe Yurchesyn reported that five members from the Halifax area attended the Antigonish meeting, where talks by Dave Turner on comets and Joe Yurchesyn on the RASC were enjoyed by all despite the weather and Dave Lane's summer tires.

5.2 Member's Meetings

Joe Yurchesyn repeated the dates of the next two members meetings. See the minutes of the November 17 meeting for details.

6. Discussion

6.1 Membership for Dr. Harry Taylor

It was moved by Randall Brooks and seconded by Mary Lou Whitehorne that we give an honorary membership for the year 1990 to Dr. Harry Taylor following his donation of the honorarium check given to him for his talk in November.

again. He was referred to the minutes of the meeting of November 17, 1989.

6.7 Condolence Letter to Ralph Fraser

The letter was written by Mary Lou Whitehorne.

6.8 Donations for N.N.'s Ads for Telescope Sales by Non-Members

Much discussion occurred relating to the success of the NOVA NOTE's ASTRO ADS section for selling used telescopes. It was decided that it was a very useful asset to the membership to have access to such a service free of charge. Although, it was decided that a small donation will be requested for non-members placing ads in the future.

6.9 ASP Purchase Update

Dave Lane reported that the catalog that he was given was old (1987). He has sent for a new catalog, and is awaiting its arrival. Randall Brooks has a current catalog and will forward it to Dave Lane, following which, the previously approved order for bumper stickers and posters will be placed.

6.10 Centre Telescope Upgrade Update

Dave Lane indicated that most of the list presented at the last meeting was either ordered or received. He suggested that the building of a drive corrector was not cost effective, because a hardly used high quality Bausch and Lomb model (\$250 new) was available from Nat Cohen. Dave Lane will still purchase the battery and charger parts. Dave Lane and Nat Cohen asked that a motion to purchase this item be moved.

It was moved by Joe Yurchesyn and seconded by Paul Smith that the Bausch and Lomb drive corrector be purchased from Nat Cohen by Dave Lane for sale to the Centre under the funds approved at the November 17, 1989 executive meeting at a cost of \$500 minus the amounts committed to the other items (minimum \$100).

The motion was passed.

6.11 Revision to Oct 14th Resolution: Sales Displays at RASC Meetings

Joe reported that since the time of the motion of October 14, 1989, clarification in writing from the museum has been received which makes the reasons described in the motion invalid.

Much discussion occurred about this subject resulting in the tasking of Joe Yurchesyn and Randall Brooks to prepare a new motion to be ready for debate at the next executive meeting.

6.12 The Centre's Long Term Goals?

Although no decisions were made, much discussion occurred relating to virtually every aspect relating to the future of the Centre. The members were asked to think about "Long Term Ideas" before the next meeting.

6.13 Possible Consumer Education Project

The item was deferred.

7. Other Business

Doug Pitcairn reported that he has received information from the Dartmouth school system regarding the talks to Dartmouth school classes on any area of expertise. Doug and Nat will attend the information meeting.

8. Future Meetings

The next meeting of the Executive will be held at the Nova Scotia Museum on December 15, 1989 at 7:15 p.m.

? .1 Adjournment

The meeting was adjourned at 10:06 p.m.

Respectfully submitted,

dfane
David Lane
(Secretary)

RASC SPECIAL PROJECT GRANTS: Application Procedures

The *National Council* of the *Society* may, from time to time, make **Special Grants** to Centres for qualifying projects on the basis set forth below. These guidelines may be modified or rescinded by *National Council* at any time; additional requirements or conditions, beyond those stated, may be imposed on Centres requesting or holding **RASC Special Grants** and may be set by *National Council* at its will. *National Council* is not obliged to fund any project or it may decide to make a grant for a lesser amount than is requested. **RASC Special Grants** shall be distinct from and shall not affect the other grant programs of the *Society* (e.g. Travel Grants, Exchange Program Grants, etc.).

Basis of Grants:

A supported project must clearly benefit the *Society* as a whole, one or more of its centres or the *Society's* members in general. Dependant on the amount of funds set aside by *National Council* for special projects, grants will be made on educational or scientific merit, the number of centre members participating, the past activity of the centre (e.g. the successful completion of previous projects by the Centre) and/or for projects which promote the objectives of the *Society* as set forth in the By-Laws. A **Special Project Grant** application will be considered by *National Council* at its first meeting after receipt of the application provided sufficient notification has been given; *National Council* may refer the grant application to any standing or special committee for consideration and recommendation.

