

AAA COMMITTEE MEETING NOTES

Date: 24 August 2017

Present: Mike Kirkham, MK (Chair); Joan Brame, JB; James Dale, JD; Mark Proctor, MP; Brian Shepherd, BS.

In attendance: Marian Shaw (MLS Sec. notes)

Guests:

Apologies: Dr. Richard Young; June Snowdon

Notes	Action
<p>Item 1: Preamble RE. Funding for both the AAA and The Restoration and the AAA, MK reported that he had written twice to Andrew Speed, Chairman of the Town Council and Borough Councillor for the Abbeygate Ward; and once also to Joanna Rayner, a Town and Borough Councillor for the Abbeygate Ward, plus SEBC's Cabinet Member for Leisure and Culture. Abbeygate Ward includes the Athenaeum within its area. As yet he had received no formal reply from either, but a chance meeting in the street with Andrew Speed indicated the Town Council's interest.</p>	<p>MK ?</p>
<p>Item 2: Finalising the AGM arrangements for 28 September 2017</p> <p>2.1 Financial Statement for AAA Committee Meeting: 24.08.2017 + update. JD INCOME Balance in the AAA's current account = £667.68. *Pending deposit = £15.00 (Joan S membership fees) *Anticipated Income from the Star Party= £230.00 TOTAL INCOME = £912.68</p> <p>Committed EXPENDITURE Rental for April-June - £100 (should have come out by now: just waiting for the bank statement)</p> <p>Anticipated EXPENDITURE * Rental costs to the end of the year = £210.00 (£130 meetings + £60 Committee Meetings + £20 storage) * AGM hire fee = £ 30.00 * Star Party agreed expenses budget = £ 75.00 * Black-bordered, non-fray screen @ 2m X 1.5m = £107 + VAT = £128.40 .</p> <p>BALANCE AFTER ACCOUNTING FOR COMMITTED/ANTICIPATED EXPENDITURE = £369.28</p> <p>OTHER * Coffee pot allocation = £42.50 (£30 agree spend for refreshments for the AGM) * Rebate for S and T Valach = £20.00 (need to sort this out as it appears that they are not attending any meetings)</p> <p>UNRESTRICTED BALANCE AT END OF THE YEAR = £306.78</p>	

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<p>2.2. Purchases</p>	
<p>2.2.1. It was agreed that there were insufficient funds to buy a projector currently. The Committee would need to borrow one for the Star Party. To be arranged</p>	MK. BS
<p>2.2.2. Having researched that a screen with non-fray edges was advisable, a 2.0m X 1.5m, black-bordered example was recommended at a cost of £107.00 + VAT. Total price = £128.40. Purchase agreed</p>	MK. JD
<p>2.3 A final proof reading led to the acceptance of the proposed revision and updating of the AAA's interim Constitution, first drafted and agreed at an EGM in February 2017. This document now is ready for the AGM on 28 September 2017.</p>	MLS
<p>2.4 The Invitation Format was agreed and is ready to be sent to members by 07 September 2017. This includes also details concerning the election of three Officers and six other Committee Members.</p>	MLS
<p>2.5 The Agenda for the Meeting and the Notes of the EGM in February also are ready to be sent to Members on 07/09.</p>	MLS
<p>2.6 The Function Room at the Nowton Park Café has been booked. JD will transfer the AAA display boards to MK prior to the date. MK, MLS and JB will be at the Café from 6.15pm to set up the room</p>	JD MK JB MLS
<p>2.7 Agreed that coffee/tea should be served on arrival. Soft drinks and nibbles to be available at the end of the meeting to encourage net-working and socialising. JB and MLS to purchase with a maximum allowance of £30.00.</p>	JB MLS
<p>3. The Role of the Secretary</p>	
<p>3.1 It was proposed that the current role should be split into three roles:- i). The formal role as the Organisation's Committee Secretary, dealing with all Committee matters as they arise and being responsible for Meeting arrangements, Agendas, Minutes, Correspondence with any 'outside' bodies (SEBC, Nowton Park, Realise Futures, other astronomy groups, etc.) Annual Meetings, and including Sub-Committee reports. All to be electronically filed.</p>	?
<p>ii). A Meeting Support Person, undertaking the <u>Communication</u> with members about meeting content, [speakers should be able to give their (power point) notes and illustrations to facilitate this], Chairman's announcements, future planning etc. <u>Together with the Membership Support</u>, setting up and clearing the room, purchasing and organising refreshments, maintaining refreshment petty cash records.</p>	?
<p>iii) Membership Support. <u>In collaboration with the Membership Secretary</u> Marking the Meeting's Register, greeting and welcoming members, esp. new visitors; ensuring Application Forms and subscriptions are forwarded to the Membership Secretary. N.B. <i>Details of current Members' List to be sent to JD</i></p>	? MLS
<p>4. The next Full Committee Meeting is scheduled for <u>7.30pm on Thursday 21st September 2017.</u></p>	
<p>There being no other business the Meeting ended at 10.30pm</p>	