



## Denver Astronomical Society

### Minutes of May 4, 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

#### Observatory Representative:

- Dr. Bob Stencel (Absent)

#### Members and Guests:

- Ivan Geisler
- Connor Bray
- Darrell Dodge
- Eileen and Johnny Barela
- Hugh Davidson
- Scott Perrin
- Burt Paredes

#### Excused Absent:

- Lindsey Shaw – Vice President
- Mike Nowak – Treasurer

#### 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 (April 6 2018)
  - 3.1. Minor corrections identified on name spellings.
  - 3.2. Corrected “differed” to “deferred” on 5.2.2
  - 3.3. Corrected “ADS” to “ATS” on 5.2.3

- 3.4. **Approved with edits.**
- 4. Additions to agenda
  - 4.1. Increase of liability insurance as 7.3
  - 4.2. Get a Notary for VNH bank signatures for change in authority as 7.4
  - 4.3. Activity researching bonding of signatory positions as 7.5
  - 4.4. Approval for getting an estimate to print membership directory as 7.6
  - 4.5. Mars Opposition as 7.7
- 5. Chamberlin business and DAS Treasurer's report
  - 5.1. Chamberlin Observatory business by Dr. Bob.
    - 5.1.1. See Attached (Appendix A)
    - 5.1.2. Operations continue to be smooth
    - 5.1.3. Recertification for scope operators is set for May 19 at 1p
    - 5.1.4. Anticipating a summer evening of stars.
    - 5.1.5. Note July is the 50<sup>th</sup> anniversary of the Apollo 11 mission.
    - 5.1.6. July to send a reminder to all scope operators
  - 5.2. Treasurer's Report
    - 5.2.1. Treasure's report is attached. (Appendix B)
      - 5.2.1.1. Jack is asking about a donation of \$1,500 to VNH via DAS treasurer.
      - 5.2.1.2. Dena reports meeting with Mike and estimating an outstanding about of \$4,000 to be transferred to VNH, not including stale and uncashed cheques, including auction proceeds.
      - 5.2.1.3. Deep research of the missing and outstanding cheques will be required.
    - 5.2.2. Petty cash account recommendations (Mike and Dena) – Tabled
    - 5.2.3. ATS and IDS membership. – Remains pending
- 6. Old Business
  - 6.1. Membership management software selection ad hoc committee recommendations
    - 6.1.1. Membership software ad hoc committee is working to define a prototype setup. Work is in progress, and the team is meeting regularly.
  - 6.2. The July fall banquet
    - 6.2.1. DMNS is out of the workable price range
    - 6.2.2. July C is researching other options in the Castle Rock area prices appear to be reasonable and in line with prior costs.
  - 6.3. DAS Assets oversight and security
    - 6.3.1. Discussion of bonding (fidelity insurance) for anyone with signatory rights over bank accounts.
    - 6.3.2. Discussion of Excel template for expenditures and reimbursements.
    - 6.3.3. President and Treasurer will research option of having a 2 signature requirement for any cheque over a certain dollar amount.
    - 6.3.4. Scott has turned over the key for the Chamberlin
    - 6.3.5. Ed S. (Quartermaster) has a need for the Chamberlin key to manage scope loans.
  - 6.4. DAS and 3<sup>rd</sup> Party Businesses
    - 6.4.1. We can operate revenue generation within limits before tax liabilities become an issue.

- 6.4.2. Separate agreements have been made with the University for some businesses, and are not directly connected to DAS.
- 6.4.3. Questions about being involved with a 3<sup>rd</sup> party business are:
  - 6.4.3.1. Chris U. Does it help our members?
  - 6.4.3.2. Dan W. Does it further our mission?
  - 6.4.3.3. Ivan G. notes that we have been notified of meetings of the L5 society.
- 6.5. SWOT Analysis
  - 6.5.1. We need to get speakers who are not just industry and field experts, but we should also consider grad students who would benefit from presenting their material.
  - 6.5.2. July C notes that would could benefit in having some of our material translated into Spanish. Note: some material from NSN is already available in Spanish
    - 6.5.2.1. Note DPS (Denver Public Schools) does offer Spanish translation services for education purposes.
- 6.6. DAS Shirts
  - 6.6.1. Ready to order shirts. Approx 40 shirts including embroidery for \$1800-2000.
  - 6.6.2. Need exact number for full price for online approval on list server.
  - 6.6.3. **Action Item: July to provide exact order price.**
- 6.7. Brochure holder. Finalizing with Dr. Bob for placement
- 6.8. Stickers
  - 6.8.1. Decisions outstanding.
  - 6.8.2. Sorin recommends Single generic sticker with 6-8 common objects around the edge. Considering creation of a design
- 6.9. Summer BBQ picnic
  - 6.9.1. Greg Wimpy will organize this year
  - 6.9.2. Members are invited to bring side dishes.
- 7. New Business
  - 7.1. Treasurer vacancy (effective May 31).
    - 7.1.1. Scott Perrin has expressed interest in the position.
      - 7.1.1.1. He has experience with 501.c.3 for a bicycle repair as a Treasurer with 50-60/yr revenue. He expresses familiarity with the statements and current tools are familiar.
      - 7.1.1.2. He expresses a desire for term limits and feels the need to limit the term and transition planning for subsequent treasurers.
      - 7.1.1.3. Looking to have a small committee to work with to spread the load and the knowledge.
      - 7.1.1.4. Current term is to Mar 2019.
      - 7.1.1.5. Ed S vouches for him from bicycle group.
      - 7.1.1.6. May consider professional book keeper as contractor.
    - 7.1.2. **Motion "K. Scott Perrin to replace Mike Nowak as Treasurer for the remainder of the term". Motion Carried unanimously.**
  - 7.2. Space day at DMNS (Sunday Jun 3)

