

| Minutes of Committee Meeting | | FAS | |
|------------------------------|------------------------|---------------------------------------|--------------------------|
| Date: | 16 Aug 2023 | Chair: | Bobby Manoo |
| Time: | 19:00 GMT | Secretary: | Gurinder Lall |
| Venue: | Mycenae House | Author: | Bobby Manoo |
| | | <input checked="" type="checkbox"/> ✓ | |
| Attendees: | Bobby Manoo | | ✓ |
| | Helen Edwards | | ✓ |
| | Clive Inglis | | ✓ |
| | Tej Dyal | | <input type="checkbox"/> |
| | Simon Hurst | | ✓ |
| | Mike Meynell | | ✓ |
| | Barry Cassells | | ✓ |
| | Grey Liple | | <input type="checkbox"/> |
| | Nick Phillips | | <input type="checkbox"/> |
| | Adrian Challinor | | ✓ |
| | Mark Jeffery | | ✓ |
| | Gurinder Lall | | ✓ |
| | Roger Geeson (co-op) | | <input type="checkbox"/> |
| | Asra Jilani (co-op) | | <input type="checkbox"/> |
| | Paul May (co-op) | | ✓ |
| | Poly Philippou (co-op) | | ✓ |
| | Tom Riley (co-op) | | <input type="checkbox"/> |
| | | | |

Coordinators:

| | |
|-----------------------------------|------------------|
| Lectures and Talks Coordinator: | Helen Edwards |
| Observing Coordinator: | Mike Meynell |
| Workshops and Events Coordinator: | Clive Inglis |
| IT Coordinator: | Simon Hurst |
| Media and Comms Coordinator: | Adrian Challinor |

FAS Administration

Committee Members (**Bobby**)

- Bobby welcomed the new committee members, Paul May, Poly returning to the committee and Tom Riley who is unable to attend in person as he is away.
- **Richard Summerfield** is a regular volunteer at observing sessions over the year and all comments regarding him joining the committee has been sent in previously via email. There were no objections and agreement by the committee for him to join as a co-opted member. Bobby to inform him accordingly.
- Helena and Mike Richardson will volunteer for events in the upcoming season and can join as co-opted members if they decide on this based on their experience.
- Bobby mentioned that **Tej Dyal** will be stepping down from the committee at the end of this season. Tej has been driving the Observing events this season and was a long-standing committee member who has contributed significantly to the Society over the years. Mike has added that he wished to put on record that Tej has done provided a fantastic service to the committee especially with the Blackheath observing sessions this year. The entire committee was in agreement and wished him well.
- **Vice Chair** – Simon Hurst has put his name forward for the position of Vice Chair, there were no objections from the committee on this proposal and therefore he will be nominated to this position at the next AGM
- Overview of the **Committee Structure** and roles for next season was presented. Some changes were made and those leaving the committee, and new members were identified. See revised committee Structure in the Appendix which will be shared with the RMG after the AGM.
 - Summary of changes are as follows:
 - Asra to take on role as Secretary
 - Paul May to take on role as Coordinator of Lectures
 - Poly to take on role as Coordinator of Workshops and Special Events
 - Mike to fill in for all observing events, Gurinder, Barry and Simon to support.
- Barry mentioned that in his opinion, the new structure within the committee is working really well since it has been introduced over two years ago, the entire committee agrees with this and will continue to work under this structure.

FAS Membership

- Staff shortages in the museum has impacted regular monthly updates but we do have a current status. Adrian has also reported that he has reconciled the membership and email list for all active members.

- The means of recording joint members have changed. Joint accounts are now being recorded as joint and honorary. Perhaps because of a limitation to capture 2 email addresses for join members.
- In terms of figures, we now have 464 active members with 93 new members, 64 lapsed, 15 have departed. See the dashboard in the Appendix.
- Figures from last year were artificially inflated as the museum did not report the full list of lapsed items, this will make it problematic to compare this years figure with last year's figures. Bobby to evaluate this when reporting to the AGM.
- In terms of demographic, we have most of members are within 50 miles of ROG.
- Overall, this is not a bad position in terms of membership as we need to consider the current economic climate, ULEZ restrictions and also some fears of COVID are still prevalent.
- Adrian was thanked for all his efforts in keeping the membership details updated.

