RASC WINNIPEG CENTRE COUNCIL

Minutes of a meeting of the council of RASC Winnipeg Centre held via Zoom on Monday, December 5, 2022, at 7:00 p.m.

PRESENT: Dennis Lyons, Marc Sarrasin, Abdul al Manni, Judy Anderson, Mark Irvine, Michelle Boyce, Ed Wright, Scott Young,

REGRETS: Bryan Stach, Russell Brown, Mike Karakas,

1. Call to Order, Land Acknowledgement — Dennis
2. Welcome and Introductions — All
3. Adoption of Agenda — Dennis
4. Adoption of previous minutes — Dennis

Ed moved, Marc seconded, CARRIED

5. Financial Report — Abdul
    - Abdul: Balance is 16,494.38, lower than what we started with. $200 to $300 lower than start of year, expecting a balanced budget. Dennis: Have had a few extraordinary expenses. Judy: Did you get billed for SkyNews; it has not arrived yet. Abdul: It comes by end of January. Dennis: You could send an email to National on that.
6. Committee Work Reports
    a. Policies and Procedures Manual — Dennis
        - Dennis: No time to do more.
    b. Observatory Committee — Dennis
        - Dennis: No report. To Mark: time to put floor down in observatory? Mark: No time, will have to wait until it warms up a bit. Wants the observatory committee to direct that. Dennis: Just send an email to the group and they can help. Can see what the document will look like.
    c. Incorporation — Dennis
        - Dennis: Committee met for a 4th time last night. … Scott did a schedule for the annual council. Must have the return done up by outgoing council. Scott asked about whether needs to have another membership vote. However, we do not need that because we did the new bylaws for the incorporation, is everybody good?
        - Mark found minutes in Council that the bylaws were passed and specifically indicated incorporation, and previous Council had voted to incorporate, so decision was that a new vote is not required. Recommending to Council to approve funds to apply for incorporation, with the plan to submit them early in the new year. Then we will take a vote to disband the ad hoc committee. Fee for incorporation is $120.00.
        - Will need a motion to strike the committee. (Dennis shared his screen.) This is the doc that Ed filled out. We are using my personal information. Corp address for now to be Ed's address. Technically up for election. There will be a minimum of 3 directors. (Dennis reviewed the rest of the form.) We have a letter on file from National saying this is okay. Most Centres have incorporated.

MOTION Ed moved, Mark seconded to use the form as presented. CARRIED

MOTION Ed moved, Mark seconded for the expenditure of $120.00 for the incorporation fee. CARRIED

MOTION Ed moved, Mark seconded to disband the Incorporation Committee. Michelle: Did we get the name reserved? Dennis: Yes. CARRIED

d. Member Meeting Judy
   - gAIL doing beginning session, Danielle Pahud doing what's new, Bryan doing the What's Up. Jay doing main talk on main speaker "making day into a night" – understanding weather conditions to observe particular event/objects. Judy: Maybe council should bring something. Michelle: Card signed by Council? Judy: Will bring a card for Bryan to the meeting to sign. Mark: Agreed. Judy: Danielle said she can also do Feb. Dennis: Hopefully Bryan will have a report on the nominating committee.

e. Finance Committee Budget Abdul/Mark Irvine
   - Mark shares screen to present draft budget. Mark: Membership fees in current year. Right now looks like a deficit but might be more membership fees coming in, about $350 / month in membership. Abdul: Add $290 to the membership fees. Mark: Got feedback from Scott, he was looking at calendars, Abdul: We pay for the 2023 calendars in 2022. In 2022 we recorded a major loss in calendars. We upped the price to $18 (pay for them in the year before the calendars are used) and usually breakeven. $850 is more reasonable for the cost of calendars. Dennis: Scott was asking should we be doing something that is losing money.
   - Promotional materials are typically purchased every 2 years, and calendar charges are inching toward break-even. This is typically one of two major costs contributing to deficit: along with maintenance costs for Glenlea (this year for flood restoration).
   - Mark: Also, Scott said that the cost of meeting equipment is too high, only , also the webhosting we should only claim the one of three years. Cloud services is a different line item; remember that we paid for 3 years of web hosting, but should only record one year of the contracted amount ($377 USD/3 years = $172CAD/year for web hosting). The line item includes groups.io and zoom contract. Mark adds a note about the web-hosting cost being 1 year of a 3-year contract). The line item of calendar expenses also includes promotional materials (of which we bought a lot such as magazines). Reducing cloud services to $500.
   - Dennis: For equipment, maybe $200. For the GA, when everyone was meeting in person, National paid half of certain expenses. It was meant to top up. The GA in May, and AGM in June. We might not need to spend money because these meetings can be virtual. Judy: Which meeting would someone go to as a rep? Dennis: It is a tie over to the old way of doing. The National Council is no longer the deciding body. Still doing a meeting but will be virtual and in person. To save money, do not need to attend in person. The AGM is open to everyone. Those that want to travel can. The largest GA was last year. (Scott joined 7:35. Mark reviewed for Scott.) Mark: $1,300 deficit expected next year. The optics of running a deficit. We talked on the finance committee about running a deficit. Things so far are factual based. Going forward the things started adjusted. Director and officer insurance is a bit higher at $1,000. Dennis was talking about the GA. Mark: Do we choose to support a person attending in person? Is a different event if in person. Scott: Looking like we have lost >$1K on calendars this year. Dennis: the publications included promo materials. Mark: Think $800 for calendars. Dennis: The calendars are paid in advance so with pandemic did

