

Minutes of Committee Meeting		FAS	
Date:	1 st Mar 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 Liple		☒
	Nick Phillips		☒
	Andy Sawers (co-op)		✓
	Asra Jilani (co-op)		☒
	Roger Geeson (co-op)		☒
	Gurinder Lall (co-op)		✓
TBA – (Replacement for Malcolm Porter)		☒	

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

Lectures and Talks Team

Main lectures - Helen, Gurinder, Andy, Simon

- Update from Helen on Main Lecture Schedule - The March Lecture will take place on Zoom. For the following months, we will push for NMM LT as the venue. If speakers are unable to attend then we will revert to Zoom.

- Speakers are yet to be confirmed for after April but Helen does have options.
- **Helen** would like to setup a meeting in March to discuss the lineup for next season. Helen, Gurinder, Andy, Simon, Mike, Clive, Barry have asked to be included in this meeting.

HOA talks - Andy, Bobby, Simon

- Update from Andy on HOA Lectures - February talk by Fraser McDonald was cancelled due to Lecturer's strike but he will be invited at a future time.
 - o March has been scheduled.
 - o April's talk has been scheduled.
 - o May's talk has been scheduled.
- We could possibly put in another talk in June if required, else we will start to lineup speakers for next season. **Andy** to look into this going forward.
- We need to get a volunteer to second Andy this season with a view to take this over HOA talks from next season. **Committee members** to consider this and send feedback to Andy and Bobby.

Special Talks - Gurinder, Grey, Asra

- Feedback on 1st Hybrid Talk which was held in 22 Feb 2022 at the Lecture Theatre - The event was a resounding success which demonstrated that we can facilitate in-person talks while streaming via Zoom.
- Email invites for Hybrid Talks should be reviewed to make it concise. A team consisting of **Simon, Barry, Helen, Gurinder and Andy** to put together a proposal of what can be done to improve the invite. Aim is to get this agreed by end of March.
Consider the following:
 - o Booking instructions for Zoom and InPerson
 - o Access Instructions
 - o Links to website
 - o Ensure that it is user friendly
- Feedback from Survey on the talk - Andy presented a summary of the survey and has indicated that 82 responses have been provided on the Hybrid talk. Statistics and graphs were shown on the responses to the survey. **Andy** to share the survey document with the Committee (Put on GDrive)
- Follow up session to review and update items on the script for Hybrid talks will take place on Thursday 3rd March to review feedback and put together list of items to improve upon.
- The Committee has made the decision to adopt the Hybrid format for main lectures. The decision on HOA sessions will come subsequently.
- **Gurinder** to work on plans for future Special Talks – either on its own or incorporate into Main Lectures. **Andy** to send Gurinder the last Members Survey.

Observing Team

As we come out of C19 restrictions, we need to look into options for resuming these activities. GET has already started and has opened up the way forward.

Blackheath - Mike, Nick, Tej

- Outstanding action for Mike to come back with dates and an action plan to resume. Feb was first month that anything could be done on Blackheath due to restrictions. Tej had made some inquiries but Mike was busy with work to get anything done. Mike has asked if any others can get involved to organize this and he would be happy to get involved. **Mike** to reach out to Nick, Tej and ask if they can take up organizing this. CC Bobby and Helen.

Solar - Clive, Tej, Simon, Roger, Nick

- Clive had reached out to Tej to get contact with ROG. Greg Brown indicated that the telescopes are in the building which is currently undergoing work. **Clive** to come up with some proposed dates going forward and then take it from there with Greg. Andy suggested to get in touch with Lance Bourne who is the GM and he should be able to assist with locating where the telescopes are stored.
- There is a problem with one of the telescopes but this will be checked again when we get access to them. **Clive** to follow up with this.
- All in agreement to go ahead with Solar Observing sessions this season.

ROG team - Tej, Nick, Simon, Roger

- Tej has been in contact with Emily to arrange a next event but building works have been impacting and this may go on until end of March. Not sure if any AMAT dates have been arranged. **Tej** to confirm.
- Tej asked if another Fireside chat with ROG astronomers should be arranged. All in agreement to go ahead. This may need to be put under special talks, as such, **Tej** to discuss and agree with **Gurinder**.

External Observing - Grey, Nick, Roger

- Romney observing – Martin indicated that he is willing to resume these sessions. These normally run until March. **Helen** to contact Grey, Nick, Roger to mention this.

