

## **Notes from a Flamsteed Astronomy Society Committee Meeting held on Monday 8<sup>th</sup> October 2018 at 7pm in Mycenae House, Blackheath**

Present: Andy Sawers (chair), Christina Chester (vice-chair), Clive Inglis, Malcolm Porter, Mike Meynell, Nick Phillips, Rupert Smith.

Apologies: Asra Jilani, Barry Cassels, Bobby Manoo, Brian Blake, Grey Liple, Helen Edwards, Roger Geeson, Simon Hurst, Tej Dyal.

### **1. Matters arising from the committee meeting on Tuesday 11<sup>th</sup> September**

#### Charlton & Woolwich Free Film Festival

This event was well attended, with around 40 people watching the film "The Dish" at Charlton House. Andy and Mike were in attendance from the Flamsteed and had clear skies both before and after the film. Attendees were treated to views of the Moon and Saturn, and we received some excellent feedback from organisers and attendees during and after the event.

#### New Scientist Live

Clive, Mike and Nick volunteered on the British Astronomical Association (BAA) stand, representing the Flamsteed, on the final day of this event. Once again, the event was a great success and we were kept busy speaking to attendees throughout the day. Our presence was much appreciated by the BAA organisers, and it seems likely that we will be involved once again next year.

#### Car Sharing Arrangements

Christina will be looking at this in the next few days, as the first event that requires car sharing (Romney) is taking place on the 9<sup>th</sup> or 10<sup>th</sup> November.

#### Membership Survey

Andy presented an updated version of the proposed membership survey. He stated that it is taking no more than 10 minutes to complete.

The museum membership department have been very supportive of the survey and have suggested a couple of additional questions, which Andy has incorporated.

Apart from a minor amendment which will require an additional question to determine if members were aware that we ran certain types of event, the committee agreed that the survey was ready to be distributed.

Andy agreed to make the minor amendment, get it announced at the next lecture on 15<sup>th</sup> October, and then distribute it to the membership soon thereafter.

The survey will be delivered via a Google Forms interface.

#### Under-18s Update

Andy clarified that, for events off museum premises, under-18 members must be accompanied by a parent or legal guardian. No other definition of accompanying person is acceptable to the museum. Events on museum premises do not require an accompanying adult.

In addition, Andy agreed to circulate the proposed amendments to the Memorandum of Understanding (MoU) to Christina, Malcolm and Mike, as those committee members were the most familiar with the document. After the amendments have been agreed by this sub-group, the MoU would be presented to the committee before we get sign-off from the museum.

#### Payment Cards – Collection of Money for Trips

Andy had investigated Revolut cards which could be used to collect payment for trips. He believed that it was workable, so suggested that he just go ahead and get a card and use it on a trial basis.

#### Planned Activities for 2018/19:

##### a) Great Equatorial Viewing Events and the AMAT

It was suggested that we ask the museum if it would be possible to incorporate tours of the new Annie Maunder Astrographic Telescope (AMAT) on evenings when the weather is too poor to observe using the Great Equatorial Telescope.

We could split the attendees into two groups, with half staying in the GET dome, and the other half going for a tour of the AMAT. This would be followed by a planetarium show, as normal. Mike and Nick agreed that they would be able to give talks about the AMAT. Christina agreed to contact Tej, so that he could contact the museum to determine the feasibility of this proposal.

##### b) Sky this Month at the Christmas Lecture

Malcolm proposed that the “Sky this Month” presentation at the Christmas lecture should be a “Sky Next Year” presentation. The committee agreed that this was a good idea, and Malcolm volunteered to deliver the talk at this year’s Christmas lecture.

##### c) Choice of Pub for Lecture Events

Nick stated that he would be using The Yacht pub in Greenwich, rather than the Trafalgar Tavern, to entertain our speaker prior to the next lecture event.

##### d) History of Astronomy Group

The first meeting is due to take place on Tuesday 13 November. At present, we are unsure of the speaker for this event, so we will await guidance from Bobby.

