
Wednesday 8th February 2023

Present:- Mike Kirkham (MK) Chair, Peter Corbett (PC) Treasurer, Nigel Osborne (NO), Nigel Bond (NB), Joan Brame (JB), Linda Harper (LH) Secretary.

1. Welcome and apologies

MK welcomed all

Noted apologies received from Liliias Haye. Lloyd Hughes and Peter Bruce

2. Previous Minutes

Agreed as an accurate account and can be posted on website.

3. Actions

Revisit Policies and procedures – LHu has reviewed and produced series of new policies. Complete

MK to invite members from CAS to meeting when have guest speaker. Still to do. Ongoing
NO to make enquiries re visit to Cambridge Radio Astronomy site. Still trying to contact.

Ongoing

NB to remind members of visit to OASI – Complete

MK to send invite to local Astronomy Groups for next Matt Bothwell talk. - Complete

MK to send email from Mark P to Peter B re updating calendar on website. Complete

MK to make enquiries re visit to Greenwich. - Initial contact made, been passed on to community group co-ordinator. - Ongoing

MK to prepare case for shipping container. Initial proposal drafted, discussed at AOB. - Complete

PB has circulated latest copy of video to committee for comment – Ongoing

NB has contacted Paul Whiting and Andrew Green for permission to be included in video both happy. - Complete

Lhu has updated several policies and procedures. MK has copies. Still need to review Constitution. - Ongoing

4. Finance

PC updated meeting on current position. Generally good overall.

Cheque for £50 received from Scout Group that MK gave talk to.

Insurance due for renewal 14/3/23, possibly through FAS but need to check if they cover equipment as existing policy with Unity does.

Agreed that a small amount needs to be allocated for outgoings for the Spring Fayre, possibly £50 to pay for small prizes for children's activities.

Financial Update - 6th February 2023

General Account: £1,233.60

- Balance Last Update (9/01/2023): £1,179.60
- Outgoings
 - o Easily Domain Name Registration (Mark Proctor): £13.00-
- Income
 - o Membership (1 x £17.00): £17.00
 - o 6th Bury Scouts (Mike Kirkham talk): £50.00

Cash: £77.52

- Coffee Pot: £52.52 (see below)
- Membership (1 x £25.00): £25.00

Liabilities: £138.99-

- Hawstead Hall Hire (19/10, 2/11 & 9/11): £108.00-
- Cable Reel Extension Lead - 25 metre (Peter Corbett): £30.99-

Total: £1,172.13

Coffee Pot

- Balance Last Update (9/01/2023): £25.32
- Takings: £35.20

Hall Heating: £8.00

5. Members Programme

NB updated meeting, programme in place until July 2023, still some presenters to be confirmed. There was discussion regarding the cost of guest speakers and how to fund them so as to maintain a good members programme. Suggestions included asking members to contribute a small amount such as £3 or increasing yearly membership cost.

PC will look at the cost of speakers so far and those booked for the rest of this year in relation to budget and advise at next meeting. (PC)

MK advised meeting that whilst informing local astronomy groups of upcoming Matt Bothwell presentation an opportunity for a possible visit to the Breckland Observatory at Great Ellingham arose. MK will forward details to NB for possible inclusion in programme. (MK)

6. Events

a) SpringFayre - Lily H has agreed to assist NO with organisation of the AAA stand at the fayre, format to be same as previous years.

Need to get any equipment such as the TV monitor PAT tested, NO will see if this is possible through Whepstead CC. NO will check with Di, secretary. (NO)

Names of members willing to help out on both days to be given to NO, invoice can be sent to organiser, Risk Assessment same as last year just needs dates updating, NO will send to organiser.

Agreed that any members on stand should wear AAA polo/t-shirts so as to look professional and identifiable to public as AAA members

b) Matt Bothwell – MK has circulated flyer to local astronomy groups.

7. Resources

NO suggested that we should purchase laser pointers for use when observing. He will look into what the requirements are for them to be compliant, previous work by Brian Shepherd on these is available. Suggested purchase 2 depending on cost.

8. AOB

Shipping container proposal, MK has drafted initial proposal, shared with meeting, all agreed good. 2 year old container, 20ft x 8ft including delivery and set up will cost approx £2000. MK to submit proposal to Di – Secretary Whepstead CC.

MK has printed out copy of Backyard Astronomy, which was included in Sky at Night magazine, suggested that this can be reproduced/printed and given to members (particularly new members). May need to check if any copyright issues.

Committee Meeting Dates for 2023

Wednesday 8th February
8th March
19th April
17th May
14th June
12th July
23rd August
20th September
18th October
15th November

No meeting in December.

Action Plan			
Page/Item	Action	Action by	Status
12/1/22 P1	Revisit and review existing policies and procedures.	All	Complete
11/1/23 P1	MK to invite members to CAS group to meeting when have guest speaker	MK	Ongoing
11/1/23 P2	NO to make enquiries about possible visit to Cambridge Radio Astronomy site	NO	Ongoing
11/1/23 P3	NB to remind members of visit to OASI on 23/2/23. To do at members meeting 18/1/23	NB	Complete
11/1/23 P3	MK to invite members of local Astronomy Groups to attend meetings when Matt Bothwell presenting.	MK	Complete
11/1/23 P3	MK to forward Mark Proctor email to Peter B re Updating google calender on website.	MK	Complete
11/1/23 P3	MK to look into cost of visit to Greenwich later in 2023	MK	Ongoing
11/1/23 P3	NO to update Inventory and Catalogue of Equipment.	NO	Ongoing
11/1/23 P3	MK to prepare case for having Shipping Container on site to go to Whepstead Parish Council	MK	Complete
11/1/23 P3	PB to circulate latest copy of promotional video to committee members for comment/suggestion.	PB	Ongoing
11/1/23 P3	NB to contact Paul Whiting and Andrew Green for their permission to be included in Video	NB	Complete
11/1/23 P4	LHu to undertake review and update of all AAA Policies and procedures.	LHu	Ongoing
8/2/23 P2	PC to look at costs for Guest Speakers and advise at next meeting.	PC	New
8/2/23 P2	MK to forward details of Breckland Observatory invite to NB	MK	New
8/2/23 P3	NO to check if AAA electrical equipment can be PAT tested along with Whepstead items.	NO	New
8/2/23 P3	NO to look into cost and requirements of Laser Pointers	NO	New
8/2/23 P3	MK to submit shipping container proposal to Whepstead CC Committee	MK	New

