

## RASC WINNIPEG CENTRE COUNCIL

Minutes of a meeting of the council of RASC Winnipeg Centre held via Zoom on Tuesday, Jun 1, 2021, at 7:00 p.m.



PRESENT:, Dennis, Abdul, Terra, Ed, Andrew, Judy, Bryan, Mike Karakas

REGRETS:

Gord, Michael Stephens,

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|---|------|-----------|-----------|
| a. Call to order  | 7 PM | President |           |
| b. Welcome and Opening Remarks  |      | President |           |
| c. Additions to Agenda  |      | President | 2 Minutes |
| d. Adoption of previous minutes   |      | President | 2 Minutes |
| <ul style="list-style-type: none"> <li>• Judy: Change “Laws” to “Orders”</li> </ul> |      |           |           |

**MOTION:** Judy moved to adopt the minutes of the previous meeting, seconder Terra – PASSED

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|--|--|-----------|-----------|
| e. Financial report  |  | Treasurer | 2 Minutes |
| <ul style="list-style-type: none"> <li>• Abdul: Not recently to the bank but should have increased \$200 to \$300, so about same amount as last month. No online access for the account. Judy: Explored other financial institutions? Abdul: No and Stan not in the past. Andrew: His family uses Integra. Judy asked about whether other institutions have been explored for other account management protocols. There is an online option for Integra including for business. Would need to be able to have two people authorize a payment. Terra: There are other online only institutions. Ed indicated that a financial institution is a supplier, and that can be checked against a number of requirements on a list.</li> </ul> |  |           |           |

**ACTION Abdul to investigate other financial institutions** as options.

f. OLD BUSINESS

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|--|--|--------|------------|
| a. COVID   |  | Dennis |            |
| <ul style="list-style-type: none"> <li>• Everything is closed for now due to health orders. No in-person public events scheduled.</li> </ul>   |  |        |            |
| b. Bylaws  |  | Dennis | 20 Minutes |
| <ul style="list-style-type: none"> <li>• Dennis: Were minor clerical errors. After this to go to National, then back to us, then full by-laws to the membership to ratify. Dennis will do an education process with the membership. Will entertain a motion to approve the by-laws as presented and are available on our Google Drive. One of the National board members is a lawyer who will look at them.</li> </ul> |  |        |            |

**MOTION** Judy moved to approve the by-laws as presented, Ed seconded – PASSED

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| <ul style="list-style-type: none"> <li>• We will pass to National. Dennis will gradually share pieces of them with the membership.</li> </ul>  |  |        |            |
| c. Incorporation   |  | Gord   | 2 Minutes  |
| <ul style="list-style-type: none"> <li>• Tabled for now until we have by-laws.</li> </ul>  |  |        |            |
| d. Next RASC Zoom Meeting – Speakers/Agenda/June   |  | Dennis | 2 Minutes  |
| <ul style="list-style-type: none"> <li>• Beginner’s session is Gord on the ETX125. Have the indigenous astronomy person Wilfred Buck.</li> <li>• One breakout room – Feedback was positive, Judy volunteered to host a room and suggested “imaging” as a topic.</li> </ul> |  |        |            |
| e. Strategic Plan  |  | Ed     | 15 Minutes |

- EW: Started on the document with Judy as editor. We are currently working through the program portfolio analysis. Due to the volume of info required for this part of the process (8 programs x 20 questions) we have divvied the work up. Now beginning the 'theory of change' stage (what do we have to change to get portfolios/programs where we want them to be?). Then will be discussing business model, organizational capacity, and leadership. Judy taking on the role of editor with input/review from all members of the planning committee. Have drafted a working table of contents.
- Ed shared the mission, vision, values (MVV) with Council. Judy: Let's stick these in the minutes for reference.
- **ACTION: Ed to put the MVV into the minutes, as a reference that will stay on record.**

**(See Appendix A)**

- Council needs to be happy with MVV before it goes out to membership for comment and discussion. Put in as an item next month for Council.
- **ACTION Everyone to review MVV to see if any concerns before going to the membership.**

f. Mentor Program

Bryan

5 Minutes

- Bryan: Should create an outline of the program for the beginners, keep it for the beginners. Judy: She volunteered to connect mentors with mentees, looked at the form to register, need to launch that. Can do Zooms, but need to start it. Gord: The terms of reference is a 1-1 program, not beginner-session presentations. Let's get the questionnaire out for the mentors, similar for the mentees. Judy to get the forms together. We just need to finalize the form. Dennis: Want to get started, mentor program is not just beginners though, this is a membership service. It is members helping members, e.g., medium level astrophotography. Bryan: Was thinking workshops. Dennis: Remember Judy is the coordinator, before advertised she must know about it. Gord: The mentor form is essentially questions about what you would like to do, for mentees it is what you would like out of it. Might do group session in future, but 1-1 for now. Need to make sure we don't bite off more than we can handle, so Judy should coordinate who is doing what when. Dennis: You can send out letter, but terms of reference or ethics guidelines? We reviewed the terms of reference. Gord: We have a document but needs to be approved by council. Judy: This form is about matching people at suitable level. The coordinator does not need to be a member of council. They coordinate with the loaner scope program coordinator. There are expectations in the bottom of the form. We wanted to add to the mentee form our expectations for them. We could use the word "learner" vs "mentee". Dennis: Need to have a statement about not doing this alone with children. Gord: There is a statement about 18+. Dennis: This needs to be set up as an agreement that the mentor signs off on and date in order to avoid conflict on these issues. Need them to read and understand it. Need a signature block at the bottom. Abdul: This is similar to the telescope loaner program paper that we require. Mark: Is this form to absolve Centre of liability? Dennis: This makes it more professional, gives scope of the program, but can't absolve 100%. Ed: Agreed this does not absolve, chance very slight, but important to establish the rules with the person doing in service of mentorship for the organization, and would help oppose a claim of negligence. Gord: Need to understand how this falls under the National

