



## Denver Astronomical Society

### Minutes of December 28 2018 E-Board Meeting

#### Officers Present:

- Ron Hranac – President
- Ed Ladner – Secretary

#### E-Board Trustees Present:

- July Candia
- Jack Eastman
- Joe Gafford
- Dena McClung
- Ed Scholes
- Sorin
- Chris Ubing
- Dan Wray

#### Members and Guests:

- Ivan Geisler
- Hugh Davidson
- Zach Singer
- David Tondreau

#### Excused Absent:

- Lindsey Shaw – Vice President
- Scott Perin - Treasurer

#### Absent:

- None.

#### Observatory Representative:

- Dr. Bob Stencil (Absent)

#### MINUTES:

1. Call to Order at 7:30p.
2. Roll Call
  - 2.1. Certify a quorum (Seven (7) E-Board officers/Members shall constitute a quorum).
    - 2.1.1. Certified quorum of ten (10) board members.
3. Review and approve the previous E-Board meeting minutes for November 2, 2018.
  - 3.1. Approved Unanimously as amended.

4. Additions to agenda
  - 4.1. Item 7.6 added "DMNS meeting options for general meeting".
  - 4.2. Item 7.7 added for "Astronomy on Tap".
  
5. Chamberlin business and DAS Treasurer's report
  - 5.1. Chamberlin Observatory Business
    - 5.1.1. Letter from Dr Bob attached
  - 5.2. DAS Treasurer's report
    - 5.2.1. Statement of Financial position (reserver assets for VNH shown) (attached)
    - 5.2.2. Statement of Activity (attached)
    - 5.2.3. Looked at the insurance policy and noted that we don't have any indemnification for board members or officers.
    - 5.2.4. Bonding Individuals (or positions) with bank account signing authority (placeholder)
      - 5.2.4.1. No action
  
6. Old Business
  - 6.1. Membership management software rollout update
    - 6.1.1. Comments relayed from Treasurer: Need to address the need for a finance committee.  
Will need bookkeeping assistance to reload the books for going to a non-profit structure.
    - 6.1.2. Still have work to be done for notification emails and other templates. Physical mail application template layout is still needed for members without an email address.
    - 6.1.3. Still need training for 'admin light' users such as Zach and Naomi for doing any membership business, running reports etc.
    - 6.1.4. Need to identify specific roles for committee members to avoid working at cross purposes.
    - 6.1.5. Need to explore file storage options for record keeping. WA provides for 2GB of file storage for admin accounts only.
    - 6.1.6. Some members are using Yahoo groups as a storage archive for personal data and images.  
All users must be notified that this access will eventually be cut off.
    - 6.1.7. Needs outstanding:
      - 6.1.7.1. Addressing gift memberships,
      - 6.1.7.2. Address notifications of recurring events,
      - 6.1.7.3. Membership drives and donation drives,
      - 6.1.7.4. Better processing for membership badges in the store,
      - 6.1.7.5. Phone contact for event rescheduling (ie: google or skype phone number),
      - 6.1.7.6. How to allow individuals to pay invoices if they have multiple invoices (ie: membership and event).
    - 6.1.8. Current membership is 563 members, excluding administrator accounts.
  - 6.2. Denver parks
    - 6.2.1. No new contact with parks. Parks officials have not yet sent a letter for use of the park.
  - 6.3. Denver Observer
    - 6.3.1. Online transition plan presentation by Zach.
    - 6.3.2. On target for going online in January 2019.

- 6.3.3. Wordpress vs Wild Apricot
    - 6.3.3.1. Wordpress offers better use of tags, and searching,
    - 6.3.3.2. S.E.O. would be better if we had multiple updates per month, and wordpress offers better SEO lookups.
    - 6.3.3.3. Wordpress offers better notifications and looks up of new articles.
    - 6.3.3.4. Wordpress offers better searching and editing options over Wild Apricot.
  - 6.3.4. Observer editor will sort out content with WA team for which content belongs on which platform.
  - 6.4. DAS and third party businesses (Placeholder)
  - 6.5. SWOT analysis priorities (Placeholder)
  - 6.6. DAS Shirts (July C) (Placeholder)
  - 6.7. DAS Brochure holders for Chamberlin (Sorin) (Placeholder)
  - 6.8. Observatory stickers/cards for kids (Placeholder)
7. New Business
- 7.1. Bank resolution:
    - 7.1.1. Motion: “Be it resolved that Naomi Paquette be affirmed as the new Chair of the VNH committee replacing the outgoing chair Christine “Megan” Daniels”.**
    - 7.1.2. Seconded, Carried unanimously.
  - 7.2. Spring Banquet
    - 7.2.1. Ed S. will coordinate with the Embassy Suites
    - 7.2.2. July C would like to review an alternative location for events.
    - 7.2.3. July will look at alternate venues for the Fall Banquet, and will report to the board by Feb 2019.
    - 7.2.4. Other considerations for the venue:
      - 7.2.4.1. Needs sufficient space for comfortable seating,
      - 7.2.4.2. Adequate audio and video support,
    - 7.2.5. Polling mechanism is available on Membership Portal. Dena can assist with setting up a poll.
    - 7.2.6. May wish to have a poll for determining if the Holiday party should have a speaker.
    - 7.2.7. Spring banquet, Ed S will research menu alternatives and possible menu choices with an upcharge at Embassy.
  - 7.3. Quick books non-profit edition - Deferred.
  - 7.4. Budget Planning - Deferred.
  - 7.5. Chamberlin 125th Anniversary
    - 7.5.1. Opening July 13th would be good for scheduling.
    - 7.5.2. Ideas are being discussed.
    - 7.5.3. Need to get Denver Parks involved.
    - 7.5.4. Need signup sheet for general meeting to address planning, and volunteers.
    - 7.5.5. Post for Volunteers on portal news section.
    - 7.5.6. Discussed getting in touch with “Edge of Space Sciences” for possible weather balloon launch.
    - 7.5.7. Ed L to create a thread on portal for ideas.

7.6. Possible ideas for doing a general meeting or special meeting at DMNS. Nicer seats are a selling point. Ed S to explore other possible venues.

7.6.1. ACC may be open for a joint event and for possible observing sites - Chris U. to explore and report back.

7.6.2. We do need to be cautious about changing venues for regular meetings. Might be better option to use only for special events which might draw a larger audience.

7.6.3. Need to keep in mind geographic location for member travel.

7.7. "Astronomy on Tap"

7.7.1. Chris Ubing reports that "Astronomy on Tap" on Jan 8 for New Horizons. Chris will posted in forum.

8. Next eboard meeting

8.1. Regularly scheduled Friday January 25 @ 7:30pm.

9. Adjourn meeting

9.1. Motion to adjourn meeting. Motion seconded.

9.2. Meeting adjourned at 9:39pm.