Workshops and Events Team

Practical workshops - Mike, Tej

- It may be possible to get Nick involved in this team as he is well experienced. **Nick** to confirm.
- Mike indicated that it may be a bit late for workshops given that we are in March. It is therefore best to leave this towards the start of the next season which will allow more time for planning. **Mike** to follow through with early planning for next season.
- Sketching Workshop has been carded for March. **Simon** has arranged a review with the presenter. All other arrangements in place and invites will go out a week before to allow time to get the necessary instruments.

Outreach/trips – Clive

- Celestial globes collection - This has been confirmed for May 12th.
- There was a couple of concrete offers from the museum involving two talks by curators and a PhD student. Let's keep this on the table for a later date. **Helen** to follow up.
- Outreach to young people – can proposals be drawn up now? Leave this as a carry on for next season.
- Isles of Scilly – No contact or feedback from the team. The last meetup in London during November 2021 failed to materialize as it was cancelled on short notice by the visiting party. No response was had from that time. **Grey** agreed to follow up with them.

- Barbados Astronomy Society also contacted us on a collaboration. **Bobby** agreed with them just to keep in touch for any future possible events.

Administration Team

Overall Administration - Bobby

- Eddie Yeadon tributes - **Bobby** to follow up with thoughts on any future memorial.
- Budget Update – **Bobby** to discuss with Chloe.
- Additional FAS email addresses – **Bobby** to follow up this with Sarah as she came back saying that it was possible for us to get this.
- Suggestions open for Replacement for Malcolm Porter on the Committee.
- More committee members required to assist Clive on this group for Outreach/Trips.
- **Bobby** to find out about replacement for Mikela and to inquire where the telescopes are located for Solar observing.

Committee Secretary - Helen, Gurinder, Asra

- Committee Expenses – **Andy** to do a handover to Helen. Tessa is the contact person at RMG to submit expenses via a form which is then approved by Chair / vice Chair. Suggestion is to get a document done with instructions and the form to be put on the GDrive so that committee members are aware of the process.
- Need to handover the creation of FAS badges from Mike to Committee Secretary. **Mike** to send Helen the necessary details.

Membership Secretary - **Helen (GL) (temporary)**, Clive, Asra

- **Helen** to consider plans to structure the duties of Membership Secretary to Gurinder, Clive and Asra. Bobby to assist if required.
- Gurinder has now been approved as an RMG Volunteer and now need to get access to the FAS email service. **Andy** will arrange this over the next coming days. Next action will be to arrange handover from Helen to Gurinder.
- There is need to update the membership list being used by the email service. **Gurinder** to take on this task after the handover.

IT Team

Control room - Simon, Tej, Adrian, Andy, Bobby, Barry etc

- This has been working out quite well and not issues to report.

Video creators - Barry, Clive and Adrian.

- Barry has taken over this role and is in progress.

Vimeo - Barry, Adrian, Mike

- Barry has taken over this role and is in progress.

IT technical - Tej, Simon, Adrian

- GDrive support for Committee Members who are not familiar. Document has been sent out and Simon has agreed to provide an overview.

Media and Comms Team

Email administration - **Helen (AC) (temporary)**, Adrian, Andy

- Adrian has now been approved as an RMG Volunteer and then get access to the email service. Next action will be to arrange handover from Helen and Andy to Adrian. **Andy** to arrange this one in coming days.
- Existing action for an Email to be sent to members on how to access video archive. Andy to coordinate with Mike to send this out.

Social media admin - Andy, Adrian

- Adrian has expressed interest in taking this up but there needs to be some handover from **Andy to Adrian** so that this can be passed on.
- **Adrian** has some ideas on postings to Twitter. E.g News, Astro events – a proposal will be put together to the Committee for consideration.

Website Team

New Website has been proposed and this team is in the process of putting together action plan on updating the FAS site.

- Overall Update on new website – this work has slowed down due to work commitments of key participants.
- Suggestions and opinions on the structure of this group should be put forward to Bobby. This should be done based on experience in putting up the new website. Additionally, we need to consider options for a new Coordinator for this group to replace Mike as the Observing sessions resume.
- **Mike** to transfer ownership of current admin account to FAS committee members and then have a training session to update content. Once this is done then we can move forward with launching the website.

AOB ITEMS

- Social Evenings – Brian Evans to be contacted to see if this can be resumed. **Clive** to check with Brian and see if this can be done. Maybe consider a different venue and perhaps a meet-up with committee members at The Old Brewery with a table booking.
- Bobby, Adrian and Andy were at Alan Evans' funeral on Monday. Contributions are welcome from Committee Members for his chosen charity.
- Andy has indicated that he will be stepping down from the Committee at the end of this current season. As such, we will need to ensure that all outstanding items are handed over to relevant committee members.

END OF MEETING (20:57 hrs)