not get the revenues. Scott: The calendars we talked about should be at cost. Mark: The $18 is break-even. Abdul: Two sources of deficit is maintenance and promo for $500 about every 2 years. Mark: Eclipse glasses. Judy: Those are provided free by National. Scott: National provide off and dir ins? Dennis: No. The O&D Ins pays for the legal fees to defend. National people said need to see the names of the people. Dennis: Just the GA can be removed. They had a huge number of people last year for the GA. This year you can take it out because not doing it. Judy: Suggest that we make point of observatory extraordinary expense, could have a sub line item. Abdul: Yes normally $600 for observatory so that would make a break even. Dennis: Yes if we don't clear, the porty potty put us over the top. Renting the porta potty was done for the membership. Dennis: If cannot balance the budget.

- Ed in favour aiming for a balanced budget and taking GA expenses out. Would like to comment on the revenue items. When doing the strategic plan, Ed recommended strongly that we put in a funding coordinator, especially when we put in incorporation. He still strongly recommends that we have someone in that role sooner than later, to look for funding opportunities for the Centre (donations, sponsorships, etc.). Scott agrees.
- Dennis: Budget is more detailed than ever before, and will really help with pre-approved expenditures. There will be a cost of accounting software or a spreadsheet to manage the chart of accounts to handle the minutiae of detail within the line items in the budget. Everyone good to send out as is? Most factual budget.

MOTION Mark moved, Abdul seconded to send the budget to our members for review prior to the AGM. Ed: Will we be able to track by category? Dennis: Yes, will be using acctg s/w. Mark: Yes, it is not a self-given thing but lends itself to a chart of accts, will not go into minutia of detail, but yes will compare to overall budget, can be done with software. CARRIED

- Dennis: After this meeting will ask Ed to send out the invitation to the AGM and include the budget.

f. Star Parties — Russell
   - No report

g. Awards Centre nominations — Bryan
   - No report. Dennis: Jennifer West got her awarded the naming of an asteroid. Thanks to Scott for doing the paperwork.
   - Dennis notes that Scott has been recognized by the Association of Manitoba Museums and by the National organization, for his great work with the museum planetarium; we want to keep working with like-minded organizations.

h. Nomination Committee — Bryan – no report

i. Telescopes for Kids — Scott
   - Scott: Doing well on the getting scopes to give away, but not so well on people asking for them. Only one app so far. Sending out for the museum stuff. Torn by the short timeline. Should we move the timeline? I know not a Xmas thing. The deadline is Dec 11. Judy: We have time for the reviews and for the deliveries. Just extend the timeline a few days. Scott: Okay will do that. 16th would be week after our meeting. Okay will do that, changes to Russell and changes to Facebook. Scott will add something on Facebook and ask Russell to update the website.
   - Scott: David Brodeur gave us some moon maps to give out. Next year we should go to these folks. Scott suggests that next year we ask companies for a purchasing deal in return for sponsorship of this program.

