

Date: Thursday 5th April 2018

Present: Mike Kirkham (MK), Richard Young (RY), Joan Brame (JB), Philip Leigh (PL), Mark Proctor (MP), Hubert Kerry (HK), Linda Harper (LH), notetaker.

Apologies: Brian Shepherd, James Dale

2. Previous Minutes

Minutes from meeting on Thursday 8th March agreed as a full and accurate account. Proposed by MK, seconded by JB, to be uploaded to website.

3. Actions

MK to e-mail Anna Mayes to advise that we wish to continue to use Realise House for our meetings. To try to negotiate a rental of £45pm if possible. Then we should get an agreement to sign to formalise the arrangement.

MK also to investigate with Anna the possibility of us having more storage in the house, such as is there a cellar? The issue of insurance would need to be looked at again as we are not covered by RFs insurance.

Personal Liability Insurance- still being looked into.

Level of Astronomy knowledge for members, MP to design survey possibly through survey monkey for the website for members to complete anonymously.

Elvedon Country Fair, MK has responded to the organisers to say that we are unable to attend this year but to keep us in mind for next year.

Event tent has been purchased along with weights and a new power pack.

HK has replied to Paul Whiting to decline his offer of a talk on Radio-Astronomy, he has received no reply.

David Kane has not been approached, MK to pass his details onto RY for the OG.

4. Finance

JB has received an anonymous donation of £200 towards the Restoration Fund via her daughter, she will send card of thanks. She has also sent a card to Paul Glasswell to thank him for his donation.

JB also reported that the Restoration project has been nominated by ASDA as one of its

good causes for the next 3 months.

Financial summary;

General account:

- Amount as of 26th Mar: £566.29
- Pending outgoings: £307.81 (Website hosting, gazebo, Star Party printing, transfer to AAA-RP)
- Pending income: £1200.00
- Anticipated outgoings: £0

Restoration account:

- Amount as of 12st Mar: £1025.18
- Pending income: £55.00 (Donation from Glasswells and transfer from AAA-General)

5. Programme and planning update

The next meeting is to be held in May, date to be agreed. The programme should ideally be planned for a further 3 months but 6 months would be preferable. However this needs to tie in with the results of the survey of members so that the programme reflects this.

Suggested topics include 'Whats in the Sky' also a cyclical programme of basic topics as there will always be new members. More advanced topics include Light and wavelengths, also a presentation on Stephen Hawking and what he has brought to astronomy.

Agreed survey could take form of a Quiz to test knowledge, this will link to committee for agreement and then circulated to members.

6. Events Planning group

Internal:- Star Partys regarded as a success with Friday being the better day with more atmosphere.

The use of the smaller area for the presentations was a better set-up with the activities in the side greenhouse.

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Suggested that we try to find a way to gauge the ages of the children attending, possibly through the booking system, this would allow the programme and presentations to be more tailored, such as back to basics early on then more advanced presentations later in the evening when many of the younger children have gone.

To look at if possible other activities that will not be affected by the weather.

External:- Whitsun Fair - HK to head small planning group to plan and organise activities for our stand. To meet on 19th April at Realise House, 7.30pm. RY, PL, JB and MP possible members.

To use some money from the £900 grant to purchase Educational materials.

Explore Pop up Banner/table banner. Logo for these needs to be in HD, PL to investigate getting logo upgraded.

Solar Day on 7th July, - HK still waiting for response from council, however RY is unable to manage this day so HK to look at the availability of other dates.

7. Outreach

RY has given his talk to the Blue badge guides on the Time trail.

Other talks arranged - Oddfellows on 3/7/18, Observatory and the Sun Dial.

Foxearth History Group

Elmswell History Group

MK has contacted the District Commissioner for Scouting for Bury St Edmunds, still waiting for a response.

No response from Headteacher at County Upper School. Will not make any further attempts.

