

Date: Wednesday 27<sup>th</sup> June 2018

Present: Mike Kirkham (MK) Richard Young (RY), James Dale (JD), Hubert Kerry (HK),  
Linda Harper (LH) notetaker.

Apologies: Joan Brame, Phil Leigh, Mark Proctor.

## 2. Previous Minutes

Minutes from meeting on Monday 14<sup>th</sup> May agreed as a full and accurate account,  
proposed by MK, seconded by RY. To be uploaded to website.

Brian Shepherd.

\* A special note is made that as he would not be attending the next members meeting due to his move to Lincolnshire, a presentation on behalf of all members was made to Brian at the Whitsun Fayre. This was to formally thank him for all his hard work for the association and his role as Vice-Chairman. We wish him well for the future and hope he may be able to visit occasionally.\*

## 3. Actions

JD will e-mail Julie Sidney to establish if Realise Futures require a formal agreement for the use of Realise House to be written up and signed by both parties. At the same time he will further explore the storage issue at the house to see if we could have use of the cupboard opposite the main door rather than having to purchase a free standing cupboard.

Personal Liability Insurance – completed. As we are not a charity it was not felt that it was something that was necessary at this time.

RY has not been able to contact David Kane, this task will transfer to the Restoration Group to take further. - Complete.

Tom Sharman has been approached re the purchase of a Lap-top and the specification needed, he is currently investigating the options. All agreed should not be a MAC.

Tom Sharman has been informally approached about the possibility of undertaking a committee role. MK to e-mail him to ask formally.

#### 4. Finance

Financial summary:

General account:

Amount as of 25th May: £1389.93

- Pending outgoings (to 30th June): £49.99 (gift and box)

- Pending income (to 30th June): £317.20 (Whitsun fayer)

Projected balance at financial year end (30th June): £1657.14

- Restricted funds: £826.44 (TC grant)

- Unrestricted funds: £830.70

Restoration account:

- Amount as of 2nd May: £1288.19

- Pending income: £5.00 (Whitsun donation)

JD reported that this would be the final report before the audit for the AGM.

We are in a good position with an estimated end of year balance in the general account of £300.

The grant obtained from the council has still to be used fully but will pay for the lap-top purchase and associated software needed.

HK also to investigate the purchase of an Orrery and a model of the Moon which lights up, again to be purchased from the grant.

JD asked when the token donation scheme at ASDA ends and what monies we are likely to get. Need to ask JB.

Also agreed that if members attend events to help on stands etc they should be entitled to a small amount of expenses, such as to buy lunch.

#### 5. Programme and planning update

RY reported that the planning group had met and put together a programme of presentations for the next 5/6 members meetings, starting 5<sup>th</sup> July. This information is now on the website.

It was also agreed that we need to keep asking members if there are any subjects they would like to see included.

There was discussion around how we try to accommodate all levels of knowledge especially to try to ensure prospective members become full members, also if we have children present, how to keep their interest. All agreed there is no easy answer and we need to continue to have discussion.

### 6. Events Planning group

Internal:- Next event will be Star Party in October. Occurs during 1<sup>st</sup> quarter moon. PL to update at next meeting.

External:- HK reported, the Heritage day will be held on Saturday 8<sup>th</sup> September in the Abbey Gardens. We will have our stand just inside the gardens on the right hand side. We will have 2 gazebos, 3 tables, electricity will be laid on.

There will be similar activities for children as at the Whit Fayre. HK/PL/RY/JD to meet as planning group to look at other activities. HK asked if e-mail could be sent to members to invite anyone interested to join the group. LH to do. Meeting 4/7/18 @7.30pm HK home. HK to check PL availability.

HK hopes that prizes for the raffle will come from unwanted items donated by members. HK also suggested getting t-shirts printed up with AAA logo for members to wear when at events, he will investigate costs.

