

**PRINCE GEORGE ASTRONOMICAL SOCIETY
ROYAL ASTRONOMICAL SOCIETY OF CANADA
PRINCE GEORGE CENTRE**

**7365 Tedford Road
Prince George, BC
V2N 6S2**

**PGC240 Business Meeting Minutes
November 12, 2025**

Date: November 12, 2025

Location: Teams meeting

Chairperson: Malhar Kendurkar

Recording Secretary: Robyn Kendurkar

Executives Present: Malhar, Robyn, Gil, Rob, Rebecca

Members Present: Ryan, Glen

Meeting Called to Order at 7:30 pm.

1. Welcome and Introductions

2. Approval of Minutes of PGC239

Motion: To accept the business meeting minutes of October 15, 2025.

Moved: Gil Seconded: Rob Carried

3. Reports of Officers

a. President (Malhar)

- Gaming Grant in progress with the target for the grant application to be completed on November 17.
- Contacted IREN, the funder who has awarded the center a grant for the Universal Telescope project regarding the status of the check.

b. Vice President (Gil)

- Our Night Sky episodes are being sent to CFIS 93.1 radio weekly.

c. Secretary (Robyn)

- Picked up Canada Post mail, delivered utilities bills to Rebecca, Treasurer.
- Completed October Activity Summary report, emailed out to Executive, and printed off and posted in the center's office as required
- Logged into Driven, reviewed membership details and emailed to the executive as required.
- Accessed RASC's Driven, downloaded the current membership list for October and emailed out to the Executives.
- Filed the AGM Report to the BC Registry, submitted the receipt to Rebecca for reimbursement.

d. Treasurer (Rebecca)

- **CWB** account balances as of 2025-10-31
General Account Balance \$6423.50

Gaming Account Balance \$198.15

The GST Rebate and Income Tax was sent in. The financial information for the gaming summary and paperwork were submitted to change the designated GST person from Glen to Rebecca.

Motion to accept the Treasurer's report as presented.

Moved: Gil Seconded: Rob Carried

e. National Representative (Rob)

- Nothing to report.

f. Director (Rob)

- As per Glen's request, Rob will remove the contact information on the center website for Glen as secretary/treasurer and will create a contact listing for Robyn as secretary and one for Rebecca as Treasurer. Rob has created a Share Point Site and will continue updating it with internal documents and lists in a central storage location. We can set it up however we want, it is available to us. Rob can set up security features on each document as necessary. Robyn can send Rob the new member lists and admin reports as they get updated, for storing/sharing in the site.

4. Reports of Committees, including any motions from the Committees

Observing and Small Telescopes Maintenance Report – Malhar

- One 6" reflector telescope out on loan. Malhar contacted the borrower and she will return it on November 13th.

Webmaster Report - Malhar

- Keeping it up to date: Malhar and Glen continue to keep it up to date. Malhar is getting error messages, unable to edit pages. Problem has been resolved by Malhar.
- Glen posted 'Our Night Sky'

Media Relations Report - Gil and Malhar

- Our Night Sky episodes being recorded remotely and MP3 files e-mailed to CFIS 93.1 radio for Monday 10:30 am broadcast. Suggested organizing a public talk next spring, promote it, invite a guest speaker, and include a door prize to generate new members.

Grounds and Building Report – Malhar - nothing to report

0.6m telescope Maintenance Report – Malhar

- No issues.

Tours and Public Outreach – Robyn

- 4 open houses with a total of 108 visitors; 3 tours with a total of 40 visitors. Volunteers totaled 70.5 hours for October.
- October 3 Open House: 9 visitors, 7 volunteers
- October 8 IREN Grant Interview: 7 visitors, 2 volunteers
- October 10 Open House: 28 visitors, 4 volunteers
- October 11 Tour: 8 Visitors, 3 volunteers

- October 17 Open House: 7 visitors, 5 volunteers
- October 22 Tour: 6 visitors, 2 volunteers
- October 24 Open House: 9 visitors, 6 volunteers
- October 29 Tour: 26 visitors, 3 volunteers
- October Totals: 82 Adult visitors
 26 Child visitors
 108 Total visitors
 77.5 Volunteer hours

5. Old Business

- Issued observatory building and gate keys to Colin H
- Purchased a monitor for use by the treasurer. Ownership reminds with PG Centre
- Items to be purchased with 2025-26 gaming funds: discussion and decision. Tabled for special executive meeting.
- SeaCan Project - The Universal Observatory updates
- New spending proposals:
 - Resealing and painting the dome
 - SBIG AO8 (Adaptive Optics)

6. New Business

- Presenters required for open house events
- SeaCan Project - The Universal Observatory (UO) updates :
 - Discussion - Gil spotted an insulated reefer that could be used in the UO to regulate night time temperatures in the summer, potentially controlling it remotely. Malhar will make enquiries to the person who has offered to assist in the construction of the UO project to get his input and a timeline to begin the research/work.
- Sharepoint Website for PGAS :
 - Discussion - Rob has added membership access onto a Share Point Site and will continue updating it with internal documents and lists in a central storage location. Rob can set up security features on each document as necessary. Secretary reports, new member lists as they get updated and internal documents can be sent to Rob, to be stored on the site.
- Scheduled tours on Nov 15th and 22nd: The scheduled tour for November 15 has been canceled.
- Signing Authorities: Rob has submitted his; Gil's is in progress, awaiting Rebecca's submission.
- Access to Driven: Glen's access will be removed on December 1, 2025. Robyn and Rebecca have access to the server, and can navigate it to view members and other required information.
- Christmas Potluck: Discussion: Members considered dates to host the potluck and the decision was made to host it on December 13 at 6:30 at the Observatory.
- Sage 50: Glen - Discussion: The base program was installed but error messages occurred requiring an update to the new version of Sage 50 for a purchase is \$814 annually. Importing all of the existing data onto Rebecca's computer was not successful. Glen researched Quick Books as a low cost option but it is not known if the existing data can be transferred over to the new upgrade. Rob suggested Microsoft Dynamics as an option, and will look into whether it can be used at no cost, or whether a platform needs to be purchased, or a different version of the

Sage software can be used at a lower cost. Glen researched the Sage 50 site for special rates for non-profits and did not find one.

7. Date, Time, and Location of the next Business meeting

- The next business meeting PGC 241 will be held on Wednesday, January 14, 2026 starting at 7:30 pm VIA Teams.
- Please submit all agenda items to Malhar no later than Sunday, January 11, 2025.

8. Adjournment:

Meeting adjourned at 8:40 pm.