



Thursday 17th January 2019

Present:- Mike Kirkham (MK) Chair, Richard Young (RY), James Dale, Joan Brame (JB) ,
Nigel Osborne (NO), Tom Sharman (TS), Linda Harper(LH) notetaker

Apologies: Phil Leigh, Mark Proctor

2. Previous Minutes

Minutes from meeting on Monday 17th December agreed as a full and accurate account.
To be uploaded to website.

3. Actions

Checking opt-outs for mail chimp almost complete.

Meeting with National Trust – MK and RY to meet with NT 4/2/19

Insurance will need to be renewed soon, JD exploring with companies if Assets can be included on policy.

LH to e-mail members re Indoor Astronomy still to be done. (LH)

PL to confirm dates of 2019 Star Partys to Dwaine Gray and Ian Clarke, as PL not present unable to update.

MK contacted committee for views on whether to become involved with First Light Festival, general consensus that not practical for us. MK has replied to organiser.

RY to send presentation of Observatory to telescope restorer, this was done but restorer has since met with RY and visited the Observatory to see what work is needed.

Meeting with AAA and Town Trust not yet organised but as Observatory Group meeting tomorrow it can be taken forward there.

MK to e-mail JD for inventory of assets. Completed.

MK has not yet taken pop-up banner to Moyses Hall.

MK has made enquiries about the possibility of Jackets/Fleece with AAA logo.

4. Finance

General account:



Amount as of 27th December (year-end) 2018: £641.53

- Anticipated outgoings: £73.00 (badges, e-mails)
- Pending income: £150 (membership subs)
- Restricted funds: £269.29 (remaining TC grant)
- Unrestricted funds: £449.24

Restoration account: - No new transactions

- Amount as of 21st December 2018: £1723.19
- Restricted: £1000 (AC)

Funds for Observatory Project: £2723.19

We therefore have £269.29 to spend on AAA equipment and resources before the end of March.

Ideas are needed for how to spend this grant money, discussed further in resources.

The insurance for the Observatory becomes due by 6th February, there was discussion as to how this should be paid as if it is paid direct from the Observatory Account then the total will fall below the amount needed to allow Phase 1 works to start, therefore it was agreed by all present that it will be paid from the AAA general account and be reimbursed from the Observatory Account from any remaining funds once Phase 1 is complete and paid for.

5. Programme and Planning update

RY and PL have yet to meet to put together the programme for the lighter nights.

The idea of inviting guest speakers was discussed and agreed as a good plan, a proposal was made that a 'pot' of money be earmarked to fund these speakers. A sum of £100 was proposed and agreed by all present.

6. Events Planning group

Internal:

Star Party dates as previously agreed. PL will lead on organisation and planning as usual.

External Events:-

TS has agreed to undertake the role of external planning lead for the Whitsun Fayre, as he has no experience of organising this type of event he does not wish to commit to the role permanently until he sees how this goes.

There was discussion on the Fayre, MK reported that we have been given extra space this year, still in the same area and have the addition of a gazebo to use along side our event tent. Also we will receive a larger fee this year. (Increase of £50 so a total of £350)

The Moon Exhibition is being held in Moyses Hall from 26/1/19 – 9/3/19. Alex McWhirter manager has asked MK if AAA would be able to help out with exhibits as they have been let down by their supplier.

RY will supply 2 scopes, 1 reflector and 1 refractor for a static display, MK will loan some books and AAA will loan the new large A1 poster of the moon and the Orrery.

The Museum of the Moon is confirmed as being in the Apex for half-term week 19-23rd Feb. Helen Sharman will be present on 1 day also, (not now happening!). It was agreed that AAA will have a display. We need more display material showing the Moon, MK will e-mail Peter Bruce to see if he would be able to assist with this as he has previously indicated he would be happy to help with presentations etc. (MK)

We will also need to e-mail members to ask for help to man the display each day between 10 and 4 pm. (MK/LH?)

7. Observatory Group Update

RY gave update. He has a letter dated 8th September 2017 from Dwaine Gray to Marian Shaw confirming that SEBC Insurance will cover the Telescope when it is taken off site for restoration.

Phase 1 – RY has not heard from Kevin Chapman and Mr Samson regarding the works that they agree needs doing for this phase. He will chase them up. (RY)

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MK, JD and LH have seen the licence agreement and comments have been passed to MK, there are several areas that need clarification but generally the agreement seems OK.

Several items listed in the agreement that need doing have in fact already been put in place such as fire alarms, emergency lighting.

