

Denver Astronomical Society
Minutes of February 13, 2015 E-Board Meeting

Officers Present: President - Ron Hranac Vice President - Stuart Hutchins
Secretary - Dena McClung Treasurer - Luis Uribe

Board Members Present: Jack Eastman Joe Gafford Chuck Habenicht
Ed Scholes Sorin Jeff Tropeano Dan Wray
Immediate Past President - Ron Pearson

Observatory Representative: Dr. Robert Stencel

Absent: Digby Kirby

Other Members and Guests: Hugh Davidson, PN Volunteer Coordinator Dennis Cochran
Johnny & Eileen Barela Bernd Christensen

The meeting was called to order with a quorum present at 7:30 p.m.

The Previous Meeting's Minutes were read, amended and approved.

DU's Historic Chamberlin Observatory Business: Dr. Stencel reported that a “suspicious package” has arrived in the building. Since it had a Gettysburg label, he gave it to Ron Pearson as the “oldest” member. He received a letter from a school in the town of Bethune from a booster club looking for donations. He gave it to Ron Hranac. He raised the issue of corrosion seen on the verniers through the periscope. He has consulted with Fred Orthlieb as to how to address the issue. Dr. Stencel used warm water and soft cloth (flannel or soft jersey) to begin removing the small amount of built-up oxides. He thinks the engravings should be fine. If need the next steps will be to use Dawn liquid detergent, then water, then automotive cleaner wax without silicone. Jack added that the circle on the transit instrument needs to be cleaned as well. Dr. Stencel asked about who is going to the outreach at East High School. Dan Wray is going, and Lindsey Shaw has a list of people confirmed to work it.

Treasurer's Report and Treasurer Opening: Attached are four documents: The Treasurer's Report as of the end of January 2015, the Profit and Loss Statement as of this date, the Balance Sheet as of this date, and the revised 2015 Budget. The bookkeeping laptop is acting up as it did last summer. Luis thinks the virus software is rather aggressive, scans often, and with few boot-ups, it won't let you do anything until it's done scanning. He will send email to Scott about this issue. Our version of Quickbooks has been registered and updated. Luis did not have time to sort all of the expenses into the right categories. He did batch entries by the month. He will need to go back and look at every receipt to re-categorize them. PayPal entries have not yet been moved from PayPal accounts into appropriate funds, since he waited until after year-end to move the last \$9800. It'll take 21 days, but it will happen. It's broken down into smaller amounts, and the first few transfers have come through. Transfers cost a fee. It can be done every month, quarterly, whenever the treasurer likes. That amount is what the reconciliation entry is on the income sheet. Regarding the VNH fund, funds can be transferred any time, via sending a check from the General Fund account at the bank to the VNH account at the credit union. The books are not set up for fund management, but a separate set of books can be set up for the VNH funds. The drawback to that is that reporting to State of Colorado yearly is more work if it's separate accounting. Ron Pearson recommended that the VNH funds be accounted for separately from the DAS funds, and that the VNH totals be listed at the bottom of the DAS budget as a note. The Income and Expense categories came in quite close to what was budgeted. Luis will be adding a line-item for 2015 for the outgoing donation to DU. He needs to get Brad's list of depreciable items, how much and what to apply it to. He says that we can't know what to put in 2015 budget for depreciation until we get some answers. Until all notes are re-keyed in, some of the category numbers won't make sense for the 2015 budget. Determinations for specific expenses need to be created. No January entries have been made yet. He will wait until those determinations have been made and agreed upon. Jeff recommended that we not budget a loss for 2015; the details for every 2014 entry need to be pored through before everything can be correctly categorized. Luis raised the issue that paying a bookkeeper to handle all of our work is going to take 6-8 hours per month and cost

\$3600-\$4800 per year. It can be streamlined by having a rolling membership; the way it is, it coincides with year-end duties. Luis said that DAS needs to have a separate person do the magazine subscriptions - it's very labor intensive and has to be done one by one over the phone. Ron Hranac wants to know how many of our members get their magazines through the DAS. If it's a small percentage, we need to look at whether or not to offer them through us. Luis will determine that number, and send an email to the e-board listserve.