Finances

- There are no outstanding payments or claims to make from the previous season.
- Bobby was asked if we can get some type of 'Petty Cash' from our budget to use for expenses instead of always going through the payments process. This will be picked up and discussed with Sarah.

General (**Bobby**)

- Proposal for AGM structure in September.
 - o Bobby indicated that he will provide a recording of the AGM statement and send to members ahead of the AGM so they can review this in their own time. For the actual AGM, he will present a very brief highlights and then go straight to the voting. This will save on time for the main lecture. There was agreement to this approach.
 - o At the AGM, the bulk of the time will therefore be spent on the election of officers. This was discussed and it was agreed that Mike Meynell can facilitate this to elect the Chair, Vice Chair, and only the new committee members.
- FAS Master Calendar and Google Drive has been updated with new credentials.
 - o Simon has agreed to run an IT help session to help with any issues.
 - o Bobby asked that any relevant documents from this season should be placed there for future reference.
- FAS polo and sweatshirts surplus order has been done so we now have stock which is readily available. This is with Bobby.
 - o Committee has confirmed that these apparels will only be available to committee members and volunteers for our events – and not to the general membership as it is a means of identifying those who are helping with events.

Lectures and Talks Team

Main lectures – **Mike, Helen**

- All 10 dates are booked, including speakers and topics. There is one exception for Chris Lintott's talk and this information is being followed up.
- There are 2 standby speakers in the event that someone drops off and they can also be included for next year if required.
- First lecture is being done by Stuart, including a book signing and he may be the only speaker this season who will charge a fee.
- Bobby reported that the Main Lecture Procedures document is also updated and will be followed up with a meeting this month or early next month.

- Gurinder reported that feedback from speakers have been really positive over the last year. We sent back feedback based on quotations from the members. These are in the form of templates which were sent back to the speakers. Bobby asked for this to be included in the Procedures Document.
- Gurinder suggested to send a package with all information but Mike suggested that it may be best to split it up and send in bite size chunks.
- It may be possible to have Sarah update the links for all lectures given that they are already arranged.

HOA talks - **Mark**

- Mark was happy with the updated procedures document for the HoA talks and he has also added to that document. He recommends using this going forward. He also supports Mike is sending requests to speakers in two parts so as not to be very overwhelming to the speakers.
- All HoA talks have been booked through to December. This has been shared to the committee and put into the Appendix.
- Mark has found it challenging to get feedback from speakers and this was also the case with the Main Lectures. Mike suggested to contact speakers on a Wednesday or Friday afternoon as he has found those times work best.
- Mark was also trying to get more female speakers but has found this to be difficult.
- Mark also suggested to have Christmas mince pies for the December talk and this was supported by the committee. Mark will need to check if that is ok with Mycenae House and Mark has offered to make the pies himself.
- A request was made to have Zoom sessions for speakers who are remote and this was agreed and it was mentioned that this is workable from an IT perspective at Mycenae House.
- The HoA numbers have been relatively low but it was mentioned that perhaps we need to improve on the marketing for the talks and also give more lead time for bookings. Mark will take this onboard for next season.
- Mark was thanked for the work and effort that he has put into the last season and we are all looking forward to his events this coming season.

Observing Team

Blackheath – **(Mike)**

- Mike has sent a proposal for improving the Blackheath Observing session. See Appendix.
- Fridays have been poorly attended so it is suggested to have these on Saturdays and Sundays.
- We should also increase the number of sessions per season.
- Use the volunteer system which was used this season for Solar Observing as this has worked well.
- Mike asked for feedback and Bobby felt asked if these would be too many sessions to handle. Mike responded that we will have to see as this would depend on the feedback from volunteers to make it work. We can also consider reducing the frequency during the cold winter months.
- All was in agreement to proceed with the proposal from Mike.

Solar **(Clive, Mike)**

- Solar Observing session have been going great when they are actually on.

