

Date: Thursday 14th December

Present: Mike Kirkham MK (Chair), James Dale (JD), Joan Brame (JB), Richard Young (RY)
Judith Carr (JC), Phil Leigh (PL), Linda Harper (LH) notetaker.

Apologies: Brian Shepherd, Mark Proctor

2 Previous minutes

The minutes of the previous meeting of 16/11/17 were agreed as an accurate account, to be posted on members website. LH to forward to webmaster.

3 Actions:- see table at end of notes.

4 Finance

JD reported on the likely end of year financial position. Estimated that there would be a positive balance of £95 at the end of the year (31/12/17).

JD to chase up Realise futures regarding a cheque for £60 still to be drawn on AAA account.

New subscription year starts 2/1/2018, we need 14 paid up adult members to meet known financial commitments. Currently we have 33 active members and 1 friend. There was general discussion regarding ways that we could grow the membership and increase funds, ideas included raising the cost of the Star Partys, members to pay extra for meetings when there was a guest speaker maybe include cost of refreshment in ticket price. Make more use of flyers/posters around venues in the town. Possibility of more badges in different designs that can be sold. PL to investigate.

General account:

- Amount as of 14th December: £361.09
- Pending outgoings : £83.85
- Pending income: £0.00
- Anticipated outgoings to the end of year: £131.73
- Anticipated income to the end of year: £0
- Anticipated balance of the end of the year: £145.51 (includes 2x adult 2018 subs)

Restoration account: £50 donation from Wickhambrook Women's Institute
Amount: £845.64

It was felt that raising the cost of the Star Party could be detrimental as interest could be lost as we are hosting 4 a year.

5 Programme and planning update

RY reported that the group has met and that a fixed programme of talks has been agreed up until the dates of the Star Partys.

A programme of theory and practical topics has been agreed, to be circulated to Members with covering note from chairman.

Dr Sarah Bosman is to be guest speaker on the 18/1/2018. Talking on the 'Early Universe', Cost not known yet and venue not agreed. Will be advertised on Eventbrite and website when details confirmed.

Nowton Park café will not be available due to refurbishment work, JB to investigate costs at Hyndman Centre, PL to try Southgate Comm Centre and The Crypt at the Catholic church.

MK requested that a list of all planning meetings be added to minutes.

6 Events Planning group

PL reported, next Star Partys confirmed as 23/24th March. Group to use the programme from the October party as a base for a new programme with the possibility of approaching other members to provide presentations.

PL has also been looking at possible venues for visits such as Cambridge or further afield. Cambridge have a public Astronomy meeting on Wednesdays, there is a talk then a tour around the telescopes/scientific instruments. This will be mentioned to members in the New Year with a view to a group visit (car share).

7 Outreach

RY has been approached by a member of the Athenaeum group to give a talk to the Oddfellows. (No details yet)

Agreed that by giving talks there may be an opportunity to receive donations.

8 Restoration Project group update

RY reported. There has been recognition from interested parties. Looking to have a made to measure insurance in order to address the indemnity clause on the draft proposal document.

The group has drafted out a profile for the first year identifying exactly what has to be insured. This has been discussed with representative from SEBC (Damian). Group will look at the possibility of insurance through the company that underwrites the FAS. There needs to be more clarity on exactly what the insurance needs to cover.

RY hopes to have the information by next month. Agreement for the insurance needs to come through the committee as will be paid through restoration funds.

Agreed that the sub-committee should be made up of members with expert help brought in as and when needed. The roll of treasurer within sub-committee needs clarification, maybe more of a financial accountant roll.

9 Resources

5.5.1 Prospective purchases for the AAA

(To be kept as a rolling list on the agenda will need costings for each at some point)

- Pop up banners **Action: MK ongoing, BS estimate around £50 depending upon artwork**
- Power packs **Action: MP £69**
- Telescope eye pieces **Action: BS, RY**
- Three types of lenses
- Barlow 2x
- Storage cupboard or something of that nature. **Action: ? JD**
- Following OASI event now adding table banners. **Action: ?**
- **Plastic box for storage of Telescopes. £20 Action BS**

JD has spoken with Anna Mayes of Realise Futures and storage in the house would be possible however the equipment would not be covered by RF insurance, this would cost £25 per quarter which would be prohibitive.

10 IT

Nothing to report

11 Publicity/Marketing

MK had approached JC to see if this was a role she would be interested in taking on however she declined at present due to other commitments.

12 AOB

- New Members see notes made under finance.

JB asked whether the contract for the use of the walled garden and greenhouse was ever signed. There was concern that if this has not happened we could lose the use of the venue. Agreed that the agreement needs to be formalised. MK to discuss when he meets with Anna Mayes.

Date and time of next meetings, all 7.30pm start.

Committee:

Thursday 11th January

Thursday 8th February

Thursday 8th March

Thursday 12th April

Thursday 10th May

Thursday 14th June

Members:

Thursday 4th January 2018

Thursday 18th January

Thursday 1st February

Thursday 15th February

Thursday 1st March

Thursday 15th March

Thursday 29th March

There being no other business the meeting closed that 9.47pm

Action Plan from December 2017			
Page/Item	Action	Action by	Status
1/4	Chase up cheque to Realise Futures for £60	JD	New
1/4	Investigate cost of new badges with new designs	PL	New
2/5	Theory and Practical programme to be circulated to members with covering letter from chairman	MK/LH	New
3/8	Restoration project - insurance	RY/ group	Ongoing
3/9	Purchase plastic box for storage of telescopes/equipment	BS	Agreed
4/12	Formalising agreement for use of venue	MK	New