

Cleveland and Darlington Astronomical Society
Agenda of committee meeting of Monday, Jan 28th 2019 at 19:00.
Venue: 50 Garmondsway Road, West Cornforth, Ferryhill, DL17 9HD

Attending: Simon Gotch (SG), Julia Goudge (JG), Sue Barnes (SB), David Lewis (DL), Jurgen Schmoll (JS)

Apologies: Neil Haggath (NH), Keith Johnson (KJ), Jon Matthieson (JM), Peter Hanna (PH)

1. Review of the previous minutes May 06th, 2018

The minutes have been read out by the chairman and they were accepted by the committee.

2. Review of the AGM Jun 08th, 2018

The minutes have been read out by the chairman and they were accepted by the committee.

3. Treasurer's report

SB reported a balance of £3305.68 at the beginning of 2018. The balance at the end of 2018 is £1706.64. This drop was due to the investment in a solar hydrogen alpha telescope.

Income:	Submissions:	£573
	Entry:	£95
	Donations:	£60
	TOTAL:	£728
Outgoings:	Rent:	£330
	Travel:	£25
	Stationary:	£12.75
	Website:	£86.26
	FAS subs:	£58
	Speakers:	£116
	Solar scope:	£1699
	TOTAL:	£2327.04

Due to the membership numbers, the membership fees will have to go up next year to assure sustainability.

4. GPDR compliance including data protection officer and policy

SB pointed out that JM updated the membership forms, adapting the forms of TASC. There is no official policy or data protection officer for this at CaDAS at the moment. The committee has to ask him to volunteer to take this role.

ACTION[JS]: Approach JM to ask for his services as official data protection officer, and to produce a policy.

5. Situation of speakers and meeting format

SB mentioned that overnight stays are sometimes necessary and wondered if we have enough committee members who can offer these services. JS mentioned he has the facilities to accommodate speakers for a night.

JS suggested that in the future a workshop style evening could replace a talk, and that the Durham City AS will try this format in March.

6. Membership number development

The current member number is 55. 32 adults, 1 student, 10 families. This is a slight increase from 51 members last year.

SB reported that the CaDAS Facebook account visibility goes up significantly when pictures are put on. Apparently there are no announcements of CaDAS meetings.

ACTION[SB]: Ask the administrator of the CaDAS FB page to advertise our monthly meetings there, so we can try the impact.

7. Telescope loan scheme

The first loan has been taken out. The file needs safe storage, and the annual review has to be organised. The blank form should be stored on the website, so it is to be sent to Don Martin to do this (note: completed by SB). The filled forms have to be stored in a safe space. Photographs of the telescopes could be made to highlight which telescopes are available for loan to interested members. Some telescopes are not to be lent out, as they are intended to use by the club – the solar telescope as a prominent example.

8. Current TASC activities

Business as usual plus changes in the planetarium, as a raised platform extension next to the projector and a new lighting system for the horizon backdrop.

9. Replacement for committee member and instrument curator

PH volunteered for the instrument curator post. DL offered some assistance and mentioned that he only retires as his eyesight makes it difficult to attend meetings. SB suggests to approach Teresa Threadgall as a potential committee member.

ACTION[JS]: Invite Teresa to become committee member.

10. CaDAS online activities

The website works fine, and the telescope loan forms should be added. The Facebook activity has been covered in item 6, and there was consensus that the CaDAS Facebook activity should increase.

11. Any other business

- The naming of the observatory after Jack Youdale: As the building is owned by the council, this has to be discussed with SBC.

ACTION[PH]:Contact SBC to enquire about naming possibilities for the observatory.

- Thomas Wright Trophy: Should be displayed in the planetarium.
- JG mentioned an astro event in Croft, a village not far from Darlington asked for. She has a list of dates to pick from. The format is a public observations.
- Solar scope: SB highlighted that it was not used for the membership yet. This has to be done during the events around the summer.
- Keith Johnson needs adding to the committee mailing list.

Action list

Action	By	Status
Get alternative insurance quotation for CaDAS	PH	Open
Circulate CaDAS asset list within the committee	PH	Closed
Activate bank access	JM	Open
Find a solution to display the TWT trophy at the planetarium	PH, JS	Open
Evaluate instruments and test function and portability with the help of other volunteers.	DL, PH	Ongoing
Look into business card options and purchase cards if economical	JG, IR	Open
Send member astro images to Don Martin to include in website.	KJ, JS	Open
Approach TASC about joint public activities.	SG, PH	Open
Evaluate if student balloon project can be used for a presentation	JS	Open
Contact person in Sheffield who builds his own digital eyepiece using a Raspberry Pi system.	JG	Open

Propose visitor fee increase at the AGM to vote on it.	all committee	Closed
Communicate committee vacancy to the committee	JM	Closed
Finalise telescope loan scheme	SB, JS	Closed
Pass FAS guidelines to GPDR on to JM.	JG	Closed
Try to edit in the CaDAS FB page and liase with Jon Matthieson about it.	PH	Open (?)
New actions		
Approach JM to ask for his services as official data protection officer, and to produce a policy.	JS	open
Ask the administrator of the CaDAS FB page to announce our meeting there, so we can try the impact.	SB	open
Invite Teresa to become committee member.	JS	open
Contact SBC to enquire about naming possibilities for the observatory.	PH	open

End of meeting:20:50

This is version 1.1, produced 2019 Jan 31st by JS using feedback of SB.