- Out of the 12 that have been scheduled, 5 was successful, 5 was canceled and 2 more to go and the weather does not look promising.
- People have asked if the dates could be moved but this is set well ahead of time by the ROG and there are compelling reasons for these to be fixed. Mike spoke with Greg Brown and he also agrees that we need to be more flexible with the dates. This will be picked up again next season.
- The current location has been quite pleasant and busy. South site is not really open even though supposed to be - but the gates are still shut. Cannot get passersby from park easily as way in is a long way away. We will keep going as is for the 2 remaining sessions this season and evaluate options for next season.
- Clive raises Member sessions has also been hit by weather. 1 ran; 3 cancelled, 1 pending. We were meant to start the sessions at 6 pm but the museum said site is staying open till 6 pm so we couldn't get access till 6.30. Need to abandon August session if that stays the same next season.
- There has been a fantastic list of volunteers for solar observing and this has worked well this year.
- Bobby thanked Mike and Clive for all the good work in running the Solar Sessions.

ROG team GET and AMAT sessions **(Mike)**

- Gurinder, Simon and Barry to get together and assist with organizing these sessions for next season.

External Observing **(Nick)**

- Romney sessions will no longer continue due to Martin Male leaving FAS.
- Suggestions for sending a note of thanks and a gift from the society.
- Proposal to get him a Astrophotography book and signed by all committee members. Poly to purchase and keep until we can do the presentation (maybe for Xmas lecture).
- We should still consider to give him honorary membership to FAS.
- Bobby to contact Sarah about book and also FAS honorary members.
- We should mention Martin and his contribution at the AGM.

Workshops and Special Events Team

Practical workshops **(Clive)**

- Clive, Mike, Poly, Mark and Barry to get together to put together a proposal for dates and possible workshops for the next season. Clive to setup a meeting with this group to discuss plans.
- Mike suggests to have one workshop before Christmas and the rest next year.
- Mark has also proposed to do a workshop on Citizen's Science. Mark will be able to put this workshop together as he has had experience with this already.

Outreach/trips **(Clive)**

- Poly has completed the Lessons learnt document and put together a blueprint based on the BAA Comet day event. This is on the shared drive.
- Poly has reached out to UCL observatory for a visit. One visit was cancelled due to the pandemic and we could look at getting that organised again.
- Gurinder suggests Jodrell Bank and this was agreed. We could try the contact with lecturer from last season.
- Mark suggests Norman Lockyer Obs as a trip although it is in the middle of nowhere. Bobby will pass on notes from Grey as some groundwork was already done in that area.

- in group Gurinder Clive Mark Richard Tom on the group as well as Poly. Need a discussion group for trips.
- Evaluate if a trip to Cambridge is possible following an offer by Matt Bothwell.
- Poly, Gurinder, Clive, Mark to have a meeting to discuss trips.

Program of outreach to Young Adults (**Tom**)

- Tom has put together a well thought out and wide-ranging proposal for an outreach program for Young Adults. This has been shared with the Committee and is provided in the Appendix. While Tom is not at the meeting to discuss this in detail. Bobby has asked all committee members to review the proposal and send feedback. We will have a dedicated meeting to review the items. Some of the proposals may need to be looked at in the context of the relation with RMG.
- Richard also had some ideas for outreach with people in retirement homes. As we should not only think about outreach with young adults. We can reach the councilors on Greenwich and they can be used as contacts to kick this off.
- Bobby to setup a meeting and include Mike, Simon, Poly, Richard.

Media and Comms Team

Email Administration – (**Adrian**)

- Adrian reported that we have still got the Twitter/X account which is mainly being used go/no-go calls on event and will continue into the next season.
- Whatsapp is being watched as it may be discontinued in the UK based on current E2E encryption legislation. Not likely to happen but will be monitored.
- On the Newsletter issue, Bobby chased several times with no response from the Museum. Simon send through a case study to Sarah and we are waiting on feedback from Chloe. This is being reviewed based on GDPR and they will get back to us. Simon will chase up next week. We would like to get this in place before the new season.

IT Team

IT technical (**Simon**)

- Simon to arrange a date to have training session for Lectern PC dry runs at the Lecture Theatre. This will be done in the new season.
- Adrian will take over filling in the roles for the Control Room sheet from Simon. This will include assigning hosts, Q&A admin and backups for our Main and HoA talks. We will add Mark and Paul to this lineup. We should also add another column for someone to take up the report writing ahead of the session.
- Website is working well and good feedback from website users.

