

# Sunderland Astronomical Society

**Date:** 11<sup>th</sup> May 2014.  
**Time:** 5:30 pm.  
**Location:** WWT.

**Attendees:** John Lynch (JL), Martin Kennedy (MK), Harry Herron, Paul Meade (PM), Peter Wison (PW)

**Apologies:** Roy Alexander (RA), Ian Aiken), Natalie Lowes (NL), Ken Kirvan (KK), Stephen Carr (SC).

**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.
- 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.
- RA to provide an overview and provide requirements, any supplementary information, associated documentation and actions required for BIFFA application.

	Description	Action	Deadline Date
	<b>Minutes of Previous Meeting</b> Minutes from previous committee meeting minutes were accepted.		
1	<b>Outstanding Action Review</b> Ran through outstanding actions. All actions outlined above were still outstanding.		
2	<p><b>Kielder Star Camp (KSC)</b></p> <p>MK informed committee that Lynn Henderson had been contacted on future organisation of KSC and she had commented that: <i>this year the treasurer of Kielder had approached Lynn/Kev/Ricahrd Darn to say that due to the fact they were now VAT registered they really didn't want to have to take in the Autumn Star Camp payments anymore. Therefore, the StarCamp organising group then took the decision that it was probably now the time to run the StarCamp as a standalone entity. Lynn also mentioned It always causes no end of confusion to those booking that "this one is a Kielder event; that one is a Sunderland event" as most people just see it as Kielder Star Camp.</i></p> <p>Lyn also commented:” <i>Although we originally intended to just continue to take the bookings directly through myself as we've always done but with the payments being made to the campsite, the campsite came back to us to say that from an accounting point of view it would be too much hassle for them and they'd rather we just paid them as a one-off payment at the event. So we are now in the process of setting up a separate bank account just for StarCamp.</i></p> <p><i>I'll continue to take the bookings as I've always done and Richard, Dave, Kev and I will continue to do the organising and running of the event as usual.</i></p> <p><i>Re: the SAS website, we are setting up a new webpage through the Kielder domain for the event but I guess we'd all be more than happy is SAS wanted to keep a page for StarCamp and just point enquiries to me.”</i></p> <p>MK commented that SAS had offered their support with hosting of KSC</p>	SAS to continue running Kielder Star Camp webpage on SAS website.	As Reqd.

**SAS Committee - Meeting Minutes**

	<b>Description</b>	<b>Action</b>	<b>Deadline Date</b>
	webpage(s) on KSC domain as a possible SAS sub-domain if it was required and would provide any general support required in any way to promote KSC.	Actions TBD. IA/MK/SAS Committee	
3	<b>Visits &amp; Events</b> No immediate school or observatory visits were planned for May. JL mentioned that there may be a possible visits to Herrington school. The date & time TBD. Other possible events were discussed at the meeting.	PM to confirm dates/times for visits/events, arrange/liaise with event organisers.	As reqd.
4	<b>Funding for Observatory Dome/Mount replacement, etc</b> <ul style="list-style-type: none"> <li>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 the confirmation letter and funds for the mount and outreach support were to be placed in the society's account on 9<sup>th</sup> May. Once SAS had the funds in account, Ken to put a purchase order in for the mount and stuff asap.</li> </ul> <b>Other Fundraising Streams</b> JL commented that RA had suggested that the next fundraising goal should be BIFFA. 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. <b>SAS Fundraising – general</b> 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.  Provide a shortlist of companies, organisations, etc to approach. Draft initial letter for donation enquiries for committee comments.  PM raised the ASDA green tokens SAS fundraising.	<p>RA to provide a copy of documentation/terms &amp; conditions provided for Endowment Fund.</p> <p>KK to process purchase order for EQ8 observatory mount.</p> <p>RA to provide an overview and provide requirements ,any supplementary information, associated documentation and actions required for BIFFA application.</p> <p>SAS Committee to vote on format of SAS accounts.</p> <p>SAS Committee to vote SAS fundraising policy &amp; way forward.</p> <p>RA to draw up shortlist of possible companies and/or organisations &amp; start draft of letter.</p> <p>PM to enquire about the possibilities</p>	<p>08/06/14</p> <p>14/05/14</p> <p>Date TBD.</p> <p>As Reqd.</p> <p>As Reqd.</p> <p>Date TBD.</p> <p>Date TBD.</p>
5	<b>WWT Shed</b> DB commented that he had initial quote from Stephen Tulip, " <i>Polar Shed &amp; Timber Supplies</i> " on 17/04/14 for the build & erection of shed with roll-off roof. It was agreed that this figure seemed reasonable. However, none of committee had any prior knowledge of costs for this type of bespoke shed build. Stephen Tulip had assessed Dave's plans and been out to the site and discussed design/build options with SAS and was going to review the design and awaiting final quote. In the meantime, it was suggested that it may be worth thinking about the possibilities of building the shed DIY to reduce costs of the build. PM mentioned that in order to keep costs of timber down, he had an uncle/other contacts who may be able to build the shed/worked at/had	<p>Dave Beedham to get final quote.</p> <p>PM to arrange a visit to discuss proposed shed</p>	<p>Date TBD.</p> <p>Date TBD.</p>

## SAS Committee - Meeting Minutes

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	Description	Action	Deadline Date
	access to timbre supplies. HH also mentioned that he could easily construct a metal in a frame for the shed interior.	build asap.	

### Any Other Business

- Facebook SAS Group page.  
JL commented that a SAS Facebook group member (not SAS member) had been removed from the SAS Facebook group due to a recent and previous “code of conduct” behaviour infringements and due to various complaints from SAS Facebook members.
- Flyer for SAS is outreach programme(s)  
HH suggested it would be useful to have a flyer SAS outreach program. He suggested MK to have a go at a design.
- Charity Bike Ride, 8<sup>th</sup> June.  
Graham/Ian provided necessary information pack with sponsorship form and **Just Giving** Text facility. Event has been advertised on website. Facebook and website have been set up to advertise the event.
- Dome maintenance, any updates/requirements.  
HH commented that he had made some mount supports and adjustments the dome door pulley system (is a work in progress).  
HH purchased a number of floor mats to help reduce vibrations and reduce dust on dome floor, etc. There were a few other bits a bobs and some reimbursements were required.

**Proposed Date & Time of next meeting - Committee Meeting: 8<sup>th</sup> June 2014, 5:30 pm** at WWT.