

Minutes of Committee Meeting			FAS
Date:	10 January 2023	Chair:	Bobby Manoo
Time:	19:00 GMT	Secretary:	Gurinder Lall
Venue:	Mycenae House	Author:	Bobby Manoo
Attendees:	Bobby Manoo		✓
	Helen Edwards		✓
	Clive Inglis		✓
	Tej Dyal		✓
	Simon Hurst		✓
	Mike Meynell		✓
	Barry Cassells		✓
	Grey Liple		☒
	Nick Phillips		✓
	Adrian Challinor		✓
	Mark Jeffery		☒
	Gurinder Lall		✓
	Roger Geeson (co-op)		☒
	Asra Jilani (co-op)		✓

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

Administration

Committee Members

- Bobby informed the meeting that three committee members will be stepping down at the end of this current season. Helen, Nick and Gurinder. We will all need to therefore keep an eye out to look at appropriate replacements for these seats. We will continue with our existing process of inviting members to volunteer for events and then Committee members can recommend suitable candidates to join the committee.
- Tribute for Malcolm Porter, we will all have a think at possible tributes for Malcolm. In the immediate future, we will put through a tribute video of Malcolm's astrophotography at the next Lecture, this will form part of the Run Order after the Introduction. Adrian noted that Malcolm joined FAS on 8th Jan 2005.

Finances

- Zoom payments to be moved from Mike and investigate if this can be done directly by RMG. (Asra). We should be able to cancel at any time but we will need to pick this up with the RMG to pay directly. 1000 user webinar and then the storage. We have agreed on the following course of action:
 - o Evaluate options to create a private YouTube channel for FAS which can be used for recordings, from there we can then upload videos to our Vimeo archive.
 - o Simon has already created a FAS YouTube account.
 - o Simon/Mike to confirm configuration with YouTube/Zoom and then confirm what Zoom configuration we will need. Within a week.
 - o Then Asra to arrange with the ROG on Zoom cost and take this away from Mike.
- Any updates on other payments or upcoming invoices (Helen/Asra)
 - o Mary did not claim for her last invoices so this can be included in her upcoming invoices this season.

Marketing

- Marketing material for FAS has been requested by Bobby. Sarah has indicated that she will progress with this. Bobby to follow up and see where this is at.

General

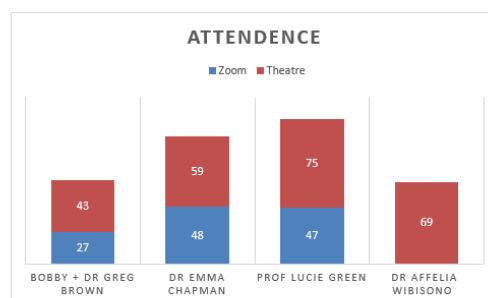
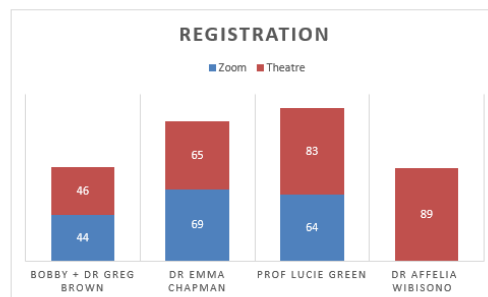
- Bookings with Mycenae House Update (Asra)
 - o All rooms booked on Wed and Room 10 booked most days.
 - o The Big room is available for some of these days but it is not ideally suitable for our types of talks and workshops.
 - o Mark has suggested a new venue which is not very far away and he has access to the facility and can help with arrangements, the following are the details:
 - The main auditorium will seat 300
 - A smaller room for 50/60
 - Has full projection and PA facilities, although streaming won't be possible
 - If we want to record the event, I will need to investigate further how this could be done.
 - We can serve tea and coffee in the auditorium or in the smaller space
 - The facilities to produce this are on site, but we would need to provide supplies
 - Projection and / or large screen can be made available in the smaller room.
 - Toilets are alongside both locations
 - Underground car park 40 cars
 - Chairs are in the room; we will need to setup how we want
 - Disabled toilets and full lift access
 - Internet is available in all rooms
 - Blackheath station is about 3/4 mile away, or a short bus ride, and Lee station is a bit further.
 - This area is served by the 202 and 261 bus out of Blackheath and Lee
 - Buses out of Lewisham 261, 321, 122, 178
 - The charge will be nominal, as access and egress would be managed by me, as well as the management of the venue on the night.
 - o We will try to use these new facilities for an HOA session then confirm usage going forward.
- FAS Master Calendar on GDrive updates – working fine for everyone.
- FAS GDrive accessibility update
 - o Still with Adrian's account but not being paid for.
 - o Bobby will monitor and see what and be done too get both these services under one account.

