

Agenda of Committee Meeting			FAS
Date:	06 October 2022	Chair:	Bobby Manoo
Time:	19:00 GMT	Secretary:	Helen Edwards
Venue:	Zoom Conference	Author:	Bobby Manoo
Attendees:	Bobby Manoo		✓
	Helen Edwards		✓
	Clive Inglis		✓
	Tej Dyal		
	Simon Hurst		✓
	Mike Meynell		✓
	Barry Cassells		
	Grey Liplely		✓
	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
Website Coordinator:	Mike Meynell

Administration

New Elected Members

- Mark and Gurinder were welcomed as elected members to the Committee.

Roles for next season – updates and changes:

- **Committee Secretary** will be taken up by Gurinder Lall with Asra assisting with the expenses function.
- **Membership Secretary** will be taken up by Adrian Challinor with Mike assisting with one item relating to producing the badges for committee members.
- **HOA Lead** will be taken up by Mark Jeffery and will be assisted by Bobby during the initial period.
- **Special Talks Lead** will be taken up by Clive Inglis.
- **Website Admin** to move under IT given that the new website is now up and running.

- **Helen Edwards** has indicated that she will be stepping down from her Committee Roles at the end of this season so we will need to collectively look at options to replace Helen. Bobby has thanked Helen for all her contribution to the Society thus far and looking forward to working through her final season on the committee.
- The revised structure and the high level description of the roles are all contained in attached documentation.

Misc Items

- Zoom payments to be moved from Mike and investigate if this can be done directly by RMG. **Asra** to pick this up and follow through.
- Marketing material for FAS to be reviewed.
 - o Clive has about 100 from Sarah which were redesigned. **Clive** to bring some next Monday and we can come back to review to see if we need a redesign and then determine printing. (**Mike, Bobby, Clive**).
- A FAS Master Calendar was created by Bobby on Excel and placed on the shared drive. This will be used to avoid any clashes with events as we progress on the planning phases. There was a suggestion to consider using a Google Calendar as this will provide added functionality and will be more portable for committee members. **Mike** to send Bobby a version of this calendar which was used some years ago.
- Helen to check with Mycenae House to renew membership. **Mike** to send application forms to Helen and then determine if we need to renew membership and then we can start looking at date options for our events.

Lectures and Talks Team

Main lectures - **Helen**, Gurinder, Simon

- Brief update from Helen on Main Lecture Schedule for upcoming months.
 - o Dates for Lecture slots for next season have been carded. The September talk has been moved to Jan and there is no one yet booked for December. Helen/Gurinder will let the committee know if assistance is required for filling the December slot.
 - o Update on In Person Live vs Zoom recorded only.
 - December lecture to be in Person and recorded only – no live stream.
 - Then evaluate turnout and make the decision at the first cttee meeting in 2023.
 - Caveat: if Monday 10th is badly attended then we may need to revisit the above.
 - o Update on email review to make invite emails more concise. **Helen** to arrange email meeting to review this. Include Grey, Simon, Barry, Adrian.
 - o Update on alcoholic post lecture drinks. Bobby to go back to Sarah and get an update from their budget meeting and explore options for serving wine at our lecture events. All has agreed that the quotation which has been provided is too high as it equates to near £3000 per year. It should be noted that this is an important part of the social aspect of the society and overall interaction with our members.

HOA talks - **Mark**, Bobby

- Plans for next season – Mark and Bobby.
 - o Proposal for first talk around the excavation at the ROG. Andrew Mayfield with Malcolm Porter.
 - o Consider in Person talks for 2023. Mark and Bobby to discuss and feedback to the Committee.

Special Talks

- **Clive** Inglis has agreed to take on the Special talks and will look into putting together a schedule which includes asking the membership to pick up talks such as Sky this Month and Astronomy News. If there are no takers from the membership then we can revert to committee members.

Observing Team

Blackheath - Mike, Nick, **Tej**

- Dates have been published and also backup dates. No further action.

Solar - **Clive**, Tej, Simon, Roger, Nick

- 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. **Clive** has the mount and **Mike** has the parts to do the repairs, this is in progress. The large scope is in a bad shape and needs to be repaired, work to be done to be itemized. Add this to conversation with Lance (above). **Clive** to investigate the costs of getting it repaired maybe (around £5k).

ROG team GET and AMAT sessions

- **Tej** currently working on confirming the dates and these will be confirmed on the calendar.

External Observing - **Grey**, Nick, Roger

- Nick has received dates from Martin Male for Romney and has been added to Calendar although some updates need to be made where dates have shifted.
- No response from Scilly Isles, Grey will follow up on this. No further contact from them.
- Clive has been talking with Crayford Manor and Grey has been talking with Norman Lockyer and they would like to engage in collaboration with FAS.
- Grey has sent through proposals for Observing events. To be picked up in separate meeting with Clive and then brought together for the committee.

Workshops and Events Team

Practical workshops - **Mike**, Tej, Clive

- There are a number of workshops planned and **Clive** will be in discussion with Mike and Rupert to get dates for these.

Outreach/trips – **Clive**, Grey

- Charlton Woolwich festival was held and it went well.

- **Grey** has indicated that there were a number of options that have been put together in a draft document and these will also be discussed with Clive and brought forward to the committee for consideration.

IT Team

IT technical - Tej, Simon, Barry Adrian

- Update on backup to Simon on NMM technical items and training session. **Simon** is in the process of arranging a date with Richard to take this forward.

Media and Comms Team

Email administration - Adrian, Helen

- Update on email login from Adrian. No issues on emails and removal of Andy is in progress.
- 21 new members since the AGM which is a good sign for this month.

Social media admin – Adrian, Tej, Barry

- Tej and Adrian have been sending out Twitter feeds.
- Facebook has not been used widely in the society and there is no indication that this may change in the near future so we will not put too much focus on the Facebook offering.

Website Team

- Website Admin and management to be moved under IT given that the new website has now been launched.
- Website has been doing well, it is up on rankings on the Google search engines.
- Website is also much more interactive with instance replies.
- Tej has a number of considerations for the website which he will send to the website team separately.

AOB

- Adrian got an email from Spain, where they wish to come visit FAS and also promoting travel to Valencia to do Observing. We need to be careful about recommending when we do not know about them. This can be passed to Clive/Grey for consideration.
- Clive asked if there is a tracker for expenses for the society. Bobby indicated that for this coming year, there will be a monthly tracker for expenses.