



## Denver Astronomical Society

### Minutes of June 1, 2018 E-Board Meeting

#### Officers Present:

- Scott Perrin – Treasurer
- Ed Ladner – Secretary

#### E-Board Trustees Present:

- Jack Eastman
- Joe Gafford
- Ed Scholes
- Sorin
- Chris Ubing
- Dan Wray

#### Observatory Representative:

- Dr. Bob Stencil (Absent)

#### Members and Guests:

- Ivan Geisler
- Darrell Dodge
- Eileen and Johnny Barela
- Hugh Davidson
- Lisa Judd

#### Excused Absent:

- Ron Hranac – President
- Lindsey Shaw – Vice President

#### Absent:

- July Candia
- Dena McClung

#### MINUTES:

1. Call to Order at 7:34p.
2. Roll Call
  - 2.1. Certify a quorum (Seven (7) E-Board officers/Members shall constitute a quorum).
    - 2.1.1. Certified quorum of eight (8) board members, including 1 late arrival.
3. Review and approve the previous E-Board meeting minutes (May 4 2018)
  - 3.1. Minor corrections identified on abbreviation spellings.
  - 3.2. **Approved with edits.**
4. Additions to agenda
  - 4.1. Observer Survey added at 6.11
  - 4.2. DMNS outreach added as 7.1.
  - 4.3. Telescope loans to libraries added as 7.2

- 4.4. SCFD funding grant options added as 7.3
- 4.5. Signs for General Meetings added as 7.4
- 4.6. Bylaws added as 7.5
- 4.7. Portable planetarium added as 7.6
- 5. Chamberlin business and DAS Treasurer's report
  - 5.1. Chamberlin Observatory business by Dr. Bob.
    - 5.1.1. Discussion of staffing for June, July and August open houses.
    - 5.1.2. Discussion of crowd control and ticketing to keep traffic flow controlled.
      - 5.1.2.1. Note to check bull horn battery for calling numbers.
    - 5.1.3. Treasurer's Report
    - 5.1.4. Treasurer's report is attached. (Appendix B)
      - 5.1.4.1. Transition is largely completed.
      - 5.1.4.2. Format of T-Reports will change to better reflect Activity, a format typically used by non-profits.
      - 5.1.4.3. Signatures of DAS accounts transitioned and corrected to remove stale signatories.
      - 5.1.4.4. Difficulties with regards to reimbursements has been identified, and is working to streamline the process.
      - 5.1.4.5. Currently working to tie out the numbers and identify defects in the transactions.
      - 5.1.4.6. Working to write ACH payment formats to reduce cheque writing overhead.
      - 5.1.4.7. Wrote cheque to VNH for \$4534.- for outstanding donations and stale cheques.
    - 5.1.5. Petty cash account recommendations (Scott and Dena) – Tabled
    - 5.1.6. ATS and IDS membership. – Remains pending
  - 5.2. Quick book payments were bounced due to a deactivated debit card. PO Box must be checked to get new card. - Dena will review with Scott.
  - 5.3. Insurance was paid to continue current coverage.
  - 5.4. Discussed possibility of using a professional book keeper for day-2-day transactions and clean up QB online
    - 5.4.1. Estimated cost for book keeper is about \$200 to start, and recurring monthly charge of 35-40 per month.
    - 5.4.2. **Motion** "Approve \$300 of book keeper's time to be identified by Scott P for 2 months of initial work in operating the society's accounts". - Seconded.
    - 5.4.3. Motion discussed
    - 5.4.4. **Motion carried unanimously.**
  - 5.5. Jack to get information to Scott on the IDA and and ATS
  - 5.6. Note: We should have a list of recurring subscriptions - **Action:** Jack to start a list on the Eboard list serve.
- 6. Old Business
  - 6.1. Membership management software selection ad hoc committee recommendations
    - 6.1.1. Membership team is completed with the free trial and is moving forward with the paid product (on Ed L's CC). Work is in progress, and the team is meeting regularly.

- 6.1.2.The EBoard will be recruited as testers for the paid product.
- 6.2. Possible fall banquet (July C.)
  - 6.2.1.No Update.
- 6.3. DAS assets: Security and oversight recommendations.
  - 6.3.1.Pending getting a quote for \$250K and \$500K.
- 6.4. Insurance Coverage
  - 6.4.1.Get quotes for both \$2M and \$3M. - Ed L. and Ron #3
- 6.5. DAS and 3rd party businesses (placeholder)
- 6.6. SWOT Analysis (placeholder)
- 6.7. DAS Shirts (July C.)
  - 6.7.1.No update
- 6.8. DAS brochure holders for Chamberlin (Sorin)
  - 6.8.1.Still need to discuss with Dr Bob on placement and mounting
- 6.9. Observatory stickers/Cards for kids - Sorin
  - 6.9.1.No Update
- 6.10. Summer BBQ picnic (July 21 @4p)
  - 6.10.1. Greg W. is coordinating.
- 7. New Business
  - 7.1. DMNS - June 3 - July C.
    - 7.1.1.No Update.
  - 7.2. Telescope Loans to libraries (Chris U.)
    - 7.2.1.Deferred.
  - 7.3. SCFD Funding grants
    - 7.3.1.Discussion leading from Dr. Bob's email.
    - 7.3.2.Need to research eligibility. - No owner.
  - 7.4. Signs for General Meetings.
    - 7.4.1.Question about signage for General Meetings.
    - 7.4.2.Discussion about what signage to use.
    - 7.4.3.Existing signs were located at south entrance book case.
      - 7.4.3.1. Key holder will need to be available to bring signs to General Meeting. - Darrell D. to pickup as part of donut duty.
  - 7.5. Bylaws
    - 7.5.1.Bylaws posted online are not the most recent versions. Most recent version posted is 2010. Most recent update was in Dec 2017.
    - 7.5.2.Need current bylaws from President, and get a scan to Darrell D. for posting on website.
    - 7.5.3.**ACTION ITEM:** Scan or soft copy of Dec 2017 bylaws from President to Darrell D.
  - 7.6. Hugh D. reports that he has been approached by DPS who have a portable planitarium for grade school students that they are looking to donate.
    - 7.6.1.Hugh will contact Susan Olaziem at DPS to get brand, model and dimensions information for informed discussion.
- 8. Next eboard meeting
  - 8.1. Regularly scheduled Friday July 6 @ 7:30pm.

9. Adjourn meeting
  - 9.1. Motion to adjourn meeting. Motion seconded.
  - 9.2. Meeting adjourned at 9:42pm.