##### e) Radio Astronomy Meeting

Clive raised the idea of having a small radio astronomy workshop at the Royal Observatory Greenwich on a Saturday morning, potentially in the Endeavour Room. He had already spoken to Nick Babbs regarding to this and received a positive response. The workshop would be an update session for those already involved in radio astronomy, with new attendees also invited. The committee agreed to this proposal and Clive agreed to contact Nick Babbs to make the arrangements.

In addition, the proposal to site radio astronomy equipment in the alt-azimuth pavilion has not been progressed by the museum. It was agreed to raise this with Brendan Owens at the ROG over the course of the season.

##### f) Practical Astronomy Group

All workshop events and observing sessions have been scheduled and published on the Flamsteed website.

#### g) Trip to E-Eye

Unfortunately, due to lack of interest from the general membership, this trip had to be cancelled. The committee agreed that, should we organise an event of this type again, it should be planned at least 6 months in advance and deposits should be taken from members in case of cancellation.

#### h) Science Museum Visit

Christina suggested a trip to the Science Museum to visit the exhibition "*The Sun – Living with Our Star*". The exhibition runs until 9 May 2019. The committee agreed that this was an excellent idea. Christina agreed to contact a curator at the Science Museum to see if we could arrange a guided tour. She would contact Mike Dryland to get contact details.

#### i) Cinema Trip

The trip to the Greenwich Picturehouse on Sunday 14 October to see the film "First Man" is going ahead as planned. Andy agreed to email the ROG astronomers to see if they wanted to join us. Mike estimated that around 12 people had booked so far.

#### j) Trips

Malcolm mentioned that he may have a contact at a tour company who would be willing to arrange astronomy tours. The committee agreed that this would be the best way of organising our more complex trips. Malcolm agreed to get further details.

## **2. Appointment of Co-Opted Committee Members**

The committee agreed to the re-appointment of 4 co-opted committee members: Asra Jilani, Barry Cassels, Helen Edwards and Roger Geeson. Andy thanked all co-opted committee members for volunteering.

## **3. Committee Roles and Responsibilities**

### Changes from the 2017/18 season

- Helen Edwards agreed to continue in the Programme Secretary role, which she temporarily took over from Brian Blake during the 2017/18 season.
- Andy Sawers agreed to take over from Nick Phillips as Programme Administrator. Nick and Andy would arrange a handover in due course.
- Clive Inglis agreed to be added to be listed of Public Solar Viewing organisers.
- As announced at the AGM, Grey Liplely has stepped down as joint-vice-chair but will remain on the committee.
- Andy Sawers agreed to continue to organise lecture reports for the website, and the committee agreed that a rota would be organised of committee members to write event reports, so that the burden is not on one person.

All other roles and responsibilities remain the same.

The full list of roles and responsibilities for the 2018/19 season were agreed to be as follows:

Category	Event type	Role description	2018-19 volunteers
Lectures & learning	Programme secretary	Agreeing the lecture topics, approaching potential lecturers, and booking lecturers for each lecture date	Helen Edwards
	Programme administrator	Responsible for agreeing lecture dates, booking the lecture theatre, lining up museum resource to support on the evening, lining up volunteers to provide refreshments on the evening, contacting the lecturer to find out technology requirements, agreeing on meeting arrangements with the lecturer on the evening of the event (including lining up tours and/or dinner), sending thank-you note to the lecturer, administering any expense or fee reimbursements for the lecturer	Andy Sawers
	Social organiser	Provide refreshments and catering at meetings and events as required	Roger Geeson, Sue Yates, Bob Yates
	History of astronomy group organiser	Organises and runs meetings of the History of Astronomy Group	Bobby Manoo. Supported by Malcolm Porter.
	Trips organiser	Takes overall responsibility for organising society trips	Clive Inglis, Christina Chester
Observing	Blackheath observing organiser	Organises and runs meetings of the Observing and Imaging Group. Plan, schedule and arrange observing events. Ensure provision of equipment and qualified leaders at each session. Coordinate announcements, SMS, and web postings, etc	Rupert Smith
	Other observing: Romney, Leeds, Cudham, etc. (potentially Otford in future)	Organises and coordinates specific observing events (e.g. Romney observing) where bookings need to be taken and travel arrangements made	Romney – Helen Edwards. Supported by Nick Phillips. Other events – to be confirmed when venues are decided
	Observing assistants	Assists with the organisation of meetings of the Observing and Imaging Group. Helps with the provision of equipment and assists in the running of the sessions	Tej Dyal, Grey Liple, Clive Inglis, Mike Meynell, Nick Phillips

