



AAA COMMITTEE MEETING NOTES

Date: 21 September 2017

Present: Brian Shepherd (Chair); Joan Brame, JB; Marian Shaw MS; June Snowdon JS

In attendance: Marian Shaw (MLS Sec. notes)

Guests:

Apologies: Dr. Richard Young; Mike Kirkham; Mark Proctor; James Dale

Note: The committee met at 19:30 with only three people present and a fourth turned up at 19:50 to make up the four required for a basic full meeting. The minutes written by BS reflect the fact that not much in the way of decision making was done nor detail to many aspects of the AAA business commented upon.

Notes	Action
-------	--------

1.0 Previous Minutes from 24th August 2017 Committee Meeting

Item 1: Preamble

RE. Funding for both the AAA and The Restoration and the AAA,

MK reported that he had written to Andrew Speed, Chairman of the Town Council and Borough Councillor for the Abbeygate Ward. Abbeygate Ward includes the Athenaeum within its area. As yet he had received no formal reply from him, but a chance meeting in the street with Andrew Speed indicated the Town Council's interest.

MK

Item 1 has yet to be resolved and therefore no progress made therefore in BS opinion this project has 'stalled'. As a reminder to us all, BS reiterated that the original reason for setting up the AAA was that in doing so there could be some real action made to restore the Athenaeum Telescope and so gain access to it for astronomy usage etc. The AAA has been formed and we are about to go to our first AGM elections so the restoration group needs to get on with the job although there is a **but**. The SEBC (Bury Council) is waiting on us (the committee) to consider/amend/agree the proposed contract before **any** work can begin on the restoration project.

MK,
RY,
BS

As no one but MK and RY have actually seen and read this contract then it is difficult to tell which part is holding up this process and those at the meeting felt that as the restoration project currently reports to this committee then we should be informed and involved in the decision making process.

AAA COMMITTEE MEETING NOTES

Item 2: Finalising the AGM arrangements for 28 September 2017

It was agreed by the committee that all arrangements had been organised as previously set out and that final checks only were required to ensure that refreshments were laid on and that,

- the display boards were present for the night. BS requested MS to see if it was possible to leave these at the Newton Cafe office in a secure place on this following Sunday 24th September as he would not be at the AGM early enough to take them on the night.
- Thinking about this (BS post meeting) we need to ensure that we have something set up for Paul Whiting (projector and screen?) so that he can hook up and carry out his presentation if indeed this is what he needs on the night.

2.0 Items from the Meeting Agenda 21st September 2017

2.1 Finance

JD has now sent out his end of year financial report that will be reviewed by the assigned independent assessor in due course, Peter Corbett is to do this. The actual report is a separate document to these minutes.

2.2 Program Planning Group

There was no one present to provide an update and it was recognised that there are commitments made on the website program that we have yet to plan for in the winter programme.

2.3 Events Planning Group

There was no one present to give a general update but there were 2 present to provide information that the Star Party preparation for the 27th and 28th of October was going well with a meeting to take place on Tuesday 26th September.

To date MS reported that there were 47 tickets sold for the Friday and 23 for the Saturday although what the mix of adult and children in those numbers is not known.

The article description in the WOW paper did not, in MS opinion, do justice to the way in which the star party should be presented.

Apparently the council would like us to run more of these star parties a year, possibly 4-5, but this was thought to be too much for us as an association to do at this time so a MS made the tentative suggestion that perhaps we could alternate such events with OASI and therefore share the workload. Worthy of future consideration.

AAA COMMITTEE MEETING NOTES

2.4 Restoration Project

Further to Item 1 in this document. RY has sent an email this week outlining a high level description of an overall executive committee under which the two arms of AAA and Restoration Project teams should sit which, in principle would seem to those present to be a better solution ie this allows both arms to work independently whilst maintaining communication between them. It must be stressed that this is only a proposal at this time that MK and RY are going to discuss it further and should then bring back to the main committee the detail of how this should/might work. Not said at the meeting but mentioned here, BS would like to be part of that discussion with MK and RY.

MK
RY
BS

2.5 Resources

BS had nothing to add to this. MS suggested that the display boards in BS possession could possibly be put them into the Newton Cafe on Sunday, she would call them to find out if this was possible

MS
BS

2.6 IT

No one present to give an update. MP is currently the web master and communications person, the latter role is NOT one of being a 'publicity / marketing' person but one of a person that can facilitate the technology only.

MP

2.7 Publicity / Marketing

We still do not have a person in this position but it is still relevant to keep it on the agenda.

2.8 AOB

Membership

JD is taking on this role as he can align with members and subscriptions.

Secretarial Matters

MS to talk to JD about membership numbers in order to rationalise records.

Handbook

We requested the removal of the password from the handbook as it will appear on the members cards.

Members cards

These were also approved by the committee.

AAA Admin Folder

BS has suggested putting together an A4 folder to be kept in main meeting room area for quick reference and forms. The following is a list of such contents.

- Membership forms for new members that turn up on the group meeting nights etc
- A printed version of the constitution
- Copies of the handbook
- Badges, we could sell additional ones
- Other suggestions welcome.

AAA COMMITTEE MEETING NOTES

The Role of the Secretary

The role has already been split as per the description below and it is hoped that a person will be found for all three points at the next AGM.

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.

ii). A **Meeting Support Person**, undertaking the Communication 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. ?

Together with the Membership Support, setting up and clearing the room, purchasing and organising refreshments, maintaining refreshment petty cash records.

iii) **Membership Support.** In collaboration with the Membership Secretary ?
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.** *Details of current Members' List to be sent to MLS*
JD

2.9 Next Meeting Dates

The next meeting was proposed to be on **19th October 2017** which will be the first available meeting following the AGM and is of course subject to change should the newly appointed committee wish to do so.

There being no other business the Meeting ended at 9.30pm