

## RASC WINNIPEG CENTRE COUNCIL

Minutes of a meeting of the council of RASC Winnipeg Centre held via Zoom on Monday, July 4, 2022, at 7:00 p.m.

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

REGRETS: Mike Karakas, Kevin Galka



1. Call to Order, Land Acknowledgement Dennis
  - Tonight's meeting is to review the Draft amendment to the Bylaws, io groups, privacy policy
2. Welcome and Introductions All
3. Adoption of Agenda Dennis
  - As presented
4. Adoption of previous minutes Dennis
  - Tabled until the next meeting.
5. Financial Report Abdul
  - Abdul: Did get the \$1,000 received from National. This was a grant from Canada Life (coordinated through an application by Ed). We now have a balance of just under \$20K. \$19,457.22.
6. Committee Work Reports
- a. Bylaws Judy
  - Judy: Did circulate them today reached at end of discussion. Could not resign in the last year. Includes that change. Michelle: There was not process for appeal.

MOTION Judy to post as drafted to the site for the membership to review., Ed seconded. No one opposed. ADOPTED

- Will post on website and send out to membership. Needs 60 days. 30 days minimum for notification to membership. Would need it to go to august meeting. If there is significant input, we can delay vote until September. Dennis: Might be issues in which case could delay to Sept. Ed: Absolute latest is Jul 13 notification for the Aug 12 meeting. Michelle: Were there a lot of changes. Judy: Yes. Dennis: Submit the clean version. Aug meeting is in person.
  - Ed to send email to the membership. Scott: Would be good to have the one page summary similar to past. ACTION Judy to do a one pager saying aiming for Aug 12, zoom link available.
- b. Policies and Procedures Manual Dennis
    - Nothing done with it yet. Was waiting for the bylaws. Dennis: I would start with things needed from the bylaws, and circulate it once it fits the draft-amendment bylaws.
  - c. Observatory Committee Russell
    - Russell: Since last meeting we did the cleanup, had the wall paneling ripped out, Ed cleaned out junction boxes, power back on, all we need for the warm room is get the objects out stored in there. Warm room needs tidying so it can be used. Dome has potential structural issues, rot in the frame and base plate, baseplate boards are

very spongy, and need inspection. The committee will meet sometime this month. For sure, the warm room will be open to membership for BBQ. Don't think the observatory can open up yet, but warm room for the picnic should be okay. Need to decide if the dome is salvageable. It is decluttering in the warm room. Dennis: Still mud in the observatory. Need a fan out there for circulation. Russell: Was trying to rip up the subfloor of the bathroom, 2 or 3 boards of subfloor, need circular saw for that. Jay: Mentioned rip it down to studs. Probably still damage from a past flood. There was a lot of rat feces in the insulation. We had 2 lawn mowers out there. Re: lawn, mostly cut around the pad; Michelle hasn't inquired about UM getting the larger area mown. Hoping that a membership group can cut around the pad, in prep for the BBQ. Will ask Danielle.

- Dennis: Porta potty, how long do we need one? Given on the shape of the dome. Russell: Could book 1 month and then extend it. Michelle: What is wrong with composting toilet? Russell: Not until the floor is sorted and telling the membership not to go out. We don't want anyone in the dome structure for safety reasons. Abdul inquired about usage, and Michelle indicated there is a core of users. \$257.50 + tax.

MOTION Russell moved to make expenditure for porta-potty as quoted in his email Michelle: Seconded. ADOPTED Up to \$300 for one month.

- Mark: Anybody with Civil Eng background? May need that for the assistance report. Structure has not yet been inspected.
  - Dennis: To Russell can you handle ordering? Russell: I can do the correspondence for the toilet delivery, will need someone to go out there. Dennis: By the hydro pole is good because is packed and stable. Russell: Will request asap.
  - When is the BBQ? ACTION Ed to send invite on this for July 8, 6:00.
- d. Incorporation Tabled
- Tabled
- e. Finance Committee Abdul/Mark Irvine
- Mark: Financial policies and procedures. Included a lot of things not included for an organization like ours. This is a base. Down the road of incorporation and potentially charity, these are foundational. Things the CRA will want to see.
  - Section by section. There is the TOC, then purpose of policy, then in the ... might have things needing to be tweaked. Chaired by president and treasurer. There are some resp for the president as far as governance and due diligence, monetary items, oversight, follow GAAP. Don't know that charities need to follow IFRS. Large undertaking, but at some point charities will need to follow that, principle is transparency. Also want controls, segregation of tasks, ease of process, but small amounts of petty cash are allowed for convenience. Now using an Excel spreadsheet. No request yet to move to financial package, but good thing to do. Would need to set values on assets. Always use market value.
  - Budgets – a key control in the organization. we set budgets, never perfect, say why we thought we did when we did. We want to move the organization ahead financially and the budget is the way to do that. For financial statements, good practice to issue at end of the month, but often organizations look a month in arrears. But I think we have been up to date on a cash basis. Would want to know what spending on various categories.