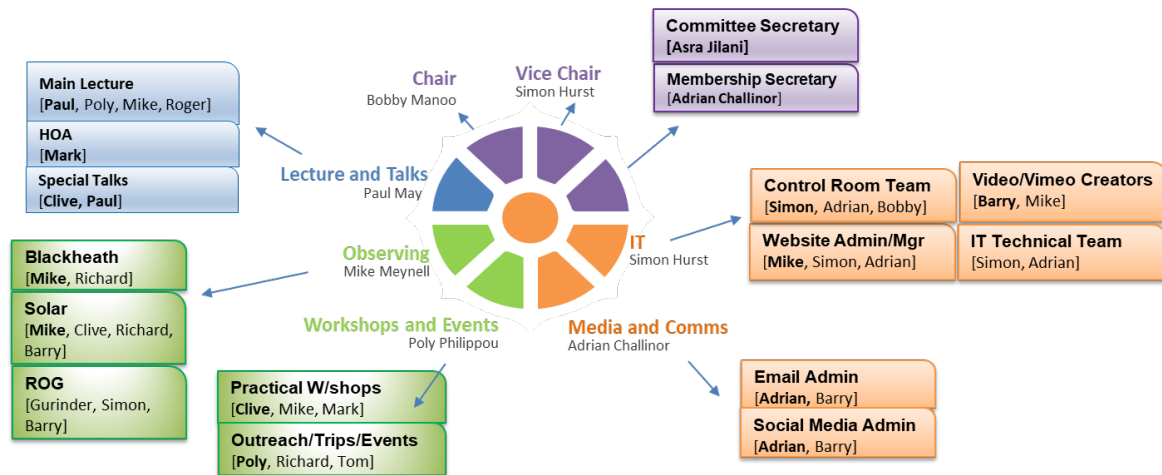
AOB

- Ticket Tailor has been proposed to replace EventBrite given that they have now decided to charge a fee for events above 20 people. While the fee is not huge, we do have a lot of events so the cost would add up. Mike tried it out for the last members Solar viewing and it worked well. They are also UK based and there are no problems with GDPR. Mike to check if there is an app for participants to see what they have booked on Ticket Tailor.
- One of our members, Serg, has sent an email for possible collaboration with an Observatory in Croatia – Bobby to follow up and get some more details as we are not sure on what kind of collaboration is being proposed.

- Adrian is not moving to Athens. But will be away periodically and will therefore stay on the Committee.
- It was proposed to have a dedicated members session with the Astrophotography at the museum. Adrian to follow through with Sarah for options and dates and keep Poly on copy.
- Roger has sent a note indicating that we need more volunteers for the refreshments. This will be picked up when we meet to plan and organise the main lectures as we will need to draw up a roster and get members involved in this.
- Poly asked if we have heard any more news about the closure dates for the museum. This will be followed up by Bobby with Sarah as we need to confirm if the Lecture Theatre will be impacted.
- Bobby thanked the entire committee for all the hard work, support and enthusiasm over the past season and shared the view of the committee that we are all looking forward to the new season.

APPENDIX

1. Revised Committee Structure



2022-2023 Current Season

| | | | |
|-------------------|---------------------------|----------------|----------------------|
| Bobby Manoo | Helen Edwards | Mike Meynell | Simon Hurst |
| Gurinder Lall | Mark Jeffery | Nick Phillips | Clive Inglis |
| Adrian Challinor | Barry Cassels | Tej Dyal | Grey Liplej |
| Asra Jilani (c/o) | Roger Geeson (c/o) | Paul May (c/o) | Poly Philippou (c/o) |
| Tom Riley (c/o) | Richard Summerfield (c/o) | | |

2023-2024 Next Season

| | | | |
|------------------|---------------------------|----------------|--------------------|
| Bobby Manoo | Paul May | Mike Meynell | Simon Hurst |
| Gurinder Lall | Mark Jeffery | Poly Philippou | Clive Inglis |
| Adrian Challinor | Barry Cassels | Asra Jilani | Roger Geeson (c/o) |
| Tom Riley (c/o) | Richard Summerfield (c/o) | | |

