

RASC WINNIPEG CENTRE COUNCIL

Minutes of a meeting of the council of RASC Winnipeg Centre held via Zoom on Tuesday, July 6, 2021, at 7:00 p.m.



PRESENT: Dennis, Abdul, Mike Stephens, Gord, Ed, Bryan, Judy, Terra, Mike Karakas

REGRETS: Andrew

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| 1. | Call to order | 7 PM | President |
| 2. | Indigenous acknowledgement | | |
| 3. | Welcome and Opening Remarks | | President |
| 4. | Additions to Agenda | | President 2 Minutes |
| | <ul style="list-style-type: none"> • We have a couple of items from Gord. • We have a question from D. Hennig on insurance coverage | | |
| 5. | Adoption of previous minutes | | President 2 Minutes |
| MINUTES ADOPTED AS PRESENTED | | | |
| 6. | Financial report | | Treasurer 2 Minutes |
| | <ul style="list-style-type: none"> • Abdul: Balance on Jun 21 was \$17,343.21. No recent payments going out. • Judy: Possible changes to the banking for online banking? Abdul: Will look into this. Also high-interest acct will check. ACTION Abdul to investigate change in services (online banking) and inquire at other financial institutions and high-interest savings account for GIC. | | |
| 7. | OLD BUSINESS | | |
| a. | COVID- Glenlea Opening | | Dennis 5 Minutes |
| | <ul style="list-style-type: none"> • Dennis: Orders changed. Washroom and dome? Gord: We would need sanitizing tools and clean after used. MikeS: St Malo park example. Could provide wipes for person to wipe down. MikeK: The rules are nebulous for me. Dennis: 2 options : 1) provide wipes for warm rm and bathroom, 2) they bring their own wipes. Bryan: I do have hand sanitizers there. Maybe extra hand sanitizer in the warm room. Dennis: Would need to get user to bring their own to avoid the drive. Judy: Do both. Gord: Health guidelines say wear a mask. Should maintain sign up sheet. Dennis: Bryan to put up new signs and Dennis to do an email to everyone. DECISION: In the building wear mask, maintain 2m distance, bring cleaning things to disinfect after done. Just the warm room and washroom to be open. Dome to be closed for now due to close proximity. | | |
| b. | Bylaws – Post? | | Dennis 2 Minutes |
| | <ul style="list-style-type: none"> • Dennis: No response from National yet. Judy: One person will ask immediately for the policy and procedures manual and terms of reference for the committees. Should acknowledge they are coming. Dennis: If interested to want the details, they should help with the details. All: Agreed to post the by-laws for membership to review and provide feedback. | | |
| c. | Incorporation | | Gord Tabled |
| d. | Next RASC Zoom Meeting – Bar B Q | | Dennis 2 Minutes |
| | <ul style="list-style-type: none"> • Dennis: Scheduled for July 17, restrictions are currently 25. Gord: Need to limit to 25. Ed to bring his old BBQ. Dennis: people to bring their own utensils. Judy: If | | |

more than 25 appear, we may need to ask people to leave. There is pent up interest in this. Dennis: Could set up BBQ over by the U of M dome. Could also make this a demonstration. We might have more people allowed by that time with loosening in COVID restrictions. Must maintain the 2m distancing.