Ineligible Centres:

Centres which have not filed a Financial Report with *National Council* for each of the previous three (3) years will not normally be considered for a grant.

Grant Applications:

Requests for grants must be made before the project is undertaken as far as the portion of the project to be funded by *National Council* is concerned, i.e. equipment or services acquired before a grant is approved by *National Council* may not be paid for by a **RASC Special Project Grant**.

Special Project Grant applications shall be received by the National Secretary not less than thirty (30) days prior to the *National Council* meeting at which it is desired to have the grant application considered.

Special Project Grant applications shall include the following:

- dated and signed by either the Centre's President or Secretary and by its Treasurer;
- names of the project's co-ordinator(s) and principal participants;
- anticipated duration of the project;
- a project description identifying all project requirements (e.g. services, equipment, etc.)
- an itemized budget for the project and the amount being requested; and
- a financial statement of the Centre in the format published in the *Society's Annual Report* and compiled within thirty (30) days of the date of the application;

- justification for a **RASC Special Project Grant**. This shall include a statement of the objectives of the project and how the project will benefit the *Society*, the Centre, its members and/or meet the *Society's* objectives and a statement as to why the Centre cannot pay the full cost of the project.

Centre Obligations and Disbursement of Special Project Grant Funds:

Centres will normally be expected to pay or raise not less than fifty percent (50%) (or equivalent) of the projected costs and to demonstrate that other possible sources of funding have been explored and exhausted.

RASC Special Project Grants are made to the Centre, not to an individual or groups of members. Although the project co-ordinator(s) may oversee the project's implementation, the Centre's Council shall monitor progress and ensure that the project is carried out meeting these and any other obligations specified by *National Council*. The grant funds shall be sent to and shall be the responsibility of the Centre Treasurer. Assets acquired with grant funds shall remain the property of the Centre.

The Centre Treasurer shall maintain an account of the disbursement of **RASC Special Project Grant** funds separate from other items in the Centre's financial records and shall report **Special Project Grant** income and disbursements in the Centre's Annual Financial Report to *National Council*. **Special Project Grant** funds may not be applied to any expense not directly related to the fulfillment of the approved project. Funds from grants may be paid to RASC members only for direct out of pocket expenses, and members may not be paid for labour, consultants fees, or similar expenses.

Progress Reports:

Twelve (12) months after a grant has been made by *National Council*, the Centre will submit, to the National Secretary, a Progress Report for any project supported by a **RASC Special Project Grant**. The Progress Report shall include a current financial statement of the project and the report shall be signed by either the Centre's President or Secretary and by its Treasurer.

A project's co-ordinator(s) shall prepare a report for either the **Journal or Newsletter** (as appropriate) describing the project, its objectives, results and an assessment of its success. Any published description or reference to the project shall contain an acknowledgment to the *Society* and to the **Special Project Grants** program.

Continuations and Supplemental Funding:

A request to have a continuation of a project must be made for any monies not disbursed after twelve (12) months from the date of approval of a grant; if a request for a continuation is not made, any undisbursed funds must be returned to the *Society's* treasurer within thirty (30) days. If the funding period of a project is extended by *National Council*, then, twelve (12) months after each extension, the Centre shall report to *National Council* on the continuing progress of the project. If it appears, after consideration of the Progress Report or if no report is made, that insufficient progress is being made, *National Council* may request return of the undisbursed **RASC Special Project Grant** funds. Requests for supplemental funding may be considered by *National Council* only if the conditions of the original grant have been met. A decision to provide supplemental funding shall be made on the same basis as for a new application and dependant on the progress and success of a project.

The Halifax Centre proposes the following motion to be considered in conjunction with the **Special Project Grants** Guidelines.

Motion:

Be it moved that a fixed amount be budgeted for Special Project Grants which may be drawn upon for these grants until exhausted. Funds for these grants may be drawn from general revenues or from another fund as may be decided by National Council. At the end of each financial year, unused funds may be returned to general revenues, other fund or rolled over to the following year's budget as may be determined by National Council.