

Sunderland Astronomical Society

Date: 8th June 2014.
Time: 5:30 pm.
Location: WWT.

Attendees: John Lynch (JL), Roy Alexander (RA), Martin Kennedy (MK), Harry Herron (HH), Stephen Carr (SC), Ken Kirvan (KK), Dave Beadham (DB).

Apologies: Paul Meade (PM), Ian Aiken (IA), Natalie Lowes (NL), Peter Wison (PW).

Outstanding Actions:

- RA to draw up short list of possible fundraising companies/businesses to target and start draft of letter to show committee for comment.
- MT to print & laminate an A3 workshop, lecture, open times for Cygnus observatory notice board.
- SAS Committee to sign/complete of Vulnerable Persons & Trustee forms/documentation for charity commission compliance.
- SAS Committee to decide & vote on Fundraising way forward & SAS account format required, etc for future funding puposes.
- RA/JL to provide a copy of documentation/terms & conditions provided by the Endowment Fund for society records.
- PM to enquire about the possibilities ASDA green tokens for SAS fundraising purposes.
- RA to provide an overview and provide requirements, any supplementary information, associated documentation and actions required for BIFFA application.

	Description	Action	Deadline Date
	Minutes of Previous Meeting Minutes from previous committee meeting minutes were accepted.		
1	Outstanding Action Review Ran through outstanding actions. All actions outlined above were still outstanding.		
2	SAS Storage Area JL commented he had a meeting with Gill (WWT manager), and that SAS were going to get a larger storage area in Discovery room over the next few weeks. Committee members requested if any astronomical images could be utilised on the storage area or not, JL commented that he would enquire, but was not hopeful☹ SAS Notice Board JL also mentioned that there was an option to move the SAS notice board from its current location to one of the walls of the new SAS storage area wall in discovery room. However, committee members voted against this new location as the current notice board could also be seen by members of the public, whereas the new proposed location cannot. Ideally both locations, but seemed to be either/or. The question was asked to JL whether the current notice board could be increased in size as the current was too small.	JL to make enquires with WWT	ASAP
3	Visits & Events No school or observatory visits were planned for June WWT organised Solar observing session at WWT on 5 July. Another solar observing event is scheduled in August at WWT. JL mentioned as part of the agreed 4 extra school visits (as part of the Community Foundation fund) that there may be possible visit to Herrington school. The date & time TBD. JL mentioned that at the meeting with WT they had enquired about the dates for the next BBC stargazing live event in order for them to book into	PM to confirm dates/times for visits/events, arrange/liaise with event organisers. MK to enquire date of the next BBC stargazing live	As reqd. 13/07/14

SAS Committee - Meeting Minutes

	Description	Action	Deadline Date
	<p>their events diaries. JL asked MK to enquire with hiss BBC POC. It was also mentioned it be worth touching base with Gary Collin (Nissan sports and leisure complex) in order to keep you up-to-date on fundraising progress and enquire about potential events in Nissan August and November.</p> <p>RA commented that he would create Facebook pinned events in SAS Facebook calendar if given a list of events/lectures for next season.</p>	<p>event. MK to make enquiries with GC.</p> <p>RA to create pinned Facebook events for</p>	<p>13/07/14</p> <p>As Reqd.</p>
4	<p>Funding for Observatory Dome/Mount replacement, etc</p> <p>Endowment Fund - Community Foundation. RA stated that he had started to draw up short list of possible fundraising companies to target and start draft of letter. And would show committee when complete.</p> <p>KK placed the EQ8 order for the mount and stuff and was awaiting delivery at WWT.</p> <p>With regards to 4 school visits, RA proposed the possibilities of SAS Facebook or other social media competition(s) involving the schools in order to assist with fundraising, raise SAS profile in schools/local community, etc, etc. This was initially agreed by the committee & would further discussions will be required to firm up on competition/ action plan.</p> <p>Other Fundraising Streams JL commented that RA had suggested that the next fundraising goal should be BIFFA. RA commented that as BIFFA fundraising limits were potentially up to 50K, that it may be worth increasing SAS fundraising aspirations. This was discussed and agreed by the committee.</p> <p>JL also commented that the funding requirements from SAS would be more comprehensive/rigorous than the Endowment Fund application, and based more on for charity commission compliance. The requirements would be discussed in more detail at subsequent committee meetings. This would include improved accounts format and would also require the previous 2 years accounts.</p> <p>KK agreed to adopt and utilise the new accounts format. This was agreed by the rest of the committee present that it would the best format to use. Especially w.r.t. the recording/tracking other potential concurrent fundraising streams in the SAS accounts. However, some assistance may be required obtain/collate data (where required) on the previous 2 years account information (for BIFFA) in to the new accounts format. JL/DB/MK offered to provide information/assistance when/if required.</p> <p>SAS Fundraising – general Committee discussed a number of funding goals/options and aspirations. As there was not a full committee, this will be raised again, discussed and decided at next meeting or at a specific fundraising meeting, if required.</p> <p>SAS Charity Bike Ride 8th June – It was reported that the charity bike ride was completed successfully by all bike riders. All very Well Done to those involved in the bike fundraiser organisation/participation & support. Thanks were also given to Harry Herron and Karen Hutchinson for their efforts as the support crew. Initial rough estimates of up to £700 were raised so far. It was also mentioned that you may be worth thinking about this as an annual event.</p>	<p>RA to draw up shortlist of possible companies and/or organisations & start draft of letter.</p> <p>Committee to discuss further at next committee meeting.</p> <p>RA to provide an overview and provide requirements ,any supplementary information, associated documentation and actions required for BIFFA application.</p> <p>KK to provide accounts in new format for previous 2 years for BIFFA application. Other Members to assist/support when required.</p>	<p>10/08/14</p> <p>14/09/14</p> <p>Date TBD.</p> <p>14/09/14</p>

SAS Committee - Meeting Minutes

	Description	Action	Deadline Date
5	<p>WWT Shed DB commented he had no further responses from Stephen Tulip, "<i>Polar Shed & Timber Supplies</i>" visit on 17/04/14. PM to arrange a visit with his uncle/timbre yard POC with a view to a quote for the shed build.</p> <p>HH/DB also mentioned that they had found another possible shed builder (R&B Sheds) and were investigating.</p>	<p>DB/HH to arrange for required quotes. PM to arrange a visit to discuss proposed shed build quote asap. DB/HH to arrange for required quote.</p>	<p>Date TBD.</p> <p>Date TBD.</p>

Any Other Business

SC commented that the new committee meeting time 5:30 pm was slightly impractical and that 6 PM would be more doable. This was discussed & agreed by the committee. Meetings to be moved back to 6 PM prompt, and if there was a potential to overrun at 7 pm, meeting would be closed & items would remain on the agenda for the next meeting.

MK commented that an e-mail requests had been sent out email to various SAS astrophotographers requesting astro images in order to showcase their good quality images (300 dpi resolution required, if possible). These could be used for various SAS Flyers/Leaflet designs for outreach/fundraising events/visits purposes. Responses received so far from Keith Johnson, Paul Jenkins & Ken Kirvan, awaiting other SAS astrophotographers.

RA requested a contact list to be made available for committee members for SAS social media and other SAS events purposes.

The possibilities of purchasing a colour LaserJet printer was discussed in order to reduce printing costs for SAS leaflets, posters, flyers, membership cards, etc. JL to make enquiries.

Date & Time of next Committee Meeting: 13th July 2014, 6:00 pm at WWT.