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| e. | Strategic Plan | Ed | 5 Minutes |
| | <ul style="list-style-type: none"> Ed: We had 19 meetings by the committee, and are nearing the end of the process. Visioning more of an engaging org, with expanded base of support, MVV done, reviewed and identified current and future programs, more fundraising, more resources (volunteers and funds), at least one new program (merchandise); Judy is targeting to write up a draft by July 17. Gord: Higher level functioning is predicated on more volunteers and more funding. Dennis: Can we post a draft of MVV on website. Ed: Makes sense to him to get feedback on MVV; we'd need get to post on forums and Facebook. Dennis: This will satisfy the heads-up from Newsletter. <p>ACTION Ed to post the MVV in the Forums, Gord on Facebook.</p> | | |
| f. | Mentor Program | Gord | 2 Minutes |
| | <ul style="list-style-type: none"> Gord: Sent out the questionnaires and got responses. Terms of reference were posted. Judy: 4 people signed up. Gord: There is a link in the Mentor Forum for signing up. Email was sent out to everybody. Judy: Should it be on the website? Gord: Not for public. Judy: can you make a part that is not in the forum so that it is obvious on the website once members have signed in. GT will add to his queue. | | |
| g. | Operations Manual | Gord | 15 Minutes |
| | <ul style="list-style-type: none"> Dennis: Gord started this. We need to get more involved. Can we get a team to take this and run with this? Would like everybody on council to be involved. Gord: Meant to be easy to read version of the by-laws. Dennis: This one mirrors the National version essentially where people go – job description, terms of ref, can make reference to National, pick format. MikeK: Timeline? Gord: People will want to see the manual before ratifying the by-laws. Would mean delay to the incorporation. Judy: Thinks start with draft by-laws then ask us to clarify. Useful to read through and comment. Don't need to write from scratch. Dennis: I will be there as much as can. Need no longer than AGM (January). Dennis: For example the fin comm is in the strat plan and should be in the ops manual. Gord: Could say the TOR to be created by the individual committees. Ed: Key difference between operations/policy manual and the by-laws is that the ops manual goes to Council for approval whereas the bylaws have to go to the membership. MikeK: Trying to understand the hierarchy of the docs. Gord: By-laws need to be as simple as possible so not always going back to membership. Dennis: By-laws are parent doc, ops manual is the child. MikeK: Can be part of it. MikeS: Willing to work with Mike. Terra: Can help but not as much commitment as the strat plan. Does not want to spearhead. Dennis: MikeK to set the first meeting. Gord can help for one or two meetings. Thank you to MM&T | | |
| h. | Centre meetings break out rooms/surveys | All | 5 Minutes |
| | <ul style="list-style-type: none"> Dennis: Feedback was very positive. MikeS: Very good format. Dennis: Might try 3 rooms next meeting. This would be for August meeting. MikeS: Delay to Sept due to likely lower attendance in Aug. Judy is to do imaging. | | |
| i. | Social Events Post Covid | All | Tabled |
| | <ul style="list-style-type: none"> Tabled | | |
| j. | Scout Camp | Gord | 5 Minutes |

- Gord: They are considering changing the dates, currently late Sept, but might move to following weekend in October. The location is close to the city. Posted to Facebook. Gord will check again with Chris (the organizer), and repost.
- k. MSSS winner Sompton Neel – What if the Sun Vanished?
- l. Mission, Vision, Values – do we post? Dennis 5 Minutes
 - Dennis: MVV on the site posted? Gord: Post on the forums and Facebook. **ACTION Gord to post. Ed to do the MVV on the forums.**
- 8. Job Descriptions
 - a. Beginner Session Coordinator Judy
 - b. Newsletter editor Gord
 - c. Membership Coordinator Gord
 - d. Webmaster Gord
 - e. Loaner Scope Coordinator Abdul
- 9. Break at halfway point Dennis 10 Minutes
- 10. Updates
 - a. Light Abatement Terra 5 Minutes
 - Terra: Following comments they are posting, contacted Jenna about SWPP on the National site as a Dark Sky Preserve, she forwarded to appropriate staff, will need to speak with Tim. Gord: Got request from Michelle Boyce for a committee on satellite light pollution. Told her she needs to talk with light abatement (Terra).
 - b. Youth Outreach Andrew 5 Minutes
 - No update
 - c. Work with like minded organizations Dennis
- 11. Budget 2021 – develop based on strategic plan Dennis/Abdul. 5 Minutes
 - Dennis: As strategic plan is finalized, next step will be a budget for 2022 AGM, so it will be Abdul and a few people (finance cmte)... Should have a plan for next year. Gord: Mark Irvin has volunteered to help as he is an accountant.
- 12. NEW Business
 - SWSP DSP recognition 7 August Dennis 2 Minutes
 - i. Public announcement at Public Event for SWPP – Dennis: Cannot make it that weekend. Gord: It Silvia is making it about the other people including Friends of SWPP, presentation to Tim there, and also at SWSP (for DL to make).
 - Merchandise store Gord 10 Minutes
 - i. Gord: Came out of the survey, two avenues 1) promotional company for purchase on demand for inventory, or 2) run store on continuous basis for an ecommerce that prints on demand (more expensive). Gord has asked several companies. Judy wanted a v-neck. Ed: The #2 would be a good first step. Judy: Agree: let's try to do this for SWSP – by pre-paid on-demand this time (have to cover shipping). Need to get Silvia to give us a logo, and add a shirt order button on the signup and payment mechanism. Checking on Tee-Pee as it is a SWPP-identifiable feature. Gord has enough info to work on this. Gord: Sam to work on the signup and for people to pay for it. Ed: Make sure it is with a 2021 date on it.
 - RASC 2022 calendars \$10.95 Dennis 5 Minutes
 - i. Dennis: National says calendars available. Abdul: Last year bought 60, had some extra, so next year order 40. Will receive in October. Gord: price them on

assumption will have 10 left over. MikeK: One shot? Dennis: Sometimes can buy more.