2. FAS Membership Dashboard

FAS MEMBERSHIP DASHBOARD

Season 2022-2023

| ANNUAL ACCOUNTS | | | | | | |
|-----------------|-----------|------------|-----------|-----------|-------------|---------------|
| Membership | New | Existing | Lapsed | Dropped | TOTAL (N,R) | TOTAL (N,R,L) |
| Single | 49 | 117 | 37 | 9 | 166 | 203 |
| Concession | 17 | 108 | 19 | 0 | 125 | 144 |
| Joint | 27 | 54 | 11 | 5 | 81 | 92 |
| Honorary | 0 | 12 | 0 | 1 | 12 | 12 |
| Young Adult | 0 | 2 | 0 | 0 | 2 | 2 |
| Total | 93 | 293 | 67 | 15 | 386 | 453 |

| ANNUAL MEMBER COUNT | | | | | | |
|---------------------|------------|------------|-----------|-----------|-------------|---------------|
| Membership | New | Existing | Lapsed | Dropped | TOTAL (N,R) | TOTAL (N,R,L) |
| Single | 49 | 117 | 37 | 9 | 166 | 203 |
| Concession | 17 | 108 | 19 | 0 | 125 | 144 |
| Joint | 27 | 106 | 22 | 10 | 160 | 182 |
| Honorary | 0 | 12 | 0 | 1 | 12 | 12 |
| Young Adult | 0 | 2 | 0 | 0 | 2 | 2 |
| Total | 120 | 345 | 78 | 20 | 465 | 543 |

| ACCOUNTS PER MONTH | | | | | | |
|--------------------|-----------|------------|-----------|-----------|-------------|---------------|
| Month | New | Renew | Lapsed | Dropped | TOTAL (N,R) | TOTAL (N,R,L) |
| Sep | 5 | 34 | 8 | 0 | 39 | 47 |
| Oct | 18 | 27 | 5 | 0 | 45 | 50 |
| Nov | 9 | 18 | 1 | 7 | 24 | 25 |
| Dec | 11 | 12 | 7 | 0 | 23 | 30 |
| Jan | 15 | 15 | 7 | 0 | 30 | 37 |
| Feb | 15 | 22 | 10 | 1 | 37 | 47 |
| Mar | 11 | 24 | 3 | 0 | 36 | 38 |
| Apr | 3 | 20 | 1 | 7 | 23 | 24 |
| May | 0 | 25 | 8 | 0 | 25 | 33 |
| Jun | 1 | 31 | 9 | 0 | 32 | 41 |
| Jul | 7 | 37 | 8 | 0 | 44 | 52 |
| Aug | 1 | 28 | 0 | 0 | 29 | 29 |
| Total | 93 | 293 | 67 | 15 | 386 | 453 |

| MEMBERS PER MONTH | | | | | | |
|-------------------|------------|------------|-----------|-----------|-------------|---------------|
| Month | New | Renew | Lapsed | Dropped | TOTAL (N,R) | TOTAL (N,R,L) |
| Sep | 6 | 41 | 10 | 0 | 47 | 57 |
| Oct | 23 | 32 | 0 | 0 | 55 | 61 |
| Nov | 9 | 22 | 1 | 10 | 30 | 31 |
| Dec | 15 | 12 | 9 | 0 | 27 | 36 |
| Jan | 20 | 17 | 8 | 0 | 37 | 45 |
| Feb | 21 | 24 | 11 | 1 | 45 | 56 |
| Mar | 11 | 29 | 3 | 0 | 40 | 45 |
| Apr | 5 | 30 | 1 | 9 | 35 | 36 |
| May | 0 | 27 | 10 | 0 | 27 | 37 |
| Jun | 1 | 38 | 10 | 0 | 37 | 47 |
| Jul | 9 | 43 | 9 | 0 | 52 | 61 |
| Aug | 1 | 32 | 0 | 0 | 33 | 33 |
| Total | 120 | 345 | 78 | 20 | 465 | 543 |

3. HoA Talks (Mark)

History of Astronomy Talks – September to December 2023

Sept 21st

Dr Jane Clark

Tycho Brahe – the first big Science Project

October 19th

Wolfgang Steincke

Herschel – and the Flamsteed Numbers

November 23rd

Charles Draper - The Herschel's

December 21st

Richard Westwood

The History of Solar Eclipses

- Planning a Christmas special on the 21st December, maybe a quiz and mince pies (is this allowed?)
- Thanks to Bobby and Mike for their support this year, helping me get going, and for all the techie stuff, its much appreciated.
- Would like to find more women speakers, so any suggestions welcome
- Have some speakers that would do a Zoom call, so wondering if we can still gather, and then have speakers online?
- Any thoughts suggestions, appreciated.