insurance policy. Dennis: This would be covered as a Centre event, so no special approval, approved by council through Judy as Education/Mentor coordinator. Insurance from National is more for events like BHP. Mike: Would incorporating reduce the liability. Ed: Yes the incorporation will help reduce the liability for the council. Terra: Could it be a joint agreement between the mentor and mentee to sign? Judy: Might be messy doing it that way. Terra: Would you have a form for the learner. Gord: Yes good idea. Bryan: The learner might prefer a particular gender. Judy would handle it. Dennis: Is this form good for 1 year or 3 years. We would need to have a term for the form. Gord: We might need to revamp it on an annual basis perhaps with a satisfaction survey. Abdul: For the member it would be expired by the membership expiry date if not renewed. Gord: That's assuming we can get expiry days from National. Judy: What about the calendar year? Abdul: You can search on the National site, search for name, not difficult to do. Gord: Membership expires on the anniversary of your payment. Dennis: If do it calendar year, ties to the current council. It might encourage people to pay their membership. Mike: That would be a drawing card for me. I would tie to the calendar year. Ed: If you make it a calendar year the coordinator would have to do all at the same time. Could put in wording that this agreement will expire on the earliest of mentor ceases to be a member or the council decides to revoke the agreement or 12 months after signing the form. Gord: Should just use the terms of reference, not make it complicated, not get anyone to sign anything, no end dates, avoid the bureaucracy. Judy: **Could just state on the bottom of the registration form that by submitting this application you agree to the terms of reference and you need to be a member in good standing.** Mike: What if it is not official? Dennis: Then it is not affiliated with the RASC Winnipeg in any way shape or form. Gord: Thinking that if we make it complicated, will make it difficult to sustain.

- **ACTION Create an application form for the mentor and the learner.**

MOTION Gord moved to begin the mentorship program, Judy seconded – PASSED

- g. Operations Manual Gord 5 Minutes
  - Gord: Need people to read through it and suggestion-edit or send him their comments. Need to have this done in parallel with the by-laws. There's a draft on the google drive on the website. People can turn on suggestions and review. – GT asks We will really need this Policy & Procedure manual (operations) to accompany the bylaws as we refer directly to the document. It's essentially done and needs tweaking –  
**ACTION Everyone on council to review the ops manual before next meeting.**
- h. Centre meetings break out rooms/surveys All 5 Minutes
  - We did one breakout room, and feedback seemed to be positive. Dennis surveyed the council on their use. **Judy will host one room on "imaging", just to try out the idea a little more extensively; the other room will be for socializing.** Mike thought separate rooms would be useful so that everyone wouldn't have to jump into a big group discussion to speak.
- i. Social Events Post Covid All Tabled
  - July BBQ – We can book one and make it subject to health restrictions being sufficiently lifted. Gord: He can book this soon. We discussed the location. It was about \$114 in 2019 for 4 hours. Judy liked the idea of Glenlea. Dennis: **Let's go**



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I. Round Table

- Bryan – Darren renewed his membership? Ed: Darren is planning to renew.
- Gord –
  - i. Needs president’s msg for the newsletter.
  - ii. Also, look at the Internal tab, suggestions welcome.
  - iii. Status of National website, no internal admin tools so cannot see whether anyone is a member, time to bug Jenna, mail list functionality is getting better but not usable as a forum yet. Therefore, delay moving RASC Wpg to it. Perhaps RASC Wpg Council moved in the fall. E.g., it is sorting backward chronologically and there is no pagination. Not a mature or robust system. Worried about the backend. We could get RASC-Winnipeg-Council and be a communication link for Council, but there is a post from 2009 on IYA sorted oldest to newest without pagination. GT is worried about how the system is working (or not) in particular as ED is not willing to share ‘use cases’ suggests that the system is not transparent or will be terribly useful. At the least we need to be able to see our membership list.
- Judy – she is signed up with Virgin Galactic as an astronaut. Spoke with Allan Stern from NASA. Working up to talk with RASC.
- Ed – Need the agenda for the public meeting, Gord: Wilfred Buck to start at 7:30. Does he need an honorarium? Might need \$100 for this. **ACTION Gord to follow-up on whether a fee is required.**

m. Adjourn 9 PM

- Meeting adjourned at \_9:05\_ p.m.

	Name	Signature	Date
Secretary	Ed Wright		

APPENDIX A  
MISSION, VISION AND VALUES  
(DRAFT)

MISSION

*The mission of RASC Winnipeg Centre is to share our learning, expertise, and enjoyment of astronomy with each other and the public to build lasting relationships and to stimulate interest in astronomy and related sciences.*

VISION

*The vision of the RASC Winnipeg Centre is to create a community that shares astronomy as a common experience of everyday life and learning.*

VALUES

- *We value integrity, honesty, and transparency in all our activities to create an atmosphere of trust and fairness.*
- *We endeavour to communicate meaningful information to our members and the public in a respectful, effective, and timely manner.*
- *We value and recognize the contribution of our volunteers.*
- *We value diversity and strive to create an inclusive environment for anyone with an interest in astronomy.*
- *We strive to remove barriers to access our services for our community.*
- *We accept a wide range of experience levels in astronomy from beginner to advanced.*