

Thursday 20th June 2019

Present:- Mike Kirkham (MK) Chair, Richard Young (RY), James Dale (JD), Phil Leigh (PL)
Joan Brame (JB), Linda Harper (notetaker).

Apologies: Nigel Osborne

Special Notes:- Owing to new work commitments Tom Sharman has had to step down from his role with the committee. MK on behalf of the group thanks him for his work particularly with the organisation of the Whitsun Fayre stand. He continues to be an AAA member and will get to meetings as and when able.

2. Previous Minutes

Minutes from meeting on Thursday 11th April agreed as a full and accurate account. To be uploaded to website.

3. Actions

MK in process of producing flyer (e-mail) giving members the opportunity to purchase an AAA t-shirt, Fleece or badges. Ongoing

MK still to supply information to Town Council re how grant was spent. Ongoing

MK has e-mailed JD ref Personal Liability Insurance purchase. Complete

JD sent copy of new insurance schedule to RY. Complete

MK has written to John Popham of BTT. Complete

JB has written to organisations/individuals who have given donations to advise of delay in starting phase 1 work. Complete.

MK still to speak to MP re e-commerce. Ongoing

4. Finance

JD advised that overall position is looking healthy.

Membership renewals up to date. JD also suggested that as a 'thank you' to Mark P that his membership be given for this current year. All agreed.

1

Financial summary

General account:

Amount as of 25th April 2019: £1248.62

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- Anticipated outgoings: £43.18 (e-mail, poster lamination)
 - Pending income: £350 (Whitsun Fayre)
 - Restricted funds: £100.00 (speaker funds)
 - Unrestricted funds: £1455.44

Restoration account: - No new transactions

- Amount as of 1st April 2019: £1670.82
- Pending income: £30 (RY talk)
- Pending outgoings: £0.00 (N/A)
- Restricted: £1000 (AC)

Funds for Observatory Project: £2700.82

5. Programme Planning

As PL and RY not present there was no update on how the programme is coming along. It was mentioned that at the members meeting the previous week there were several suggestions made by those present for future talks/presentations.

6. Events planning

Star Party : Nothing to report.

External events: TS updated the group on preparations for Whitsun Fayre. Decided not to have electricity laid on so no Video presentations this time as did not work well last year.

He has completed the Risk Assessment document and once a few changes have been made will send this for signing off.

2

Activities will be much the same as at Star Party nights. If weather conditions suitable then the Sun Dial will be in place, also there will be a couple of telescopes for visitors to look at and talk to members about.

MK will check with PL the stock of badges that are left and if the proposed new ones of the Moon and Sun have been purchased.

Suggested that black card be purchased to make the constellation projectors. (JD)

TS will purchase further supply of polystyrene balls for the design a planet activity. (TS)

MK can get Tables and chairs supplied for use in both tents.

There was discussion on whether those members on the stand should have name badges but it was thought that as most members would be wearing AAA t-shirts this should be enough. However JD will see what he can source as badges. (JD)

Event at Ickworth Park for National Trust, an e-mail has been sent to members asking for help, so far MK, RY, PL and NO will be present.

7. Observatory Group Update

As RY not present MK gave a brief update on the Restoration project., little progress at present, still issues with the Licence document with WSC which have still to be resolved before phase 1 of the project can start.

There was general discussion within the group around the project and what if anything could be done to move it forward.

8. Outreach

Nothing to report this meeting.

9. Resources

Agreed by all present that when funds are available a better set of display boards should be purchased. Also a magnetic 'A' frame display board. Both of which can be used for future events.

10. IT

As he has stepped down from the committee, MK will contact Mark P to check whether he is still in a position to be able to do all the AAA website updating or if there are some aspects that could be passed to other committee members to do, possibly something like posting meeting minutes. (MK)

11. Publicity and Marketing

Nothing to report.

12. AOB

As Mark P has stepped down from committee this leaves a vacant position, following discussion within the group MK will draft an e-mail to go out to all members inviting those interested in joining the committee to make him or other committee members aware.

The meeting closed at 8.50pm

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

Committee	Members	
20 th June 2019	13 th June 2019	19 th September 2019
18 th July 2019	27 th June 2019	3 rd October 2019
15 th August 2019	11 th July 2019	17 th October 2019
12 th September 2019	25 th July 2019	31 st October 2019
10 th October 2019	8 th August 2019	14 th November 2019
7 th November 2019	22 nd August 2019	28 th November 2019
5 th December 2019	5 th September 2019	12 th December 2019

Action Plan			
Page/Item	Action	Action by	Status
11/4/19	MK to e-mail members re the opportunity to purchase an	MK	Ongoing

P1	AAA t-shirt and/or Fleece		
11/4/19 P1	MK to supply supplementary information to Town Council regarding grant spending.	MK	Ongoing
11/4/19 P1	MK to e-mail JD to agree quote for Personal Liability	MK	Complete
11/4/19 P1	JD to send copy of new Insurance schedule to RY	JD	Complete
11/4/19 P3	LH to e-mail members to ask for help at Whitsun Fayre.	LH	Complete
11/4/19 P3	MK to respond to John Popham re Architect.	MK	Complete
11/4/19 P3	JB to write to donators to advise to delay in starting work on phase 1 of restoration.	JB	Complete
11/4/19 P4	MP to look at option of e-commerce site for public to purchase badges etc	MP	Ongoing
9/5/19 P3	MK to check with PL on numbers of badges and whether new have been purchased	MK	New
9/5/19 P3	JD will purchase black card and name badges for use at Whitsun Fayre	JD	New
9/5/19 P3	TS will purchase new supply of polystyrene balls for the activity table at Whitsun Fayre	TS	New
9/5/19 P4	MK to check with Mark P if he is still able (time) and happy to continue updating website	MK	New
9/5/19 P4	MK to draft e-mail to members inviting interest in joining committee	MK	New

