

Present: MK, JS, RY, MP, BS (notes), MS

1. Opening Gambit

- Discussion of the last meeting minutes
- Planning group is now back on track and on regular meetings and a summer programme
- Insurance now dealt with
- Child protection policy Action: Mark Proctor
- Marc Anderson and the British council project
- Discussion about who to get internally to 'volunteer' for talks and also external presenters
- What exactly do our members know 'survey'
- Level 1 - Can they recognise the 'easy' constellations
- Level 2 - Can they find where they are in the sky time of year etc
- Level 3 - What features are in the constellations for example types of stars
- Level 4 - They know all of the theories behind it so how did they form etc
- Learning in small groups
- Name the levels after the size of planets in the solar system
- Might be best to do this in September

2. Previous Minutes

- Minutes approved

3. Roles discussion

To discuss those already drafted.

- What does Marian do? **Action:** *MK we now have a brief specification for review*

4. Meeting points from the Agenda

4.1 RY meeting with Marc Anderson.

- MA asked about the night sky
- What people in BSE do at night
- MA in correspondence with Martin Hosker about access the observatory
- RY took him up there based on MH approval and he took a picture of one of RYs eyes and the 'little red thing' in the observatory
- Night time economy studies

- Tracy Hemings stuff
- No more to be done at this time

4.2 SEBC Walled Garden

- Gary Quilter is the council representative
- Hire fees will be reviewed every 12 months. Agreed quarterly and processed via the Head Ranger at Nowton Park
- The hire fee for the storage area is £10.00 per quarter
- Marian will list when we use the 'mess room' or the greenhouse in terms of times used and letting fees
- Basically we and they are happy with the arrangement to which MK is happy to sign off. **Action:** MK

4.3 OASI 50th Anniversary plan Saturday 29th July

- We have a stall but what to do with it?
- This is to be carried out inside the building
- Roll up stand-up banner. **Action:** MK
- Set of display boards. **Action:** MS to organise, also speak to JD about his photos
- Are OASI supplying a table? **Action:** MK to talk to David Murton
- Laminates about our summer programme to be displayed. **Action:** MK
- Restoration project summary and photos: **Action:** MS needs some titles, wording from the website.
- Flyers to be taken, large web site address on the back: **Action:** MS and BS to arrange.
- Greenwich trip photos. **Action:** MS, JD
- Boards to be sought and what goes on them. **Action:** MS, JS
- Transport of gear **Action:** Two vehicles and BS to volunteer for one them, JD as well ?
- 4 people at least manning the stall, must allow for those wanting to go to the presentations. **Action:** All on the day

4.4 Publicity / Media Person / Comms

- Marketing and publicity for the AAA but we don't have a Publicity / Media dedicated person MK to speak to PL about this, not done so far. **Action:** MK

4.5 Celestron Telescope

- Scope for recognised improvement to an altazimuth mounting, currently estimated at £54 has been approved by the committee. **Action:** *BS, now purchased from Amazon claiming points for the club at a cost of £30.24*

4.6 AAA Mobile phone

- Mike now has the phone

4.7 Finance from the last meeting

- James D sends his apologies for this meeting the following is a summary finer details to follow.
- Currently we have £795.64 in restoration fund
- For the AAA there is £875.89 but there are some bills to be paid approx £130
- Current end of year estimate is £550
- Greenwich subsidy was £52.20 which was all the cost to the AAA but there is £12 to come back.
- Next year about £740 is required and estimate 12 full time members would cover our basic cost going forward, obviously we need more for additional items we may require such as a projector etc
- If we were a registered charity what would be available to us.
- National Lottery ?

4.8 Website

- Needs more visibility to the general public
- This links into membership and attracting people to the organisation
- Bury Free Press / Mercury / What's on in Suffolk advertising slot needs to be engaged and managed
- **Action:** All

4.9 Restoration / Wider AAA

- RY what about doing talks to outside organisations for astronomy 'lectures' and earning money for the AAA
- Estimate for the access to the scope and money required quoted approx £3K which will be done through the borough council. Some minor work by them has already been done.

