

**PRINCE GEORGE ASTRONOMICAL SOCIETY
ROYAL ASTRONOMICAL SOCIETY OF CANADA
PRINCE GEORGE CENTRE
7365 Tedford Road
Prince George, BC
V2N 6S2**

**PGC115A Business Meeting Minutes
October 15, 2011**

Date: October 15, 2011
Location: PGOA 7365 Tedford Road

Chairperson: Bob Nelson
Recording Secretary: Glen Harris
Directors present: Bob, Glen, Gil, Doug
Members present: Tom, Rod, Denise, Wayne, Rusty

Meeting Called to Order at 7:25 p.m.

1. New Business

The general membership will be canvassed to fill the various committee positions listed below. A short description is listed for each committee.

- Observing and Small Telescopes

Ensure that the small telescopes, finder scopes, and eyepieces are in good working order.

- Media Relations

Responsible for weekly 30 second spots on radio station CFIS. Be willing to be interviewed by newspaper reporters and radio station personnel. Prepare and distribute posters for various events.

- Building and Grounds Maintenance

Ensure that the building and grounds are maintained, and that any repairs are done in a timely manner. Ensure that the dome motor controller, and dome rotation and slot motors are functioning correctly. Clear the snow from the sidewalk, dome and dome base on a regular basis.

- Tours and Public Outreach

Be the contact person for booking tours. Canvass the membership and create tour and open houses schedules based on volunteer availability.

- Computers and AV Maintenance

Maintain the classroom and viewing deck computers. Maintain the printers. Perform regular program updates as required. Ensure that the audio-visual equipment required for tours and open houses is fully operational at all times.

- Grants and Funding

Prepare and submit gaming grant applications. Search for other sources of funding.

- 24" Telescope Maintenance

Maintain all aspects of the 24" telescope functionality. This includes ensuring that all finder scopes are aligned, the drive motors are operating properly, the Cassegrain and Newtonian mirrors are collimated and kept clean, limit switches are properly adjusted and functioning properly, the flip mirror assembly is working correctly, and the CCD cameras and filter wheel

are fully operational. Work in conjunction with the Computer and AV Maintenance committee to ensure the servo controller and other vital software is kept current.

- National Representative

Participate in National Council meetings, either in person or via teleconferencing. Keep the membership up to date on relevant National Council business.

- Website Updates and Maintenance

Keep the information on the website current.

- Newsletter Editor

Canvass the membership for articles, including editorial comments. Format the information for presentation in the newsletter. Arrange for printing and distribution.

- Set up the time frame for the 2012 NOVA course. Dates are as follows. Volunteers to date are noted. Fill in the remaining openings by the November business meeting.

MEETING 1: How to Observe	January 14th 2012	Rusty
MEETING 2: Motions of the Sky And Seasons	January 28th 2012	Wayne
MEETING 3: Maps,North,Distance,Position and Brightness	February 11th 2012	Bob
MEETING 4: Telescope Types and Using Them	February 25th 2012	Maurice or Blair
MEETING 5: The Celestial Sphere and Deep Sky Objects	March 10th 2012	Blair
MEETING 6: Moon and Eclipses	March 24th 2012	Blair
MEETING 7: Solar System	April 14th 2012	Maurice
MEETING 8: Stars	April 28th 2012	
MEETING 9: Prince George Centre Observatory Operation	May 12th 2012	Glen

- Volunteer availability for Feb-April Open Houses and tours needs to be confirmed by the November 9th business meeting, at which time the schedule will be finalized. The general membership will be canvassed.

- Send out a notice to the membership regarding bulk calendar ordering.

8. Adjournment

The meeting was adjourned at 7:50 pm.