MOTION: Abdul moved to buy 40 at \$10.95 plus shipping, Jenna amended to 50 – PASSED

- ii. Pricing – Gord: Suggest to sell for \$18. Dennis: \$18.00 this year. Terra: \$15.00 last year. Lots of support for this. MikeK: What is payment mechanism? Abdul: Last year was a cheque. Process was smooth. Judy: But many didn't sell. Shipping costs were higher than expected. MikeK: A person can order from National. Abdul: National charges \$17 plus shipping. MikeK: It's still less than for National. We can say \$18 for now, and can change later if we decide to do that. Ed: As we grow the organization, an e-commerce functionality will be way more useful. Gord: It can be added to website as a plug-in.
- WAVE Accounting Gord 5 Minutes
 - i. Gord: Uses this for his side business, is online, basic, nice reporting, double entry accounting. This is an option, finance committee should run with this, need to avoid being a binder in somebody's house. The fin comm should put in place an acctg system. This is one system. This would help the transition between Councils to prevent things being lost. Does do online invoicing (e.g., charge for a tee-shirt); it is a per-transaction cost (like a VISA/MC cost). Gord uses it in a private business.
- RASC website back end access Gord/Dennis 5 Minutes
 - i. Dennis: For access to backend, only executive have access. There s a spot on the backend where can put your financials. Gord: The mail list functionality is better but not great. In future could contemplate moving the RASC Wpg there once the new platform is ready. View this as insufficient for forums so should stay with our own.
- Board member participation Dennis 5 Minutes
 - i. Dennis: Thanks to everyone stepping up on the operations manual.
 - ii. Gord: Membership coordinator, would like to hand that off. Abdul: I could do it. Gord: one hour per week. I have documentation. I can send to you. Will work from RASC secure area. Anybody no longer part of RASC to have access changed on our website. Will send documentation of how to do this,
- Aiyaan Faisal Junior Winner of our Excellence in Astronomy Award at the Canada Wide Science Fair Dennis 2 Minutes
 - i. Dennis: He is now a new member of the centre and received a new scope. Should have them do an entry on the newsletter. Gord: Yes, good idea. Aiyaan created an application in JAVA-PLUS to calculate orbits (e.g., artificial satellite or natural satellite).
- Contact reports Gord 5 Minutes
 - i. Gord: Sent out a note on Robyn in Grand Beach, did some outreach, good idea to have a form to record, send sample form. We really need people to respond to the Council-LIST emails. We really need input, especially when we are incorporated, so when it says "I need votes", PLEASE we NEED people to respond and to comment or vote. Otherwise, we must change processes and likely only the Executive will end up running everything, which is not useful. If only 3-4 people are making the decisions, it is not good. Dennis: Need to respond even if it just "yes". Gord: We can't "swing in the wind" without any

input. We need Council's input. MikeK: I do not seem to be on the email list.

ACTION Confirm that the two Mikes are in the RASC Council list.

- Zoom Account

MOTION: Dennis moved, MikeS seconded to reimburse Gord for the Zoom in the amount \$81.76 or such amount as is required. Amended to a monthly cost – PASSED

- i. Gord: Can save \$50. Suggest we cancel the \$53 so monthly charge. Sent costing on changes that will save \$53/mo for Zoom webinar (up to 500 people on a webinar). We do not need this any longer as we are doing Zoom meetings. This reduces monthly cost (GT/MS) to \$20. Abdul: We will not have control to mute everyone if we need to do that. Gord: We do have that control. Judy: Excellent idea. Ed: Agree.

MOTION Gord moved that we cancel the webinar plan and move to a meeting only account with Zoom – PASSED

- Insurance

- i. Question from Darren Hennig on BHP – Dennis: For BHP they need fixed dates and location and what doing, then we send the dates/location sent to National, and they send us the rider. Judy: Who sets the dates? Gord: Darren needs to tell council the dates and we get approval for it.
- ii. General Insurance – Dennis: Need couple of people to get quotes for insurance. Gord: Need to confirm the value of the riders for the equipment. We seem to be over insured. Also, we need to have someone inventory. Maybe do that on July 17. There should be a rider on “total loss” from a flood or fire. Right now, there is a 100K coverage with some riders for particular equipment. Current new costs are far lower than the current riders for the equipment we now have.

ACTION Everyone to review email from Gord.

- 13. Next Meeting Fixed dates first Tuesday of the month Dennis
- 14. Round Table All 5 Minutes

- MikeS: Cannot make the BBQ unfortunately
- Ed: Need an email about BBQ replacing the regular meeting. **ACTION Ed to send message to the membership.**
- Dennis: Thanks for committee work, and for coming to the meeting.

- 15. Adjourn 9 PM

- a. Meeting adjourned at 9:03 p.m.

	Name	Signature	Date
Secretary	Ed Wright		