- Michelle: Are scopes easy to use? Scott: Yes, Celestron tabletop Dobsonians plus an altazimuth mount Celestron go-to refractor was donated, little more complicated

7. Directors and Councilors — Dennis
   - Dennis: Was hoping Bryan would be here. Do not have an answer to that. Hopefully at Friday's meeting can see who going where. Not connected yet because of Bryan's mom.
8. Appointed Positions Recruitment — Dennis
   a. Explore the Universe
   b. Volunteer Coordinator
   c. Mentor Coordinator
   d. Meeting Coordinator
   e. Light Abatement Committee
   f. Youth Outreach
9. Business Arising
   a. Meeting format/streaming equipment — Scott/Marc
      - Dennis: Close this? Scott: Got all the gear, just the training left, got labels done, working on the setup guide so someone could take out of the box. Aiming at 3-4 people. Got a webcam. Dennis: Just so you know the other councils are envious of our being able to do hybrid meetings. People not able to come in person are thankful. Dennis thanks Scott and Ed for doing this.
   b. Name tags — Scott
      - Tabled
   c. NCC — Dennis
      - Dennis: Met with Tim (at NCC responsible for Southern Manitoba) and lady from National, looks like we almost have to start all over again with light readings. The dark sky preserve has reqt for outreach. The local community wants the outreach part. Will have to move their gate closer to where the house is. Tim was looking at a few things. Also, National bringing in a new number for dark sky. We were slightly above it but snow on ground. We have to get back to the Stuartburn NCC group to confirm intentions and redo the numbers, take pictures of horizons. The communities see this as tourism. We are the first to ask all of these questions. The NCC has a lot of land for this. Once all boxes ticked should go quick. There is just the one light there. If we keep it off will satisfy. Judy: Tim? Dennis: Tim Teeter, he is with NCC
   d. Glenlea, cleanup, damage repair — Ed
      - Dennis: Mark looking to go out. Ed: Will do an email to the lady with the province, missing the letter of authorization from U of M. Judy: Talked to Danielle. Sent email to Assoc Dean admin and head of Physics at U of M. Heard back from the head of Physics … in my email said looking for an MOU, he wrote back right away and said would have to come from the Dean's office. Michelle: I needed equipment for U of M for Glenlea. He said he is very positive, but he is the interim chair, Psistorius is going to be there longer. Yes get the ball rolling with them. Do we have an old letter? Michelle: We had an old MOU. Judy: That was from the 70's, this will have to go through Legal.
   e. Mailing Address forwarding — Dennis
   f. Spruce Woods gift to casino — Dennis
      - Dennis: It was suggested that we get a gift for the casino which has been very supportive and turned off lights for the dark sky preserve. Could make another photo similar to that given at the opening – that would be $150-200. On the table..
   g. Incorporation fee — Dennis (see above)

h. NC Report — Dennis
   - Dennis: National Council, GA and AGM now separate. GA will be the talks and the AGM elections and financials. Article 5 in the bylaws is what has to be done at AGM, the reports.
   - Dennis: National will be rolling out discussions about the financial situation of National RASC in time zones appropriate to the country. Recommend that you attend it. The financial situation is challenging. Info shared was confidential. Got another email today to set up in time zones, they will have meetings in every time zone, recommend everyone attend. The lady who is the Treasurer cleaned things up, one of the things National has been doing, the money from membership can only be used for membership services while donations are only for the Society. CRA regulations mean that the donations to charitable organization RASC can only be used for education. So over the years they figured out what membership svcs are provided. A portion of the cost … 5000 member packages, the $15 raise was due to this split. Member services have to pay for themselves. So they have produced financials which is interesting. The Treasurer did an awesome job. Mark: Will tell us before end of the year? Dennis: Not sure. This is a busy time. No commitment before end of the year. On the NC meetings going forward the Board will report to Council.

i. NOVA Program — Ed
   - Dennis: Ed put email out to the group. Does Council support this? Suggest the new Council review the details. Mark: Would NOVA be break even? Dennis: Very minimum would be break even, could get the schools in, but somebody would have to coordinate, a lot of logistics to figure out, running for the membership would be great, but first would need to determine how much work to deliver. There's a lot of prep work, even though the package is all there for delivery; would need facilitators. Mark notes there was a Parks and Rec program years ago, and Scott also puts on courses (one session of a few hours). Example the Dome@Home takes a lot. We have general agreement. Scott: We still run courses at the Museum, but they are much more basic. The NOVA course is more in-depth. The NOVA was concepted to give everyone a similar grounding. Used to be for free. It is a great course.

j. AGM Notice/Preparation — Dennis
   - Dennis: Need it to go out in a few days. Will include the budget. Ed asks Mark to send the updated budget.

