

## AAA Committee Meeting

### 9.15pm on Thursday 16 March 2017 in the Walled Garden Greenhouse

#### 1. Members Present:-

Joan Brame (JB); James Dale (JD); Mike Kirkham (MK); Mark Proctor (MP); Marian Shaw (MS); June Snowdon (JS); Richard Young (RY) Director.

#### 2. Apologies:-

Brian Shepherd (BS);

#### 3. Proposed Star Party Programme:-

**3.1** In view of the strong likelihood that the weather will NOT be conducive to outside activities, plus the fact that the Planetarium is looking more and more likely to be with us, we reviewed the whole inside programme. Should the weather be fine, the outside programme will run as agreed.

The aim is to provide a programme which will offer people choices to suit their varying interests and needs, that everyone will have an opportunity to visit the Planetarium and that overall the movement of the audience can be managed. The revised Indoor Programme now is as follows:-

**7.00 – 7.10 MK** Welcome, an overview of the Programme, what's on offer, particularly the five groups' topics, and housekeeping Issues

**7.10 – 7.20 RY** An introduction to AAA, mission and aims.

**7.20 – 7.50** Five groups' presentation + Planetarium. 5 min. presentations of 5 mins

**8.05 – 8.35** Second showing of Five Groups etc..

#### **7.20?– 9.35pm**

- **Refreshments and Planetarium** throughout.
- Demos and Walkthroughs covering:
  - Types of telescope – **David M**
  - How to set up a telescope – **Orwell member**  
accompanied by OASI's photoboards
  - Demo: Stellarium using the projector – **Richard Y**
  - Demo: creating images using RegiStax and Deep Sky Stacker (laptop and table)  
– **James D**
  - **Jessops** stand – Mark Ellis and Co to engage with the public
  - **Sneezums**, an ongoing display of telescopes, binoculars and books.
- **Information boards** showing the Athenaeum telescope and accompanying text plus images of the night sky taken by AAA members, with **AAA members in attendance:**
- **Membership publicity: Marian**
  - Hands on station – Self guided, hands on table for children to make a selection of astronomy related things, such as a Phase of Moon flip book, Constellation eye piece projector, star word search, star brolley etc

#### **9:35-10.00pm**

General networking, final viewings and wind-down

Membership stand – **Marian /Joan/ June**

**All ending promptly at 10.00pm**

**10 – 10.30pm.** Clear and tidy venue

**Nothing to be cleared until 10.00pm after all the audience has left.**

## **4.0 Updates**

### **4.1 Risk Assessment**

The AAA's Risk Assessment Forms and a sample example had been produced on 11/02/17, including a copy of the Form to be completed for any occasion when a Risk Assessment is necessary.

MK and MLS had met with Dwaine to draw up this Risk Assessment for the AAA's activities. This was agreed, signed by MK and sent to Dwaine for his Star Party File.

It was confirmed that Nowton Park has a Risk Assessment in place to cover all SEBC's responsibilities, e.g. the machinery and wood pile to the left of the site. This area will be taped off and out of bounds.

A further area, in front of the single storey building, will be taped off as an enclosure for the telescope/binocular observations.

### **4.2. Child Protection Policy**

Whilst an AAA draft CPP document also had been produced on 11/02/17, there had been no time to discuss it, so in view of the imminence of the Star Party night, it was agreed to adopt the policy produced by OASI together with the FAS recommended version. **ACTION: MLS to circulate**

It was reinforced that all Committee Members need to be aware of the responsibilities required by the CPP. However, **MP** volunteered to act as the AAA's Designated Safeguarding Lead (DSL) 1, backed up by **MK** as DSL2.

It was emphasised that any concerns must be reported to either of these DSLs.

### **4.3. Jessop's**

Further to Mark Ellis' early return from his holiday, due to having contracted tonsillitis whilst away, he had emailed to confirm that he would be attending the Star Party but would prefer to deal informally with visitors to his stand, rather than to take on a 20 – 30 minute talk, which originally had been suggested.

### **4.4. Display Boards**

RY had collected the SYPT's Boards. MLS had arranged to collect those from Infinity Architects the following day.

Dwaine had said he would leave some boards and some extra tables in the Greenhouse area.

This should be sufficient for the AAA's needs.

### **4.5. Arrangement outdoors**

**NB** the last two points under 4.1 Risk Assessment above.

- A space had been allocated to the right of the kitchen door for the Planetarium.
- The entry doors would be those at the end of the plant area, NOT via the kitchen doors. The kitchen area is designated out of bounds to the public.
- The designated toilets are those situated in the Realise Futures Offices at the far left end of the single- storey building.
- The outside lights will be covered by red cellophane.
- JB has provided squares of red cellophane and elastic bands to be given out to those carrying torches as they enter the Walled Garden.

### **4.6. Arrangement Indoors**

- It is confirmed that there is one electric socket at the end of each greenhouse adjoining the main Alley. Sockets therefore are limited to one side only.
- Whilst there will be enough tables and display boards for our needs, the precise details of layout will be decided post 4.00pm on Saturday.
- A programme list would be displayed on two flip charts, and copies would be handed out to people as they entered the building. Flip Charts to be provided by MK and RY.
- Stands will be provided and manned by OASI, Jessops and Sneezums.

#### **4.7. Duties**

JS and JB will be there to welcome people as they arrived. They will give out programme lists to those attending.

MP and MK are the CPP DSLs.

Nowton Park Volunteers will be providing refreshments from the kitchen area.

Dwaine will be the First Aider, and the First Aid Point will be in the kitchen area. Anyone needing first aid should report there.

#### **5.0 Jobs yet to be done**

The Planetarium has yet to be confirmed: this will happen early on Saturday morning.

MLS to pick up Infinity Architects' display boards at the end of Friday afternoon.

#### **6.0 Jobs on the day**

Without any pre rehearsal, all arrangements are starting from scratch on Saturday. So anyone who can arrive from 4.00pm that day to help to put up the display will be very much appreciated.

#### **7.0 Other Items to be considered.**

The following items are carried over to the next Committee Meeting:-

Bank Report

Members'/ Friends' Welcome Packs

Restoration Group

#### **Other important matters:-**

Star Party Feedback.

Confirm Costs (Ref. Item 4j 02/03/2016)

Programme Officer/Secretary?

A Future programme for Members;

A Future programme for the Committee – planning ahead for a Work Plan

The AAA's Formal Filing and Records.

AOB?

The Meeting closed at approx. 10.30pm with no future date agreed.

*MLS Notes for the Committee ref. 16/03/2017.*