

Sunderland Astronomical Society

Date: 13th April 2014.
Time: 6:00 pm.
Location: WWT.

Attendees: John Lynch (JL), Natalie Lowes (NL), Martin Kennedy (MK), Harry Herron (HH), Dave Beedham (DB)

Apologies: Paul Meade (PM), Ian Aiken, Roy Alexander (RA), Ken Kirvan (KK), Stephen Car (SC), Peter Wilson (PW),

Outstanding Actions:

- RA to draw up short list of possible fundraising companies to target and start draft of letter.
- MT to print & laminate an A3 notice for workshop, lecture, open times for Cygnus observatory notice board.
- NL to devise/create a SAS membership survey questions for application form.
- PW to purchase another fundraising bucket.
- SAS Committee to determine status and if new procedure(s) are now required for future Spring Kielder star camp bookings.
- SAS Committee to decide & vote on Fundraising way forward & SAS account format required, etc for future funding puposes.
- SAS Committee to decide & vote on the use of Vulnerable Persons & Trustee documents.
- MK/KK to itemise lanyard costs for donation offer by TJ.
- KK to process order for EQ8 mount and parts upon receiving confirmation letter and related funds in account.

	Description	Action	Deadline Date
	Minutes of Previous Meeting Minutes from previous committee meeting minutes were accepted.		
1	Outstanding Action Review MK ran through outstanding actions. All actions were still outstanding. Action on membership survey, modified to put short survey questions on the second page of SAS application form instead of a detailed survey. For e.g., age ranges, specific astronomy interests, etc. This information can then be collated and used in subsequent funding applications/etc.	NL to create questions for survey.	
2	Kielder Spring Star Camp JL commented committee needed double-check if Lynn & Kev would still be taking initial bookings via the website/current booking form or it was to be done entirely through the new campsite manager. Also does the website now need to be modified? This and any other stuff changed. TBC.	SAS Committee to determine status and if new procedure(s) are required. Actions TBD.	As Req'd.
3	Visits & Events JL commented that as PM was not present for the meeting and we could not remember what the visits for the next couple of months	PM to confirm dates/times for visits/events, arrange/liaise with event organisers.	As reqd.
4	Funding for Observatory Dome/Mount replacement, etc <ul style="list-style-type: none"> • Endowment fund from the Community Foundation. JL commented that RL had been informed that the Community Foundation award with the revised account format and application information are had been successful and SAS would be awarded the full amount and confirmation letter and supplementary information would be sent out in the next couple of weeks. This included funding towards the new observatory mount (currently EQ8) and funding for at least for extra school outreach visits. A list was being drawn up as to the potential schools to approach for outreach. The endowment from the community foundation also stipulated there would be specific requirements & criteria required for the awards: <ul style="list-style-type: none"> ○ A full record (i.e. accounts, etc) of when/what funds were 	RA to lead, KK/MK/JL assist when/where necessary	18/02/14

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	Description	Action	Deadline Date
	<p>spent;</p> <ul style="list-style-type: none"> o They would require reports and feedback on a periodic basis; o Others TBC when information received. <p>JL commented the RL should receive the confirmation letter and information any day. Once SAS had this he would ask Ken to put a purchase order in for the mount and stuff asap.</p> <p>Other Fundraising Streams JL commented that RL had suggested that the next fundraising goal should be BIFFA. JL also commented that the funding requirements from SAS would be more comprehensive/rigorous and based more on for charity commission compliance. For e.g. observatory in correct catchment area, necessary documentation required certain no. of observatory opening times/year, and also a further 2 years of pre-dated accounts details in the revised format, in total, last 3 years of accounts, as well as other information. Therefore, the previous 2 years accounts would need to be required from SAS Treasurer in the revised accounts format. All would be confirmed at the next committee/funding meeting.</p> <p>SAS Fundraising – general JL commented that the SAS Committee a decisions & a vote would be required for SAS fundraising policy & how the committee sees SAS way forward and future funding aspirations. A number of Funding goals and aspirations were outlined. However, as there was not a full committee, this will be raised again and decided at next meeting or specific funding meeting, if required.</p> <ul style="list-style-type: none"> • Required forms/documentation for charity commission compliance. SAS Committee to voted on the use of Vulnerable Persons document & Trustees document (4; yes, No ;0). JL of issued Vulnerable Persons document & Trustees document for signatures which was signed by committee attendees. JL Commented other requirements/information re: BIFFA funding application would be raised at the next committee/funding meeting in more detail. • Funding Strategies Outstanding Action: Shortlist of companies, organisations, etc to approach. Draft initial letter for donation enquiries for committee comments. 	<p>KK to process purchase order for EQ8 observatory mount.</p> <p>SAS Committee to vote on format of SAS accounts.</p> <p>SAS Committee to vote SAS fundraising policy & way forward.</p> <p>RA to draw up short list and start draft of letter.</p>	<p>11/05/14</p> <p>Date TBD.</p> <p>Date TBD.</p> <p>As Reqd.</p>
5	<p>WWT Shed DB commented that he had a quote for £1528 for the build & erection of shed with roll-off roof. It was agreed that this figure seemed reasonable. However, no one around table really had any prior knowledge. DB to arrange a visit by Stephen Tulip, “Polar Shed & Timber Supplies” at the next Observatory open night to discuss DB initial design, measuring up and quotation.</p>	<p>DB to arrange a visit by shed builder on 17th April.</p>	

Any Other Business

- Astro photography Competition.
 Committee discussed the rules for the astrophotography competition this year. The rules are outlined in a the news post on the SAS website. A number of possible prizes were discussed forjkm DSLR SD crds to Amazon tokens. Budget to be decided at next meeting.
- Charity Bike Ride, 8th June.

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Graham/Ian provided necessary information pack with sponsorship form and **Just Giving** Text facility. Event also advertised on website. Facebook and website have been set up to advertise the event.

- **Committee Meeting Times**
Future meeting times& dates were discussed and it was decided that 5:30 pm, may be the best time for future committee meetings in order to help avoid meeting over runs with workshop meetings.
- **Dome maintenance, any updates/requirements.**
HH commented that he had made some dates to the mount supports and to the dome door pulley system. HH also commented about the possible purchase (Aldi's) of exercise mats to help reduce vibrations and reduce dust on dome floor, etc. HH to purchase required no, of mats.
- **Beginners Astronomy Courses**
Courses were raised at meeting, and it was decided to raise this at a full committee meeting for either summer or in New Year, to capitalise from stargazing live events.

JL commented that Dave Newton had made a request for another life-time member. This is to be raised at next meeting.

Date & Time of next meeting - Committee Meeting: 11th May 2014, 5:30 pm at WWT.