

## Minutes of Bath Astronomers Coordination Team Meeting

Tuesday 14<sup>th</sup> November 2023, at Herschel Museum



- 1) Bath Astronomers (BA) Coordination Team Members present were:  
Martin Farrell (MF), Meyrick Williams (MW), Primula Pike (PP), Simon Holbeche (SH),  
Apologies: None received. Julia and Jeanette had been invited.
- 2) The minutes of coordination team meeting of 14<sup>th</sup> September 2023 were approved.
- 3) Prior actions.
  - a. **Complete:** Record non-member fees as £5 for adult, £2.50 for student with a card, £0 for accompanied young person.
  - b. **Complete:** Make announcement at beginning of each monthly meeting that non-members should settle above rates at end of each talk.
  - c. **Underway:** Publish at least one members' event per month for Autumn to Spring to encourage participation. **Action SH**
  - d. **Underway:** Publish public dates at similar rate but not at expense of member events. **Action SH**
  - e. **Underway:** Christmas event status. The event is being held at the Boater in Bath. It's booked for 7pm on Tuesday 5th December. Currently 18 people booked. Deposit cost has been met. **Action PP**
  - f. **No Progress:** Funding application aligned to disadvantaged groups. **Action SH**
  - g. **No Progress:** Arrange for observing safety briefing/training one hour before observing at least for a couple of members observing nights. **Action SH**
  - h. **No Progress:** Revised to Ideas for quiz night with astro academics, PhD students, Bath Preservation Trust, Herschel Society and Bath Astronomers. Action being considered for date in 2024. **Action PP**
- 4) Team discussion:
  - a) Current balance is £2,947.68 with outstanding invoices of £1,567.95.
  - b) Zoho online accounting software is up and running and working very well. All accounts are visible online and has been linked to Paypal and Stripe. Metro Bank statements can be downloaded and then uploaded to Zoho. Paper accounts (2019-2023) held by Jade P should be recovered - **Action SH**
  - c) Membership now stands at 109. This maintains a stable, low churn rate.
  - d) Need to publish a list of member and public events – see prior actions above. This is currently very labour intensive with it having to be done on several platforms such as Whatsapp, social media, Eventbrite, the website and email distribution lists. This is to reach all target audiences.
  - e) Training sessions for H&S /running observing. See prior actions above.
- 5) AGM, Ownership and status
  - a) Revise membership types in Constitution and include Honorary - **Complete**
  - b) Update Constitution to reflect changes in direction, roles, and semantics, send to members and publish on website - **Complete**
  - c) Formalise fees for non-members (included in above 3.e). No action just needs reminder at the start of meetings
  - d) Julia is considering the role of Treasurer but has been asked to attend Coordination Team meetings to discuss further.
  - e) SH advised that MF had been added to Metro Bank accounts as a signatory and given online access, and that Jade and Jonathan had been removed.
- 6) Outreach
  - a. Any missing skills to support current outreach plans. See prior action above on training.
  - b. Upcoming bookings discussion. Use Eventbrite to monitor registration for events and to charge for non-attendance. SH to evaluate if this is feasible and desirable. It would require attendees to register

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on Eventbrite (which they already do), enter their payment card details that could then be used to charge for non-attendance. It requires visitors to get signed off upon arrival - **Action SH**

- 7) Support for RAS Supermassive Podcast team. RAS has not followed up after initial contact. We await their instruction.
- 8) AOB  
Discussion on petrol reimbursement from Society funds for outreach support. If all milage was claimed it could cost in the region of £1,200 per year. This is using the HMRC rate of 45p per mile. It has been the unwritten policy since 2019 to not charge travel for engagements within 15-miles. It was agreed that it was at the discretion of the BA event organiser of whether to include travel in quotations and subsequent invoices for organisations receiving our outreach services. If it were to be included and sufficient to cover all travel costs then volunteers travelling beyond a 30-mile round trip could be compensated. This will increase the work done by the Treasurer and so shouldn't be considered the norm.
- 9) **Next meeting – Tuesday 9<sup>th</sup> January 2024** at 7.00pm at PP's house.