- A key thing for charities is an audit, not have to be external, can have audit committee but not same people doing the finances. Could be a membership committee. There is interaction with the people transacting and the final report. The report is a useful gov and communications tool for the org. It is private. It is good to have that report for getting a loan.
- Banking, process to select is general guidelines. Banks follow different guidelines for charities
- Operating acct guidelines, sufficient funds to pay our bills. Cash mgmt. process to ensure sufficient funds in the operating acct.
- Michelle: NPO or charity? Dennis: First step is not for profit.
- Dennis: "Policies and procedures which are not specifically addressed by this document may be determined by the President when the financial impact is not over \$1000 for any fiscal year" Should be \$200. Dennis reviewed the other dollar amounts. The president can go to \$200. Over that comes to council. Would rather it be conservative to start. Mark: President has discretion, but no discretion for reporting.
- Banking – If excess funds rely on the committee to invest prudently. For now ends up in savings acct, e.g., a GIC or other
- Deposits – Whenever possible the person collecting the cash should not be depositing it. E.g., for selling small things at a public event. Not the same person to deposit. Judy: For deposits, you could say segregation of duties is a key financial control. Dennis: So the person selling the calendars should not be depositing the cash. Mark: Sometimes not possible in small organization. Not necessarily a day-1 thing, need to evolve. Michelle: Why could it not be person on financial committee, might be overkill in some cases. Mark: Doesn't have to be in person. E.g., expense reporting. Mark: Outlook has an ability to do a delegate. You can delegate your authority but not abdicate the authority. Could have in our organization delegate from one person to another, would need a record of that.
- Cheque signing – should not have one person pre-sign a bunch of two signature cheques. Never a good practice. Usually the first signor is the least senior and then the second signor is the senior who confirms all the approval to release cash. Michelle: The porta potty? Mark: Russell has the approve to transact. If it comes in at \$1000 we would ask is a difference cost. The people signing the cheque need to know the whole story.
- Petty cash – For wase of transacting, this is a risk continuity, are we willing to risk \$100 of RASC money, e.g., float for calendars. The person with the cash has to have an accts receivable. It goes to a person, not a group. That person must replenish it. We need some flexibility in the policy. You can't have \$1,000 with 10 \$100 advances, that would be circumventing.
- Reconciliation controls, whoever holding the cash should be in the report. Dennis: Stopping discussion on this for now.

f. Star Parties

Russell

- Russell: Have the registration form for SWSP is already to go on the website. Will send the form through Ed. The dark sky preserve we have a public event, will be inviting special guests (including Wilfred Buck, and the chief of the First Nation, the mayor of Glenboro, and a few other VIPs), no other updates for now. Registration

starting later this week. For cost, doing \$30 per campsite including members and family of members regardless of tent or RV.

- g. Awards Centre nominations/SWSP Bryan
  - Bryan: Can we talk about this next meeting. Wanted to present at the SWSP.
  - Dennis: Dennis or delegate to present. Bryan: Two awards talked about last time.
- 7. Directors and Councilors Tabled
- 8. Appointed Positions Recruitment Dennis
  - a. Spring Star Party
  - b. Explore the Universe
  - c. Webmaster
  - d. Volunteer Coordinator
  - e. Mentor Coordinator
  - f. Meeting Coordinator
  - g. Light Abatement Committee
  - h. Youth Outreach
  - i. Membership Coordinator – Russell: Jay had mentioned during the observatory cleanup that he could take on the membership coordinator role. Abdul: Thinking in the last since taking that position, the program Gord made to import from National is not working. There is no list for us. That program compares both lists and shows what changed. Dennis: Recruit Jay to the position and see if he can look at the problem. There are 4 of us on there, the executive, the intent is it is to be restricted to council members and the membership coordinator. ACTION Dennis: We will go to him here at this meeting.