4. Blackheath Proposal (Mike)

Flamsteed AS: Blackheath events 2023/24

Current model:

- Target Friday / Saturday evenings (main evening / backup)
- Scheduled once per month, but rolled on week by week if event is cancelled (subject to volunteer availability)
- Schedule for First Quarter Moon, so as not to clash with Romney events
- September/October to May (8/9 months of events)
- Volunteer schedule is arranged on an ad-hoc basis

Proposed model:

- Target Saturday / Sunday evenings (main evening / backup).
- Attendance for Friday events has been noticeably lower, due to work commitments, traffic, school day, etc
- Schedule for New Moon or First Quarter Moon, as Romney events are not going ahead. September to May (9 months).
- Schedule successive weeks (i.e. twice per month), from September to May, so people are aware of plans in advance. Possibly run events on successive weeks if the weather / volunteer availability allows.
- Volunteer scheduling along same lines are public solar viewing sessions, arranged in advance. Suggest we arrange volunteers for two months in advance, on a rolling month basis.

Proposed Dates:

September 16/17 - 8.30pm
September 23/24 - 8.00pm
October 14/15 - 7.30pm
October 21/22 - 7.00pm
November 11/12 - 7.00pm
November 18/19 - 7.00pm
December 9/10 - 7.00pm
December 16/17 - 7.00pm
January 13/14 - 7.00pm
January 20/21 - 7.00pm
February 10/11 - 7.00pm
February 17/18 - 7.00pm
March 9/10 - 7.30pm
March 16/17 - 7.30pm
April 6/7 - 8.30pm
April 13/14 - 8.30pm
May 4/5 - 9.00pm
May 11/12 - 9.00pm

5. Outreach to Young Adults, (Tom)

FAS Engagement and outreach for young adults

Possible events:

1. A level/ (GCSE+) lectures

This could be a series of lectures/interactive talks aimed at students currently studying a level physics with an interest in astronomy. Talks could support the current curriculum, bolstering student's knowledge and inspiring them moving forward into higher education. GCSE+ lectures would be aimed at students leaving Y11 and going into sixth form.

2. University taster lectures

Talks/lectures could be given on introductory astrophysics/physics topics found in various university courses. This could inform and inspire anyone looking into higher education related to astronomy.

3. Developing observational skills

This could be a workshop/series of workshops aimed at making young people competent and confident in observational astronomy. Lessons on naked eye and telescopic astronomy would both be relevant (planetarium would be suitable). Lessons on astrophotography and the relevant software could also help further inform young adults moving on from visual astronomy.

Improving outreach:

1. Advertising through schools and universities

An easy way to target young adults would be to advertise inside sixth forms at schools and inside relevant departments inside the university of London. Sixth forms would also be ideal places to present the previously mentioned A level/ university taster lectures.

2. Astronomy Ambassadors

Flamsteed could collaborate with the ROG AA on any of the mentioned events. The AA can also advertise directly through the observatory, members of the AA come from further than Greenwich. Conversely FAS could advertise the Astronomy ambassadors, young people in FAS are more than welcome to attend ambassadors' events and meetings.

3. Communicating with Young adults

Many young people check emails sporadically (myself included from time to time) so notifying younger members about events via email may not always be successful. It would be worth sending notifications about events via other media. Idea: a WhatsApp group specifically for notifying people about events (non admin could be muted etc.) this way effective text alerts could be sent out which young adults are more likely to react to. Advertising through schools and universities is also a suitable way to achieve this communication. Other social media apps are also suitable to use.

General notes.

Personally I have particularly enjoyed observing events on the heath and the GET events, the astronomy sketching workshop and the lecture by Matthew Bothwell with the Flamsteed Society. With the Astronomy Ambassadors, I particularly enjoyed speaking to the astrophysicists and other staff about careers in astronomy.