Running alongside will be the Solar observing workshop, (weather permitting). RY to bring scopes, need to check regulations and do risk assessment. Also HK will provide risk assessment and JD the PLI information as required for the day.

### 7. Outreach

Requests for talks have come from WI, nothing recently from Cub groups. Agreed we need to develop a mechanism by which we can track these requests and how they progress. Drop box on website suggested.

#### 8. Restoration Project group update

RY now has a first stage plan of the works to be done. Simon Parton is Project Manager with RY as project sponsor.

RY has written a provisional application for funding based on the heritage of the Observatory/Athenaeum.

Roy Proctor will hopefully become the financial officer for the project.

Quotations for work to be done need to be obtained. Simon Parton has produced a provisional schedule of work with the risks associated with each stage identified. Need to clarify the end result of the project and decide on what specification should be.

RY to contact Polly Kane for update.

#### 9. Resources

MK raised the question of who holds keys for the Nowton Park site. RY has a set. LH to e-mail committee members to ask if any hold keys for mess room, gates etc.

The issue of what assets was raised secondary to the storage issue. We need to compile a full list of what items the AAA has such as scopes, power-packs etc, JD will run the assets list. This led to the suggestion that equipment especially telescopes could be hired by members for use at home during the period between meetings. (We could ask for a small donation). Idea was well received.

#### 10. IT

MK raised the issue of dedicated e-mail addresses and how they have been paid for. Chair, Treasurer and Secretary each have one, also enquiries and membership. Possibly resources also? JD confirmed these are funded from general account. A recent Restoration Group e-mail has been purchased, funded from Restoration Fund.

4

As a result of the recent IT problems it was agreed between MK and MP that we remain with existing provider as long as no further problems occur. However if they do then to

consider changing provider. However this would result in a lot of work for MP if it were to happen, so hopefully avoid.

### 11. Publicity/Marketing

Nothing to report.

### 12 AOB

MK formally thanked JD for all the work he did on GDPR to make sure that AAA was compliant.

MK and LH to decide on date for this years AGM. Agreed that it will be part formal to meet requirements but will be combined with a social meeting with food/drinks. Suggested that members are asked to each bring something foodwise. There may be a quiz also. To decide if can be held at Realise House or if we need to seek other venue.

HK – Nick Proctor has donated several new notebook, these to be offered to members for note taking at next meeting.

Honorary President- try to think of ideas for people to approach ie Celebrity/Astronomers to become HP.

RY – he has 5 talks lined up hopefully these will lead to donations towards the Restoration Fund.

There being no other business the meeting closed at 10.00pm

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

Committee	Members	Planning group
26 <sup>th</sup> July	5 <sup>th</sup> July	August 2018
23 <sup>rd</sup> August	19 <sup>th</sup> July	November 2018
20 <sup>th</sup> September	2 <sup>nd</sup> August	
18 <sup>th</sup> October	16 <sup>th</sup> August	
15 <sup>th</sup> November	30 <sup>th</sup> August	
13 <sup>th</sup> December	13 <sup>th</sup> September	
	27 <sup>th</sup> September	
	11 <sup>th</sup> October	
	25 <sup>th</sup> October	
	8 <sup>th</sup> November	
	22 <sup>nd</sup> November	
	6 <sup>th</sup> December	
	20 <sup>th</sup> December	

Action Plan from December 2017			
Page/Item	Action	Action by	Status
	David Kane to be approached re Marketing/publicity	RY	Complete
	Approach Tom Sharman for advice re lap-top	MK	Complete
	Approach Tom Sharman/Nigel Osborne re Committee member	MK	Ongoing
1	Contact Jsidney re formal agreement for use of house and storage	JD	Ongoing
2	Investigate purchase of Orrery and Moon model	HK	New
3	Investigate costs/purchase of t-shirts	HK	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
- Telescope eye pieces
- Three types of lenses
- Barlow 2x
- Storage cupboard or something of that nature.
- Following OASI event now adding table banners.