MOTION Russell moved, seconded by Michelle to appoint Jay as membership coordinator.  
ADOPTED

- ACTION Michelle to review the script. Scott: Gord wrote a PHP script.
- 9. Web Infrastructure and io email list update Russell/Marc
  - (See groups.io rollout below)
- 10. Business Arising
  - a. Membership Meeting location Judy
  - b. Joint meeting for CSA Ed
    - Scott: The Museum can provide the museum's Zoom account for that meeting (up to 500 online attendees). Ed: There is a request from the CSA that Mississauga centre join us. I have contacted the listed officers of the Centre. Anyone have a contact? Scott: He will try to contact Randy Attwood.
  - c. Financial Policy Mark
  - d. Meeting format/streaming Scott/Marc
    - Scott: Did play around with some gear. Think we can stream out. Scott can do that for August and September meeting. Meetings will happen in the Schultz Lecture Theatre.. He will go down and find out what they have and bring his own sound gear. Do not have a deal on using that gear there, facilities want to make money.
  - e. Speaker Gifts, purchase more meteorites Dennis
    - Dennis: Was approved, but not followed up on.
  - f. Memberships from MB Museum Dennis
    - Dennis: Still have these from the MB Museum. Judy: Could do a fun draw.
    - Dennis: Scott put his name on as co-creator, interesting two hours, can bring science together with Art and performance. Thanks Scott for getting me an invitation.
  - g. Arthur E Wright School All

- Dennis: Never heard anything. Letting it die.
- h. Peace Garden Star Party Dennis
  - Dennis: They have gone dark as well. Might be was a volunteer not volunteering anymore.
- i. Access to membership lists Dennis
  - Dennis: Working to get all of Council to have access. National is a challenge right now.
- j. Bar B Q Judy
  - Dennis: Not going to be there now. Dennis will fund the watermelon, and Judy will cut. Who has a BBQ. Start time to be 6:00 p.m. Ed: Concern about getting BBQs. Scott: He has a BBQ but needs a truck. Dennis: Will advertise for it.
- k. Groups io roll out Russell/ Marc
  - Russell: The one thing that we are waiting on is an up-to-date membership list. There are two members that purchased a family and they are not there. They registered ... need to determine if manually entering names and email addresses. Launch date is still July 22. Ed: Decommissioning, have initiated a ticket, might need Michelle to act as employee on the ticket. Michelle is an employee and Judy is an emeritus professor if he needs further authorization.
  - Judy: Was not sure what you wanted to do. Dennis: Contact Judy, not Dennis. Okay so set up until end of the year, but no snacks. Judy: Apparently we were bringing in food under the radar. Scott: Could have the meeting at Boston Pizza. Dennis: Need Zoom set up for the August meeting for the vote, so they can vote, even if just a laptop set up.
- l. Commercial enterprises wanting access to FacebookDennis
  - Dennis: Company out of Didsbury, Alberta, asked for access, we don't really want advertisers on the FB group. Abdul: Had issue with one guy. Michelle: Would destroy the atmosphere.
- m. Eclipse viewers etc. Dennis
  - Dennis: Put in order for 5,000. Acknowledged by EPO. For 2023 and 2024. Lots of possibilities for public outreach events, still to be organized. Sidebar: there is a real potential for large donations in future.
- n. Name an Asteroid Scott
  - Dennis: The names were Jerry Smerchanski, Jennifer West, Bill McDonald. Scott: Tried to make a list of asteroids after MB connections and they are all men. Dennis: Limitation on the number? Scott: Currently asking for one per centre. Peter Janicki does it and his brother at Space Watch does it. Judy suggests we submit all 3, in order JW, GS, BM. Dennis suggests that is a good plan. Dennis: He can send Phil an email on Bill. Scott: He will send the list to National.
- o. Promotional handouts Dennis
  - Dennis: Kamala as an example she will do public outreach, wants handouts, he wanted to know what we have. Would like to get stuff to Kamala and Scott for the First Fridays. Will bring a box of these cards to Scott. Judy: To have box for Kamala. Dennis has a bunch of business cards, Judy has SkyNews, Abdul has 100 brochures, Scott needs something with website and contact info. Dennis will coordinate with Scott. Judy will give Kamala brochures at the BBQ. Spruce Woods public event will need some too in August. Also, need name tags for SWSP, No follow-up from Sam Giesbrecht. Russell can do the graphics. Also, a member donated Almanac, Handbook, Night Sky book; we should give these to Kamala, and Michelle can add a calendar. Abdul still has 10-15 calendars for 2022.

- Dennis: A member received two copies of Observers handbook.

11. Round table

All

- Ed: Questions: communications hat – for the bylaws: post on website and send to membership by email. Dennis will put it on the website forums. One-page summary style (Judy will dig for this)
- Michelle: Her friend was complaining about lack of comms for example on the status of the observatory electricity.
- Dennis: Will groups.io be separate from website or linked. Russell: It is completely disassociated, under members site will put in links to groups.io. Scott: It was in the Winnicentrics.
- Bryan: Book the Boston Pizza for the August.
- Scott: Did the donations last year arrive?

12. Next Meeting Monday August 1, or 2nd 7 PM?

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13. Adjourn

9:01 PM

	Name	Signature	Date
Secretary	Ed Wright		