8. Restoration Project group update

Terms of Reference have been agreed and signed by MK and RY
MK/RY/BS/Simon Parton and Lloyd Hughes met and agreed to the above.
MK shared the proposed ToR with JD specifically regarding the financial section – JD is happy with the proposal.

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Agreed that JD will be overall treasurer but that there will be a signatory from the OG.

The RP presentation that ran at the Star Party needs ‘polishing up’ and once it is done it will form an introductory tour to the project for the website.

Prospectus for the RP has been completed and PL is getting further advice on how it can be made more dynamic to the reader.

MK and PL have met with Polly Kane the Families and Community officer for SEBC who has Grant Funding experience and knowledge of how locality budgets are managed. RY and MK will meet with PK on 3rd May.
Polly Kane to discuss with Andrew Speed the possibility of some monies being released to allow Phase one (access) to get underway.

RY knows of a contact through Probus who may be able to help with finance. He will also write to the Historical Astronomical Association who are currently doing a series on 19th century Observatories to advise them of ours.

9. Resources

Will use the £900 grant received to purchase Laptop, Power-pack and educational materials. There was discussion on what type of laptop we need, it was suggested that we approach Tom Sharman for help and advice on what we should purchase. MK to e-mail Tom.

MP to purchase power-pack.

Other possible purchases include a Gravity well and Orrery.

A single banner covering the AAA and Restoration Project was agreed as a good option.

10. IT

It was agreed that there should be a dedicated e-mail address set up for the OG, discussion on who it should link to? It will be paid for from Restoration funds.

11. Publicity/Marketing

Nothing to report

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12. AOB

In light of BS moving to Lincolnshire this leaves the committee with 2 gaps that need to be filled. RY offered to assist and whilst this offer was greatly appreciated it was suggested by MK that due to RY's existing AAA commitments that we should approach other members first. This was agreed.

Suggested that an approach be made to Tom Sharman and Nigel Osborne to see if either would be interested in becoming a committee member. MK to approach.

There was discussion following comments from HK around members meeting up on an ad hoc basis for observation. This is already in place through 'Whats App', but needs to be brought to the attention of members at the next meeting.

Further discussion as to whether we could access the walled garden on these occasions, needs further investigation with Anna Mayes. Possibly PAYG(O)

Committee meetings held monthly would mean there would be 2 in May, all agreed that this was not necessary and that the meeting for May will be held on the 17th. However MK will not be present, need to see if BS available to Chair the meeting.

Date and time of next meetings: All Thursdays. 7.30 start for members. 7.00 for Committee.

Committee	Members	Planning group
17 th May	26 th April	May 2018
14 th June	10 th May	August 2018
12 th July	24 th May	November 2018
9 th August	7 th June	
6 th September	21 st June	
4 th October	5 th July	
15 st November	19 th July	
13 th December	2 nd August	

Meeting closed at 9.40pm

Action Plan from December 2017			
Page/Item	Action	Action by	Status
4/12	Formalising agreement for use of venue	MK	Ongoing
4/12/18	JD to investigate need for Personal Liability Insurance	JD	Ongoing
3/6/18	Contact organisers Elvedon CF to decline for this year	MK	Complete
3/6/18	Investigate cost of purchasing Gazebo for event use	PL	Complete
4/11/18	David Kane to be approached re Marketing/publicity	RY	Ongoing
5/12/18	Contact Paul Whiting re RadioAstronomy talk to members	HK	Complete
1/2/18	MK contact AMayes agree continued use of RH/negotiate rent	MK	New
3/6/18	PL to investigate getting logo upgraded to HD	PL	New
3/6/18	HK alternate date for Solar Day in Abbey Gardens	HK	New
9/4/18	Approach Tom Sharman for advice re lap-top	MK	New
12/4/18	Approach Tom Sharman/Nigel Osborne re Committee member	MK	New

Appendix 1 Pending 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
- Power packs **Action: MP £69 Completed**
- Telescope eye pieces
- Three types of lenses
- Barlow 2x
- Storage cupboard or something of that nature.
- Following OASI event now adding table banners.