- Eventual access to the scope may require paying for should there be no other event on in the building as a building manager is required to be present for all such occasions.
- Sodexo involvement must be considered also.
- The agreement has yet to be signed off but should be a formality once the nitty gritty has been ironed out
- MK looking into quotes for the whole restoration process, the access to the way in funds could be raised as a vested interest of the AAA.
- The scope restoration will need an outside agency to complete this.
- Has the sub group met recently about all of this? MS there has been no such meetings since January and in reality probably won't until a more formal programme of works has been agreed.
- Has an expert person looked into the repair of the dome in itself and currently RY knows of such a person but needs to get a quote.
- Actions are those indicated above, ie open for discussion.

4.10 Summer Programme

- Keep it fortnightly of things to do each time with announcements well ahead
- Use the feedback from members to feed the programme, in process.
- Planning is back on track for the summer at least

4.11 AGM

- The date 21st September 2017
- Formal notification should go out at the end of August (3 weeks before)
- Future committee meetings once every 4 weeks, next 29th June, 27th July and 24th August at the latter we need to discuss and complete an agenda.
- Open forum for discussion by the members

4.12 Next Star Party

- 28th October 2017
- Need a planner for this, MK to source the right person **Action:** *Lloyd Hughes, Philip & Judith Carr, Philip Leigh and Richard Young (not to be nominated).*
- At first meeting nominate a leader for this and a deputy but not to be Richard.
- All AAA members are to be encouraged to help as a group.
- Someone from the group needs to report back to the committee on its progress.
- Use JDs last star party agenda as a guide to the event.
- Need to draw up a checklist of preparing for it eg people, resources. **Action:** *BS to draw this up.*

- MS suggested to meet up with relevant persons during the last week in July.

4.13 Membership handbook

- Draft by Marian, June and Joan has now been written up and sent to committee meeting.
- Feedback of any comments for the next committee meeting to MS. **Action:** All
- Welcome pack to include
- Handbook
- Constitution
- Child protection document

4.14 Next Winter's Programme

- To be decided, but the Athenaeum no longer provides the room free so it would cost us £38 per hour at least.
- Unitarian meeting house might be a suitable, and cheaper venue
- **Action:** All

4.15 Prospective purchases for the AAA

(To be kept as a rolling list on the agenda)

Need costings for each

- Pop up banners **Action:** MK
- Projector and screen **Action:** BS
- Display boards **Action:** ?
- Power packs **Action:** MP £69
- Curtain for the greenhouse as a blackout for presentation **Action:** ?
- Telescope eye pieces **Action:** BS, RY
- Three types of lenses
- Barlow 2x
- Extension cable **Action:** BS
- Laminator and pouches **Action:** ?
- Storage cupboard or something of that nature. **Action:** ?

5. AOB

- Marian raised the question of fundraising in order to support the AAA in general and with purchases etc
- RY has left a pile of astronomy magazines with Sheila at the Athenaeum

6. Next full committee meeting dates

- 27th July 2017
- 24th August 2017
- 21st September 2017

7. Action Table

Actions required by the persons indicated: where a section has multiple persons assigned then one entry will appear with all of the names next to it. Note that as a general policy persons should not be assigned actions in their absence from the committee meeting unless they have been pre-warned that this may be the case.

Person Section and Action	
MP	1 Child protection policy
MK	4.2 Walled garden agreement
MK MS BS JD JS	4.3 OASI 50th Anniversary
MK	4.4 Publicity / Media person
JD	4.7 Finance update done in JDs absence
All	4.8 Website
All	4.9 Restoration project
LH PC JC PL RY BS	4.12 Star party
All	4.13 Membership handbook
All	4.14 Next Winter's programme
MK BS MP RY	4.15 Prospective purchases