Phase 2 – The estimated amount needed for the work on the dome is around £1000, this does not include the cost of the screw fitment needed for the hatch.

Es Read and Chris Roper the specialists who will restore the Telescope have now seen it and will send a formal quote for the work to be done, included in this will be different costed options such as the finish on the scope and the pillar. They estimate the work should not take more than 6 months.

8. Outreach

MK and RY gave talk to Moreton Hall WI.

RY to give talk to Gt Barton Cubs on 4/2/19

Talk to Bury Beavers date to be confirmed.

St Benedicts have contacted MK with a view to organising a joint event between themselves and the AAA

9. Resources

NO has researched various items that we could purchase using the remaining grant money from Town Council, these are-

Planisphere - £15 each, agreed 4 to be purchased.

Laser Collimator - £15, agreed to purchase.

Extension Cable with surge protection 5gang 5mtr cost less than £15. Agreed.

Dust Cap for new Celestron 130 telescope - £5, agreed.

Red lights for outside use during Star Partys to provide more light to viewing area, could be in the form of individual lights or mains cable. Agreed to be a good idea, NO will look at options and costs. (NO)

TS received 2nd unlaminated A1 poster of the Planets, the company has since stopped trading but they refunded the cost of both A1 posters.

Laser pointers for use at Star Partys – could be purchased but they need to meet the requirements as stated in AAA Laser Policy.



This raised the issue of the use of pointers at members meetings, we need to review the laser policy and remind members of it. JD will circulate to committee for review before next meeting, then it can be re-issued to members. (JD)

JD wishes to check with MP the status of Associate shopping through Amazon, whether we can order through the main link or item link. (JD)

10. IT

No update

11. Publicity and Marketing

Agreed to leave this item on agenda at present.

12. AOB

MK has received an estimate for the cost of a fleece with embroidered AAA logo, the initial set up cost would be £12 + vat, it was agreed by all that the set up costs would be met by the AAA. Then each fleece would cost £13.50 + vat. Agreed to get one made up to check sizing, then members can have the chance to purchase.

NO still checking options for name badges.

The meeting closed at 9.30pm

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

Committee	Members
14 th February 2019	24 th January 2019
14 th March 2019	7 th February 2019
11 th April 2019	21 st February 2019
9 th May 2019	7 th March 2019
6 th or 20 th June 2019	21 st March 2019
	4 th April 2019
	18 th April 2019
	2 nd May 2019
	16 th May 2019
	30 th May 2019
	13 th June 2019
	27 th June 2019

Action Plan from December 2017			
Page/Item	Action	Action by	Status
9/10/18 P1	Check any opt-outs and deselect from list on mail chimp	JD	Complete
15/11/18 P3	MK to phone Ickworth NT for further information on their request.	MK	Complete
15/11/18 P5	Continue to explore Insurance options for resources	JD	Complete
17/12/18 P2	LH to email members to ask them to bring books etc that have been useful/helpful to meeting 21/2/19	LH	Ongoing
17/12/18 P3	PL to confirm dates of 2019 Star Partys to Dwaine Gray and Ian Clarke, manager at the Apex	PL	Ongoing
17/12/18 P3	MK to email committee members to seek views on whether or not we could/should be involved with First Light.	MK	Complete
17/12/18 P4	RY to send presentation of Observatory to Telescope Restorer for information	RY	Complete
17/12/18 P4	RY to arrange meeting between AAA officers and Town Trust members	RY	Ongoing
17/12/18 P4	MK to email JD re:- inventory of assets in preparation for loan arrangement of scopes etc.	MK	Complete
17/12/18 P4	MK to have AAA pop up banner put on display in Moyses Hall	MK	Ongoing
17/12/18 P4	MK to make enquiries about possibility of AAA jacket/fleece	MK	Complete
17/1/19 P3	MK to e-mail Peter Bruce regarding help with display in the apex when Museum of Moon on	MK	New
17/1/19 P3	E-mail members to ask for help on display stand at the above event.	MK/L H	New
17/1/19 P3	RY to contact Mr Samson/Kevin Chapman re Phase 1 work update.	RY	New
17/1/19 P4	Investigate options and costings for red outdoor lighting for use at Star Party.	NO	New
17/1/19 P5	JD to check with Mark P re status of Associate shopping on Amazon website.	JD	New
17/1/19	JD to circulate Laser Policy to committee for review.	JD	New

P5			
17/1/19 P5	MK to order 1 fleece from contact for committee/members to see.	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
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