Jeff asked that certain segments of the treasurer's duties be divided up and delegated to different members to reduce the workload on the treasurer and/or bookkeeper. Luis agreed, saying that the treasurer needs to just be responsible for entering the data into the books and creating the reports, nothing more. Jeff asked Luis to make a list of his current duties, break them out, and provide them to the e-board. The way the organization is run needs to be streamlined. Jeff made a motion as follows: **I move that if we do not find a nominee for the treasurer position by the middle of March, that the club commit to hiring a bookkeeper and Luis be nominated to the treasurer position with outside bookkeeping support.** The motion was seconded by Stuart. Some were uncomfortable with the "commit" word. **Motion failed.**

Ron Hranac will create a Constant Contact message from the president to the members soliciting volunteers for the various aspects of the treasurer's position and support positions (aka bookkeeper). Ron Hranac and Luis will look into finding possible paid bookkeepers.

Luis made a motion as follows: **I move that we fully define and enumerate the duties and responsibilities of the treasurer for consideration by the e-board and possible restructuring of the position.** The motion was seconded by Jack. According to the by-laws, the only thing the treasurer can delegate is maintenance of the membership list. **Motion passed.**

Old Business

Election Results: The following list was emailed to the board members by election chairman Tim Pimentel.

President - Ron Hranac

Vice President - Stuart Hutchins

Secretary - Jeff Tropeano

Treasurer - *Vacant*

Members at Large - Johnny Barela, Jack Eastman, Joe Gafford, Chuck Habenicht, Ed Scholes, Sorin, Ken Sturrock, Dan Wray.

Ron Pearson remains on as the Immediate Past President.

Public Night Reservations and Fees: The upgraded reservation system is up and running, with quite a few people paying in advance. The Public Night teams will meet on February 20 to train on new procedures at 6:30 p.m. at Chamberlin. We need to see if the web page needs prices updated. The public night cash box has come up short a total of \$79. Dena was authorized by Ron to get a locking cash box and to create procedures for balancing the cash. The PN people will be trained and those who handle it will be required to log their entries.

Newsletter: Bernd showed the board a draft for a March issue of *The Observer*. He's learning layout and the other phases of producing the newsletter, gathering the articles, and will update the Volunteer Opportunities. He's requesting that someone contact the printer to coordinate those details. He needs to know the format, and the printer did not respond to Patti's request. He will reach out to Patti again. It was agreed that we need to add Bernd to the e-board listserve; Dena will do that.

Spring Banquet: Reservations are available online and are coming in. Stuart wants to handle all special requests. Embassy Suites has advised that financially, we're all set. Recognition: Chuck has provided a list and asked the board members to check it over one last time. Ron Hranac received the awards today via UPS except for the Bill Ormsby award, which will arrive separately. The statement about people being able to come for the program after the dinner proper was deemed to be inappropriate, and if it's on the reservation page, it will be removed.

Budget Discussion: The budget discussion was tabled, as there are still transactions from 2014 that have not been entered into Quickbooks and are therefore not available to be analyzed.

New Business

Van Nattan-Hansen Scholarship: Brad is looking for the access information to get on the credit union web site so that updated information can be provided.

Technical Memberships: Following a brief discussion, the issue was tabled.

Miscellaneous:

Dr Bob asked about changes that have been made to the Open House schedule. Joe agreed to check into them.

Ed has list of equipment for people to review. There is still a question about a missing projector. He'd like to locate and tag it. It needs to be investigated.

Next E-board Meeting: The next e-board meeting will be held on Friday March 13, 2015 at 7:30 p.m. at DU's historic Chamberlin Observatory.

Adjournment: A motion to adjourn was made and passed at 10:11 p.m.