



Guildford Astronomical Society

Minutes of the GAS Committee Meeting on 12th December 2017 at 7:30pm
at Copthorne, 37 Bramble Gate, Frimley Green, GU16 6PN

1. Present:

Paul Daniels (PD) President, Stephen Piatkowski (SP) Outreach, Nick Tanton (NT) Observing Liaison, Gordon Ebbon (GE) Health & Safety, Matthew Mallinson (MM) Library & Social. Tony Questa (TQ) OMT. Martin Baker (MB) Webmaster

Apologies for absence were received from Pam Noon PN (Treasurer), Adrian Lilly (AL) Secretary

2. Minutes of the Previous Meeting.

The minutes of the previous meeting were accepted as an accurate record of the meeting, with a minor addition that TQ had sent apologies for absence.

3. Matters arising from Previous Meeting.

- a. A website repository for H&S assessments is in hand. (Action GE MB).
- b. The first monitor purchased has now been tested & confirmed compatible. The second can now be purchased (Action NT).
- c. The location of the old monitor needs to be confirmed (email from TQ / Pam Hewitt to NT)
- d. A more comprehensive policy on behaviour and responsibility being considered along with procedural docs as a project and responsibility for FAS. (Action PD)
- e. Membership database now working with MB

4. President's Report.

- a. Surrey Uni have said they can continue with hot drink delivery. Options discussed were Uni to supply cold drinks or members bring their own. After some discussion a decision was made to stay with hot drinks. To be communicated back to Surrey Uni. (Action PD)
- b. Pam Hewitt has advised she no longer wants to continue setting out the break drinks. Her efforts are greatly appreciated. An e-mail appeal for a new volunteer to be sent out (Action PD)
- c. It was noted that some of the Uni doors have been closed by the time the monthly meeting ended. It was also noted that the meetings had over run recently. Discussion revolved around how best to keep on track.
- d. PD has coming commitments that will reduce his effectiveness as President. NT had volunteered to assist as possible acting President. After some discussion TQ advised that the constitution allows for the creation by agreement of the committee of a new non-officer position and proposed a new temporary role to assist the President – 'Vice-President' seemed an appropriate name. This was seconded & agreed by the committee
- e. This led to a discussion on approved signatory. Signatures for financial cheques by committee & non-committee members was also noted. SP was aware of a previous minute item & will investigate. (action SP)
- f. Passwords for email & website tools to be given to NT (Action MB)

5. Secretary's Report.

- a. AL Not present

6. Financial Report.

- a. PN not present, but GAS reported as solvent.

7. Outreach Report

- a. Cub, Scout & Guide group participation – very good & thanked GAS – **SP** to send email
- b. Surrey Uni Dark Matter day, another good day & evening.
- c. Cathedral Star Gazing Evening – planned 20th Jan.

PD & GE attended Cathedral meeting.

Last year 11-1200 people attended, this year the figure could be 3000.

This year talks & displays will be in the main building with seating & suitable display areas. Car parking will have signage for GAS members & public areas.

TQ advised insurance needs to be clear – ie Cathedrals' liability, & should be confirmed in writing

GAS marshals for crowd & car parking would be required – **GE** to liaise with Cathedral.

SP to contact other Societies (Farnham) for assistance.

TQ can let **SP** have other Society contact details.

GAS publicity signage also required

Presentation screen for main talk area is large (15 x 25 ft), but costly, **PD** talking with SSTL, Earth Eye & others for sponsorship.

TQ advised he was against spending any money from GAS on outreach events. After some discussion GE, NT, SP & PD thought £200 would be acceptable to fund screen costs if other sponsors could be found.

- d. Further outreach events planned for the New Year

8. Library Report.

- a. MM is now sending e-mails publicising the library & which books are coming to the meetings.
- b. Access card now with MM to gain access to Physics building. Uni security may be able to help with a route through various buildings with library trolley.
- c. MM advised that some books on loan may not have been returned

- d. Perihelion Repast dinner update – 7 responses + PD has 3. SP x 2. 25 are required to secure own dining room.

9. Website Report

- a. MB – Speaker & Membership databases now operating correctly & access available.
- b. TQ requested MB to check Pam Hewitts e-mail forwarder.
- c. Ask an Astronomer to be more prominent on the Home page. Many requests going to the Secretary – (MB to action).

10. Observing

- a. NT advised that the last observing meet was on the 17th, attendance figures to follow (NT)

11. Health & Safety.

- a. GE advised he has had meetings with the Cathedral coming up re Star Gazing event.
- b. H&S database – to be put on website. (GE MB to action).

12. OMT Report

- a. GO1 training of trainers is ongoing for the 20" telescope.
- b. GE to visit Holmbury with regard H & S
- c. Condition of GO2 – TQ advised Pam Hewitt has confirmed leaks in main dome have been fixed by Richard Stebbing & Brian Stacey. A condensation heater under the main mirror has been devised by Pam.
- d. GO4 now being utilized correctly.
- e. Access to site also much improved
- f. Pam Hewitt has put in a lot of effort at Holmbury.

13. AOB

- a. Dark Skies, John Evans (Non-committee) proposed to be voice of GAS, & ratified by committee.
- b. Dark Skies page to be added to website (**MB to action**) wordage to be confirmed by John.
- c. Questionnaire – **SP** supplied paper version for committee to view. PD advised that software is available to make an online version within CPanel (installable software). Anonymous options would also be required. (**MB to investigate online options**)
- d. January Speaker required after existing person had to pull out. (**SP**).
- e. GDPR (General Data Protection Regulation) comes into effect from May 2018. Information becomes opt-in. If a person does not explicitly opt-in, then that person cannot even be contacted by the Society. This will be exercised annually. A FAS paper will be written for guidance.

The next GAS Committee Meeting will be:

Thursday 15th Feb

Thursday 19th April