

Thursday 26th July 2018

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

2. Previous Minutes

Minutes from meeting on Wednesday 27th June agreed as a full and accurate account, proposed by MK, seconded by MP. To be uploaded to website.

3. Actions

Tom Sharman has been approached to become a member of the committee, he has sought clarification on what the role would involve and is likely to give a positive response.

MK has contacted Nigel Osborne also about a committee role. No response so far.

JD has contacted Julie Sidney (Realise House) re the need for a formal agreement to be signed, for the continued use of Realise House, no definitive decision so agreed to leave situation as is at present.

As requested LH has supplied Hilary Workman with a list of all the dates and times that AAA will use Realise House up to year end.

Moon Globe – HK was waiting for response from Sneezums regarding options however it was decided that he should go ahead and purchase item from other source as there has been no contact.

4. Finance

JD had circulated an e-mail to all committee members giving a financial forecast up to year end, together with a wish-list of items that would be useful to purchase for use at events. (Items will be dealt with under resources).

MK will write to the Secretary of the Athenaeum Society to thank them for their donation of £1000 towards the Observatory Restoration Project.

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We have received £200 from ASDA for the restoration project from the token scheme. The committee thanked JB for her hard work in securing this.

Financial summary –

General account:

Amount as of 26th June: £1657.14

- Pending outgoings (est. to year end): £743
- Pending income (est. to year end): £280

Projected balance at financial year end (est.): £1094.14

- Restricted funds: £826.44 (TC grant)
- Unrestricted funds: £267.70

Restoration account:

- Amount as of 25th May: £1293.16
- Pending income: £200 (ASDA)
- Restricted: £1000 (AC)

Programme and Planning update:

The programme has been planned up until 30/8/18 and is on website for members to see.

There have been requests from members for talks on Sundials and Astrolabes.

Daniel Foulsham has agreed to give a presentation on the 'Timeline of the Universe' and following recent news items MK will give a further presentation on Mars.

Once Daniel confirms when he can do his presentation the other topics will be allocated to meetings and can be put onto the website.

Suggested dates: Daniel 13/9/18, MK 27/9/18, RY 11/10/18 (Sundials)

6. Events Planning group

Internal:- Next event will be Star Party in October. There was discussion on which weekend this should be held on as the 1st quarter moon falls very early in month. Agreed that the 19th and 20th October would be good choice as it falls just after the full moon. PL to contact Dwayne Gray to check that this date is acceptable for the rangers/SEBC.

PL reported that the format and content will be similar to previous Star Party's, with presentations and activities for the children, PL hopes to have a planetarium running in the event tent using stellarium if he is able to borrow a suitable projector.

Need to identify members willing to do presentations and also we need to encourage more members to help out on both nights.

External:- The heritage/solar day on September 8th, planning well underway. Activities will be much as at the Whit Fayre.

A TV will be running so as to allow the public to view solar activity, also it will run the restoration project video. RY will have solar scope to project images with.

There was discussion about how to manage the above if we do not get electricity laid on, suggested that the power pack could be used to power lap-top or tablet, but this would not last long.

Need to ask members for help on the day, LH to send out begging e-mail.

7. Restoration Project group update

RY gave an up to date report on the current situation. He will send a copy of the latest Observatory Group/Funding application paper to Damian Parker for information and to Polly Kane for comment.

Roy Proctor is now finance officer for Observatory group and he has shown a copy of the funding paper to a professional fund raiser for comment. However her work is mainly with charities and as we are not a charity she could not help at this stage, suggestion made that we could maybe 'piggyback' our project onto one with the Suffolk Historical Buildings Society, however there is be no time frame available for this.

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As there are funds available in the Restoration Account to start Phase 1 there was discussion as to whether we should proceed to approach Damian Parker with a view to

getting Phase 1 started or should we wait until a bigger pot of money is available. Bearing in mind that any quotations for work to be done are over a year old and that SEBC have already carried out some of the basic work needed at the entrance to the Observatory.

Agreed that both should run in parallel, the group can contact Damian Parker to meet with him and SEBCs preferred contractors to move the project forward whilst at the same time the group can discuss with Roy Proctor the idea of 'piggybacking' onto another project of SHBS.

8. Outreach

RY has talks arranged with Probus in Newmarket, Clare and Elmswell Historical groups and the Town Guides.

MK has a talk arranged with the WI for January 2019

Further mention was made of the need to keep a record of all the requests for talks, events etc and who they have been allocated to. Dropbox was suggested and will be set up by MP.

9. Resources

Items that are on the wish list:

Storage locker has been identified in B&Q at a cost of £45 or £60 for taller one, both will fit in space available. Agreed to purchase.

T-Shirts for members when at events. Provisional quote for T-Shirt and printing 10 for £100. It was felt that this was quite expensive for a t-shirt, MK with check with Community Printers as to cheaper options

Lap-top – Tom Sharman still investigating options and specifications available, together with the prices.

Gazebo – For the Heritage day we have the option to rent a gazebo together with tables and power laid on from SEBC or to buy our own. Agreed for this event to go the rental route. MK to check if this option is still available at the previously quoted price of £50

Banner for gazebo – cost approximately £40 will double as skirt for use around tables at events, agreed to purchase. Sail banner to be purchased at a later date.

Badges- PL to check how many badges still held and will purchase more if required maybe with other designs, possibly one of moon for Star Party in particular

HK asked if notebooks donated by Nick P could be used as prizes for the Heritage day competition, all agreed.

10. IT

MK has received an e-mail from Brian S, as part of this he gave some observations regarding communication within the AAA. As a result of discussion following this it was decided that an e-mail should be sent out to members 2 days prior to the next meeting to remind everyone of the meeting and the evenings programme.

PL asked if some automated messaging could be set up through the events diary on the website. MP will investigate.

11. Publicity and Marketing

Nothing to report.

12. AOB

The next AGM is to be held on Thursday 27th September. It will be part of regular members meeting and be held at Realise House. It will have the formal element that is required by the constitution followed by presentations and possibly a quiz.

Members to be asked to bring an item for the buffet so that after the formal requirements have been dealt with, the evening will have a more 'party atmosphere'.

There being no other business the meeting closed at 9.25pm

Committee	Members	Planning group
23 rd August		November 2018
20 th September	2 nd August	
18 th October	16 th August	
15 th November	30 th August	
13 th December	13 th September	
	27 th September	
	11 th October	
	25 th October	
	8 th November	
	22 nd November	
	6 th December	
	20 th December	

Action Plan from December 2017			
Page/Item	Action	Action by	Status
	Approach Tom Sharman/Nigel Osborne re Committee member	MK	Ongoing
1	Contact Jsidney re formal agreement for use of house and storage	JD	Complete
2	Investigate purchase of Orrery and Moon model	HK	Ongoing
3	Investigate costs/purchase of t-shirts	HK	Ongoing
4	Write to Sec AC to thank for £1000 donation to RP	MK	New
5	E-mail member for help at Heritage/Solar day	LH	New
6	Notify members of date of AGM/and to bring nibbles	LH	New
7	Explore automated messaging through events diary on website	MP	New
8	Check with Dwaine Gray re Star Party proposed date OK	PL	New
9	Set up a register of requests for talks and events using drop-box	MP	New
10	Check if option for gazebo/electricity for Heritage day still OK	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)

- Telescope eye pieces
- Three types of lenses
- Barlow 2x
- Banner flag
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AAA Committee meeting notes
