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Notes taken at the AAA Committee Meeting

9.15pm on Thursday 06 April 2017 in the Walled Garden Mess Room

1. Members Present:-

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

2. Apologies:- All were present

3. Previous Minutes:-

The notes from the Meeting of 30 March were agreed. All the Actions noted had been carried out.

4. Proposed Meeting Programme

MK had proposed that we should try and work through as much as we can, with the priority being:- Roles, Programme and Events and Members/Friends Welcome Pack/Handbook.

5. Committee Roles

5.1. MLS had circulated prior to the meeting, suggested job descriptions for ten posts, as drawn up by RY and MLS early in February in readiness for a newly-appointed Committee to consider. These were offered only as a basis for discussion, ultimately to be agreed between the relevant post-holder and the Committee.

5.2. As a newly-appointed Committee, we now have in place a Director, unforeseen at the time and therefore without any proposed job spec; a Chairman, a Vice Chairman, Treasurer and Secretary. Currently we have three people supporting each other with Membership, and also a Communications Officer.

The Roles concerning Child Protection have been undertaken by MP as DSL1, supported by MK as DSL2 and MK will undertake any Risk Assessments as necessary.

5.3 Our current requirements are a Press/Media officer, since the current arrangement does not seem to be working. Fundraising can be carried forward at the moment, but eventually it will be a post working in tandem with the Treasurer.

5.4. Crucially we need a lead person to undertake Planning, both for the ongoing Programme and for special events. Since we already are in the Summer season but do not yet have a programme, this is urgent.

After discussion, it was agreed that we should ask members for any volunteers who would be willing to meet with RY and, under his guidance, to plan the immediate Summer Programme: referring to the ideas and suggestion listed in the Members' questionnaire/survey, but bearing in mind that we already are booked to support OASI at their 50th Anniversary event in Ipswich on 29th July.

ACTION: MLS to add this suggestion in the email accompanying the Notes from the Meeting of 30 March and the collated list of the survey responses.

6. The Next Star Party

6.1 The date for the October Star Party has been fixed for Saturday 28 October, this being at a time when the moon is in its first quarter and immediately before BST ends in the early hours of Sunday 29 October. We therefore have time to absorb what has been learned since our first Party, and to note the comments and ideas of Members as expressed in their responses to the first part of the survey.

6.2 An approach to members, similar to 5.4 above was agreed; i.e. that we should sound out the Members to see if any would be interested or willing to begin the initial planning for this event.

ACTION: MLS as in 5.4 above

7. The Programme and Events

In agreeing the idea of approaching members to fill temporarily urgently needed roles, and in terms of immediate programme planning, we should have covered the period until the Star Party on 28 October. Planning for the winter programme will be managed and paced over the ensuing weeks.

8. Members/Friends Handbook

8.1 The list of ideas and suggestions drawn up in February / early March had been circulated in advance of the meeting.

8.2 With one or two minor changes to the wording, the first five sections, covering content and basic information required by Members were agreed.

8.3 After considerable discussion and in the light of discussion, the initial Membership Fee structure was refined. The agreed rates, to be implemented with immediate effect, were:-

- £25 per adult
- £40 per couple
- £15 per fulltime student
- Under 18s free.

This has two implications:-

1. We need to review the membership fees already paid to ensure that they conform to the new structure.
2. We need to research the implications of the newly-reviewed Child Protection rules about under 18-yr-olds being accompanied by an adult versus the requirements concerning DBS checking.

ACTION: MP and MK

8.4 The suggested benefits for Members were agreed as written.

8.5. Again after considerable debate concerning the benefits that Friends may enjoy, it was agreed that Friends may choose whether their £15 subscription should be used for the benefit of the on-going educational work of the AAA, for the Restoration Fund or whether they are happy for it to be used at the Committee's discretion. The other benefits were agreed, but the suggestion of a quarterly newsletter has been superseded by the availability of information on the website.

ACTION JB, JS and MLS to draft out a script for MP to present on the AAA's website.

9. Bank Account Update

JD reported that all monies now have been transferred into the two fully set-up AAA Community Bank Accounts, one being the AAA General Account which has a balance of £758.29 and the other the Restoration Account into which has been paid the AC cheque for £795.64.

Payments for the rent due to both SEBC and Realise Futures are due to be taken out, + the cost of joining the FAS.

Income from the Star Party will amount to £65.00: the AAA is asked to raise an invoice to SEBC for that amount.

ACTION: JD

10. Re Rent Agreement

Dwaine is following up with Damien Parker (DP) at SEBC our query concerning PLI cover and our request to pay quarterly. DP currently is on holiday until 18 April.

The Meeting closed at 10.15pm.

N B. No further date or programme was agreed for the next Meeting

Notes re Committee Meeting on 06/04/17 MLS