k. Donation of moon maps — Ed
   - Scott: That is the stuff from David Brodeur, using with Scopes for Kids, and then will be a few left

l. Science Rendezvous — Judy
   - Dennis: This went to Gord. Judy: For 8 – 9 years Jay and Stan would take a scope and show people the sun. It used to happen. We should be asking people if they will commit to this. And then follow-up with MOU for Glenlea. Think reply in positive, but solicit people. Judy will do a reply and then we'll put out a call for volunteers.

m. Facebook and Corporate Entities — Scott
   - Scott: We had All Star Telescopes ask to join our Facebook page. Realized we do not have a policy. That is a good resource, but that is because the All Star Telescopes guy is good. We need a policy on whether we allow pages to join. A page can be a single person where we separate out that part of social media. Some are corporate and others, some are there to send corporate advertising. So do we want companies to join

our pages. Michelle: We do have a mission statement for public outreach, Dome@Home fits that. Corp sponsors, might need restrictions on soliciting, maybe just approved corp sponsors. Scott: We do currently turn away people that post ads for Sensi products, but these are related fields, Michelle: Should be potential sponsors and potential discounts to members. Otherwise no unless they want to be sponsors. Mark: Also, do not want people battling on the Facebook page, need to have behaviours defined. Scott: Have that for harassing but not on the maximum for the number of ads. Added the one person once SY showed him there are discounts from two other dealers. Might be good to have black and white policy, e.g., pages only allowed if they give a sponsorship. Michelle: Would say at this time to not allow them on our page.

- Mark says we don't want the 'noise' associated with commercial battling and calling out inappropriate information ("this is on sale") and dissing other equipment.
- Scott: has added a preamble so anyone can see the corporate sponsors. Could be good to have a black and white policy, only allowing companies as corporate sponsors.
- Michelle notes links to corporate sponsors would give feed to FB members instead of allowing corporate pages to join. Don't want a giant advertising board. Put the rules for sponsors along with links to their pages. Should definitely put this in policy manual. At this time suggests we not allow them to join our page.
- Mark: Until we have appropriate behaviour guidelines, we shouldn't. Scott: Some places have a schedule for when allowed to do it. If a page joins they can respond to a post. It is difficult to separate those two things out. Judy: I like the notion that they would have a link to their page. Dennis: Sounds like we do need a policy. Will carry this over to the new year for the new council. Scott: Yes this sounds good. I can put together a draft policy on this to review. Michelle: I am adamantly against corp posting until we have a policy. Dennis: I appreciate the work Scott that you have been doing. Scott to draft for discussion in 2023, and thanks Scott for the work he's been doing on the Facebook page. A lot of people are requesting to be on Facebook. Scott: We have 631 followers at this point.

n. RASC store — Dennis

- Dennis: Did anyone contact Gord to take it over from him? I can do that to keep it going. Brings in a few dollars, they have great stuff. Dennis will reach out to the company that we'll continue and give a new coordinator. Judy: You could mention at the meeting that these can be ordered for Xmas gifts.

10. Round table — All

- Ed: The work that I am doing, necessary? Process for what goes on YouTube and formats the video before posting it. Abdul does video, Scott sends a streaming version to the website. So Ed doesn't necessarily need to do the formatting with an agenda and slides. When we restream the meeting live, it goes to YouTube as is. A more polished form from editing software is very nice as it's prettier. So, Ed would like not to do it while he's moving. Scott could learn to do it (has the editing software), and help. Scott can work the transition. Scott: Stream to YouTube lives there. Could take down the raw one. Could share the work or take that from you. Ed: Abdul: Comment, for the last 2 or 3 meetings, more than one copy, I record from camera and YT. Keeping both of them. Scott: We should have everything in the one file to go to YT by using the webcam. A bunch on things could do with the video.
- Marc: We have 5 new members, 2 or 3 not complete yet. Also, looked at the website, cannot log in very easily. The people at work said the opacity on the login page was

changed. Also, I can't edit pages as Cornerstone plugin used for editing has an issue to start (rotating circle). The Events page can be edited as it is using the Events Manager instead of Cornerstone for editing. Marc will keep working at it

- Dennis: Will update you with NC. Dennis wishes Council Merry Christmas and Happy Holidays.

11. Next Meeting, Monday Jan 9th, 7 PM.
12. Adjourn 9:07 PM

	Name	Signature	Date
Secretary	Ed Wright		