

SAS Committee - Meeting Minutes

	Description	Action	Deadline Date
	<ul style="list-style-type: none"> • Craft area had a very successful/busy Saturday night. Reported that we did not get any reimbursements for craft materials, but due to donation it was decided to let this ride. • The talks upstairs and astro videos got some very good comments • Radio Astronomy worked well. • HH commented that it would be useful to have a laptop/iPad on the reception desk show public a slide shows of society photographs. • It was also mentioned that the use of TV if available would have been useful to draw public to SAS reception desk. • It was also suggested about the possibilities of mourning a beginners astronomy/astrophotography workshop(s) at the event as this would be useful particularly if the weather was poor. • Gary was asked if a debrief meeting was required, as yet no response on this. 		
2	<p>Kielder Spring Star Camp KK commented that the weather whilst at star camp period was poor, there was still a fairly that good turnout without too many refunds. KK told the committee that possible management of the spring Kielder star camp was being handed over to the new camp manager (Stevie (unknown surname)). Committee needs to check if Lynne & 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.</p>	SAS Committee to determine status and if new procedure(s) are required. Actions TBD.	As Reqd.
3	<p>Visits & Events JL asked for a round up & outline of other visits to WWT & schools in March/April 2014 Any updates on other possible events, proposed visits. etc? As committee did not have Events diary at hand further events, visits were not discussed.</p> <p>JL and others commented that current location that SAS had been invited to at Hamsterley Forest as a possible dark sky site was not suitable due to light pollution and other issues.</p>	PM to confirm dates/times for visits/events, arrange/liaise with event organisers. JL to inform Hamsterley Forest staff of findings	As reqd. 13/04/14
4	<p>Funding for Observatory Dome/Mount replacement, etc</p> <ul style="list-style-type: none"> • Endowment fund from the Community Foundation. JL asked RA for an update on the status of the Frank Ackfield endowment fund application. RA commented that the application form & associated documentation and SAS accounts were submitted to the endowment fund manager. However, following feedback & several queries from the endowment fund manager, that the application form & SAS Accounts were re-collated/reformatted to provide a more detailed/acceptable format for Endowment Fund purposes. • Required forms/documentation for charity commission compliance. A Vulnerable person's policy committee member's w since this as completed by JL. JL asked the comments from the committee. There are a lot of comments saying why we need this form. JL outlined new procedures/requirements from the charity commission (as of 2012) and also as JL having been given permission to have access to another charities documentation/accounts, that this was required in order to satisfy future funding applications. • SAS Accounts <ul style="list-style-type: none"> ○ Format (current/updated) 	RA to lead, MK/JL assist when/where necessary SAS Committee to vote on the use of Vulnerable Persons document & Trustees document.	18/02/14 To be Completed

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	<p>o Level of detail required for charity commission & other organisations , etc</p> <p>KK commented that he thought the SAS Accounts were sufficient for SAS purposes (i.e. format, level of details recorded) as there had been satisfactory over the past ten years for SAS.</p> <p>JL commented that he checked the compliance guidelines with charity commission (as of 2012) these guidelines had changed and accounts CC16 was now had a more rigorous requirements, see Charity Commission website: Charity reporting and accounting: the essentials (CC15b), & in particular Receipts and payments accounts pack (CC16)</p> <p>JL enquired if training would be useful for accounts, KK thought this was not necessary and thought the current format was sufficient for the society purposes.</p> <p>RA commented that the Frank Ackfield Endowment POC had raised some confusion & a number questions on the format and level of detail in SAS accounts & one on “No Reserve” in the submitted application. They also required this and last season accounts.</p> <p>RA/JL commented that the current SAS accounts were re-collated and reformatted into a format that Endowment team were now happier with.</p> <p>KK unhappy with this format, but would be willing to take re-look at the new format.</p> <p>Re: accounts format/recorded level of detail, other committee members around table commented that if SAS must jump through whatever hoops are necessary then we have to whatever is required if we want to obtain desired funding.</p> <p>LH (arrived mid-meeting) interjected on JL comments re: accounting method used and said that SAS did not need to use the “accrual accounting method” as our SAS income is less than £25000. If you look at the following Charity Commission website , charity accounting templates, you will see that for a charity of our size we only need use the “payments and receipts” accounting method.</p> <p>Numerous heated debates followed between attendees on the type of accounting method that was required to be used for the society in general and w.r.t. current/future fundraising application requirements.</p> <p>KK commented that was a full committee required to vote on this? It was decided due to meeting time over running and other items to discussed, to /debate/decide and vote on SAS fundraising strategy and required documentation & way forward once news of the Frank Ackfield funding application is announced.</p> <ul style="list-style-type: none"> • Other Funding Streams JL asked if there had been any updates this on way forward for various funding streams. RA commented there were a number of funding possibilities which are being looked at. • Funding Strategies Outstanding Actions: Shortlist of companies, organisations, etc to approach. Draft initial letter for donation enquiries for committee comments. 	<p>SAS Committee to vote SAS fundraising policy & way forward.</p> <p>SAS Committee to vote on format of SAS accounts.</p> <p>RA as required.</p> <p>PM/MT to draw up short list and start draft of letter.</p>	<p>Date TBD.</p> <p>Date TBD.</p> <p>Dates TBD.</p> <p>Date TBD.</p>
5	<p>Social Media</p> <p>RA commented it was best left to the next meeting or to discuss and agree off-line from meeting, due to missing key members.</p> <ul style="list-style-type: none"> • Facebook. Management of events, etc • Twitter, others 	<p>Actions TBD.</p>	
6	<p>Purchases & Miscellaneous</p>		

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	TJ offered to provide donation for membership lanyards, etc. Costs would need be itemised and provided at next meeting if possible.	MK/KK to itemise lanyard costs for TJ donation.	13/04/14

Any Other Business

- Forthcoming Lecture – Chris Lintott
MK commented that he still not received any further confirmations regarding his talk on 16 March. MK to send another e-mail, contact via telephone (if possible) in order to get confirmation. Think about Plan B and ask Dave Newton/Graham Darke if there would be willing to provide a talk if was required
- Use & policy of Laser Pointers at Observatory and at external events
 - Signature required for understanding General safety policy
JL raised the point that a number of comments had been made regarding the use of laser pointers during the Observatory open hours on Thursday night and it was agreed that the responsible use laser pointers when pointing out consulations, stars, etc to new members should have priority over possible astrophotography at the Observatory. Further suggestions were discussed, but no action issued. To be raised again at following meeting(s).
- KK commented for Thursday nights the original purpose was to introduce possible new members to the opened Observatory and other society members and this wasn't always observed to be the case due to some of member's involvements with their astrophotography sessions.
 - It was suggested the use of red LED delights along the path leading up to the Observatory may be useful to give an indication to new members where observing/Observatory is taking place.
 - Possible use of signs inside to indicate where/when observing has taken place.
 - Members to be mindful of possible new members arriving periodically in the discovery room on the night.
- Dome maintenance, any updates/requirements.
HH commented that he had made some repairs to the dome door and was also thinking about some sort of pulley system for easier dome door operation.

Date & Time of next meeting - Committee Meeting: 13th April 2014, 5:00pm at WWT.