

Date: Monday 14th May 2018

Present: Brian Shepherd (BS) Richard Young (RY), James Dale (JD), Mark Proctor (MP),
Hubert Kerry (HK), Linda Harper (LH) notetaker.

Apologies: Mike Kirkham, Joan Brame, Phil Leigh

2. Previous Minutes

Minutes from meeting on Thursday 5th April agreed as a full and accurate account, once amendments made by secretary, (LH). Then to be uploaded to website.

3. Actions

MK has negotiated with Anna Mayes and agreed £45pm rental for use of Realise House. A formal agreement needs to be signed.

There is no storage available but we can supply our own cupboard either metal or self built to fit in recess by back door.

Insurance for AAA property still needs to be revisited.

Personal Liability Insurance still being investigated.

Survey of members to establish levels of knowledge, MP reported that at present it is not feasible as the original theory and practical documents sent out to members were not sufficient to provide the information needed. Also survey monkey only allows for 10 questions to be asked, after this then there is a cost implication.

A power pack has been purchased.

Elvedon Fayre no further action needed.

RY still waiting for response from David Kane

4. Finance

Financial summary:

General account:

Amount as of 18th April: £1232.48

- Pending outgoings: £203.55 (Power pack, banners, website hosting)
- Pending income: £511.00 (Star Party, Whitsun fayer)
- Anticipated outgoings (to 30th June): £249.00 (Rent, storage, e-mail, sundries)
- Anticipated income (to 30th June): £0.00

Projected balance at financial year end (30th June): £1290.93

- Restricted funds: £826.44 (TC grant)
- Unrestricted funds: £464.49

Restoration account:

- Amount as of 16th April: £1300.18
- Pending outgoings: £11.99 (e-mail address)

5. Programme and planning update

RY reported, the group has met and have suggested a programme of topics such as The Sun, Sundials, Equation of time, Kuiper Belt and the Oort Cloud.

Other subjects Back to basics Astro Photography, Astrolabes and to redo some of the earlier lectures.

Following discussion within committee it was agreed that we should continue to ask the members for suggested subjects. Then one meeting a month could be an educational evening and the second meeting based on a specific subject. This should cover all levels of knowledge.

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6. Events Planning group

HK reported that planning going smoothly for the Whitsun Fayre stand.

Activities will include a Gravity Well, Design your own planet with each child getting a raffle ticket and the draw to be made on the Monday. (3 prizes) Raffle ticket to be linked to information ticket completed by parent/adult.)

Other activities will be those used at the Star Partys, Constellation projectors (using plastic pipe), join the dots, word search.

A TV will run showing the Restoration project and other educational items.

JD to organise a form for visitors to the stand to complete giving name and e-mail if they would like to receive further information on any of the AAA activities.

HK reported that the Solar Observing day is to be combined with the Heritage dates in the Abbey Gardens in September.

Agreed that an e-mail should be sent to all members asking for help on the stand at the Whit Fayre. LH to do. This led to a discussion as to how we can engage more members to help out at events and if we cannot do so should we be more selective as to what events we agree to attend.

7. Outreach

Several e-mails have been received and passed to RY from Cub groups around the area asking for help with completing their Astronomy badges.

MK has had a response from the Head Teacher at County Upper school but as not present no details available.

8. Restoration Project group update

RY reported that the committee for the group has been established.

RY as Chairman, PL – Vice Chairman, JB – lead on fund raising, Simon Parton – to lead on planning, Lloyd Hughes – unspecified role.

Ray Proctor – is considering taking the role of finance officer.

RY/PL met with Polly Kane on 4/5/2018, she has advised that the original proposal needs to be re-written.

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PK needs an up to date specification/formulary to use as a fund-raising tool. She suggested that the group should delay the request for funding to begin phase 1 of the project as some funders like to fund the whole project.

RY needs to obtain at least 3 quotes for the work to be done.

Next meeting is on June 29th 2018.

MP to look at setting up a 'GoFundMe' page for the Restoration project.

9. Resources

Power pack purchased, Gravity well in progress.

No other updates.

10. IT

E-mail address for RP purchased and paid for.

11. Publicity/Marketing

Nothing to report

12. AOB

HK proposed that we hold a Summer BBQ for members, friends and family, RY suggested it coincides with an astronomical event such as the Persied Meteor Shower around 12th August.

GDPR:-

JD reported and it was agreed by committee that Membership secretary would be point of contact regarding above.

All members to be sent membership form via e-mail for completion of contact details and contact preferences. Without this we will not be able to contact individual members.

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JD is completing work on the Privacy policy for the website and the guidance notes document which must be signed off by 24/5/2018. In absence of Chairman, BS as Vice Chairman will sign along with Treasurer and Secretary.

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

Committee	Members	Planning group
14 th June	7 th June	August 2018
12 th July	21 st June	November 2018
9 th August	5 th July	
6 th September	19 th July	
4 th October	2 nd August	
15 st November	16 th August	
13 th December	30 th August	

Meeting closed at 10.00pm

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
4/11/18	David Kane to be approached re Marketing/publicity	RY	Ongoing
3/6/18	HK alternate date for Solar Day in Abbey Gardens	HK	Complete
9/4/18	Approach Tom Sharman for advice re lap-top	MK	Ongoing
12/4/18	Approach Tom Sharman/Nigel Osborne re Committee member	MK	Ongoing
1/5/18	Investigate storage at Realise House further	All	Ongoing

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
- Telescope eye pieces
- Three types of lenses
- Barlow 2x
- Storage cupboard or something of that nature.
- Following OASI event now adding table banners.
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