Category	Event type	Role description	2018-19 volunteers
	Solar - public	Organises and runs public solar viewing sessions	Tej Dyal. Supported by Nick Phillips, Simon Hurst, Barry Cassels, Mike Meynell, Clive Inglis
	Solar - members	Organises and runs members only solar viewing sessions	Clive Inglis. Supported by Nick Phillips, Rupert Smith
	Solar viewing assistants	Assists with the organisation of solar viewing sessions	Roger Geeson, Tej Dyal, Andy Sawers, Grey Liple, Mike Meynell, Nick Phillips, Simon Hurst, Rupert Smith
	Great Equatorial (plus possible AMAT tours)	Organises and runs the Flamsteed viewing events with the Great Equatorial Telescope	Tej Dyal
	Great Equatorial assistants	Assists in the running of the Flamsteed viewing events with the Great Equatorial Telescope	Clive Inglis, Nick Phillips, Mike Meynell, Simon Hurst, Barry Cassels, Roger Geeson
	Practical	Workshops	Organises society and public workshops at the ROG and elsewhere (telescope / imaging / radio, etc, workshops)
Outreach	Smashfest, APOTY, Shrewsbury Park, etc	Organises outreach events on behalf of the society	Andy Sawers, Christina Chester
Social Evenings	Pub evenings organiser	Organises and hosts monthly pub evenings	Brian Evans

Role	Role description	2018-19 volunteers
Chair	Acts as the embodiment of the FAS for all external matters. Takes the chair at all meetings of the FAS and committee at which he/she is present	Andy Sawers
Vice Chairs	Assumes the duties of the Chair when the Chair is unable to attend	Christina Chester

<b>Role</b>	<b>Role description</b>	<b>2018-19 volunteers</b>
Committee Secretary	Takes & publishes minutes and issues notices of meetings and agendas for committee and general meetings. Receives nominations for committee membership and proposals for resolutions. Organises elections for committee membership	Mike Meynell
Membership Secretary	Works with the NMM Members Office to answer enquiries, resolve subscription issues, welcome new members, and track membership numbers and meeting attendance	Welcome new members - Asra Jilani; Membership list - Mike Meynell
Web Editor	Organises hosting etc for the FAS website. Arranges design of the website as agreed with the committee. Coordinates provision, editing and upload of reports, articles, photographs and updates	Mike Meynell, Christina Chester
Forum Moderators	Moderates the Flamsteed online forum. Ensures that no abusive messages are posted. Splits discussion topics where necessary	Mike Meynell, Andy Sawers
Lecture and Event Reports	Writing of lecture reports and other event reports for the website	Andy Sawers + rota to be arranged
Social Media Coordinator	Organises social media accounts as agreed with the committee (Twitter, Facebook, SMS, LinkedIn, etc). Proposes & coordinates contributions	Christina Chester, Andy Sawers
Astrophotography Video Compiler	Coordinates the receipt of astrophotography images taken by Flamsteed members and compiles a video of the best images for display at Flamsteed lectures and other Flamsteed events	Simon Hurst
Management of Flamsteed e-mail Account	Responding to enquiries made to the Flamsteed email account	Mike Meynell, Christina Chester, Andy Sawers
Expenses Secretary	Keeps track of Flamsteed expense spend	Christina Chester

#### **4. Any other business**

##### Vote of Thanks

Mike proposed a vote of thanks to Andy and Christina for performing their roles as chair and vice-chair of the society for the past season and for their agreement to continue in role for this season. The vote was passed unanimously.

There being no further business, the meeting closed at 8.22pm.