Lectures and Talks Team

Main lectures - Helen, Gurinder, Simon

- Brief update from Helen on Main Lecture Schedule for upcoming months.
 - Lecture slots for next season has had some possible speakers lined up but there are still confirmations pending.
 - Feb has not yet been filled. In contact with RMG for a planetarium talk but no response just yet. Ed Bloomer / Francisco can perhaps be approached for a talk.
 - Mike to check with possible speakers during his time at the Astrofest in February.
 - Given the both Helen and Gurinder will be stepping down after this season, Clive and Mike have volunteered to be included into Main Lecture planning.

- Update on In Person Live / Zoom recorded only.
 - We have agreed previously to evaluate turnout to lectures and make the decision at the first cttee meeting in 2023. **Option 1** would be to continue with the Hybrid format with live stream, **Option 2** would be to drop the live stream but keep the recordings.
 - View Attendance Register over past few lectures.



- After discussing the pros and cons of the above, the vote was cast and there was 10 in favor of Option 2 no live stream; 1 in favor of Option 1 with the hybrid live stream.
- It was therefore agreed to make this announce at the January lecture to say that Feb (or the next one) will be the last live stream hybrid.

- Update on alcoholic post lecture drinks. Will continue with the non alcoholic drink until a decision comes through.

HOA talks - **Mark**, Bobby

- Plans for next season (Mark and Bobby)
 - o Possible speakers have been allocated to most of the slots for this season. The last session will need to be confirmed with a possible speaker.
 - o As reported above, the new facility which was proposed by Mark will be considered for the HOA lectures.

Special Talks

- Varsha has had some issues in delivering a talk using a live stream and also in front of an audience. As such, Adrian will fill in and deliver the next Astro News in her place. Clive will continue to look for possible speakers for the Sky this month and Astro News
- Clive has also agreed to put together a Members Talk this season for June. This would be in addition to the normal monthly lecture.

Observing Team

Blackheath – (Mike, **Tej**)

- Dates have been published and no issues to report on this item, Tej is running with it.

Solar (**Clive**, Tej)

- Updates on plans for Solar viewings for next season. Action for Bobby to arrange contact between Clive and the Manager (Lance Bourne) to work out options for the public events. Mike, Clive to attend this meeting as well. We will try to start around end of May for these events.
- Repairs to solar telescope mount being organized between Mike and Clive. The nightingale scope is in a bad shape and repairs are still in progress.

ROG team GET and AMAT sessions

- **Tej** has confirmed the dates and no issues to report with the dates.
- Last GET session was the shortest attendance (6 persons), possibly because 2 sessions were very close proximity and the weather around that time was quite bad.

External Observing (**Grey**, Nick, Roger)

- Nick has received dates from Martin Male for Romney.
- No response from Scilly Isles, Grey will follow up on this.
- Grey has sent through proposals for Observing events.
 - o Crayford Manor House Astronomical Society and the Norman Lockyer Observatory
 - o Herstmonceux Observatory
 - o Jodrell Bank to be considered for a possible trip after the above has been confirmed.
 - o Add Mike to meeting with Grey and Clive to look at planning trips.

Workshops and Events Team

Practical workshops (**Mike**, Tej, Clive)

- Update from Clive on workshops. Astrophotography in place with Mike and Rupert is in discussion with Clive.
- Mary will be also be included.

- Telescope workshop can be included this season as well. With Mike, Clive and Tej. Mike to send through the last presentation material and this can be used as a starting point to put together this workshop.

Media and Comms Team

Email administration – (Adrian)

- Adrian mentioned that he has implemented a mandatory 4 eyes check on all emails going out to members. This is to satisfy the GDPR requirements of the ROG and there is no other option at this time. As such, any of the committee members can work with Adrian on this check, it takes only a few minutes.
- The FAS membership has grown by over 90 in 2022. It was 475 at end of 2022 and 10 more have been added in the new year.

Social media admin (Adrian, Tej, Barry)

- No changes to current social media accounts or postings.

IT Team

IT technical (Tej, Simon, Mike)

- Simon to arrange with Richard for a session to provide a backup plan for the IT control room.
- Simon reminded the meeting that Committee Members need to use the Run Orders and ensure that all sections are adhered to. This is to ensure smooth running of the events based on the Run Order.
- Tej indication that he has a list of items to discuss in relation to the Run Order. Bobby asked for that list to be documented and send to the IT team for review and discussion and if required, we can have a meeting to discuss and demonstrate the issues.

Meeting ended at 8:55 pm