- 7.2.1. July C providing a list of 10 volunteers starting at 9am for access to west patio and 10am for Sun to be in position for observing. Recommend parking at 8am to get a space after unloading.
- 7.3. Increase of Liability insurance
  - 7.3.1. Dr. Bob recommends increase of liability insurance to 2-3M.
  - 7.3.2. **Action Item: Ed L and Ron #3 will check with insurance carrier.**
- 7.4. Get a Notary for VNH bank signatures.
  - 7.4.1. Banking requirements have changed. All persons need to attend bank to get signatures collectively notarized.
  - 7.4.2. **ACTION ITEM: Ed L. will research options of getting alternative notarized pages per signatory.**
- 7.5. Actively research Bonding or Fidelity insurance for Signatory positions
  - 7.5.1. Currently identified as not very expensive.
  - 7.5.2. General agreement to move forward.
  - 7.5.3. **ACTION ITEM: Ed L and Ron #3 to research with insurance carrier.**
  - 7.5.4. This may include all signatory positions such as Treasurer, President, VNH Chair.
- 7.6. Approval for getting an estimate to print Membership Directory
  - 7.6.1. Working on the electronic version. Estimate \$450 to print and \$200 to mail
  - 7.6.2. **MOTION TO APPROVE** "Approve \$650 (est) to Darrell for printing and mailing of the Membership Directory". Motion approved unanimously.
- 7.7. Mars opposition
  - 7.7.1. Mars insight scheduled for launch May 5 approx. 5am local time.
  - 7.7.2. July C to follow up with Dr Bob on opposition and History Eclipse event.
- 8. Next eboard meeting
  - 8.1. Regularly scheduled Friday June 1 @ 7:30pm.
  - 8.2. Ed L (Secretary) to Chair in the absence of Ron #3.
- 9. Adjourn meeting
  - 9.1. Motion to adjourn meeting. Motion seconded.
  - 9.2. Meeting adjourned at 9:17p

Appendix A:

From: Robert Stencel <Robert.Stencel@du.edu>  
To: rhranac <rhranac@aol.com>  
Cc: Robert Stencel <Robert.Stencel@du.edu>  
Sent: Fri, Apr 6, 2018 8:50 am  
Subject: Re: E-Board agenda, 4/6

Hi Ron,

Thanks for the agenda preview. I've agreed to meet Tim Pimentel at 7pm tonight (weather permitting) to begin repairs on a damaged display box. However, with other commitments, I probably can't stick around for the entire meeting, but do plan to be at Open House 4/21.

Nonetheless, here is a brief Chamberlin business comment to share:

1. Operations continue to be thankfully smooth, but persistent issues with the dome and its motor remain on the 'watch list' and telescope operator notes on logbook pages are important in terms of keeping tabs on this.

2. A mandatory, biennial Telescope Operator Recertification meeting is planned for 1pm Sat May 19th (afternoon prior to Open House next month). Notice of this has appeared on logbook pages for a couple of months, but DAS word of mouth reminder would be appreciated. We do this to improve operations, reduce errors and to indemnify both DAS and DU against claims of negligence in the event of injury to a guest. The trip and fall incidents of recent years resulted in a safety cone at the balcony door, and a stair rail on the north stairs - visible reminders that stuff happens.

3. Finally, we are anticipating a "summer of evening stars" with the parade of Venus, Jupiter, Saturn and Mars being prominent. I recommend that DAS consider some additional promotion of public nights and open houses in advance of these viewing opportunities. DU will be using non-DAS nights in August for Mars viewing fundraising special events. Along these lines, next year July is the 50th anniv Apollo 11. Wings museum is planning a party - shouldn't we?

Thanks all for your contribution to sharing astronomy with the people!

--Dr. Bob

Appendix B:

**Treasurer Report for April  
2018**

**Standing Accounts April 30  
2018**

**1st Bank Accounts and Investment Fund**

<b>Type of Account</b>	<b>Ref No</b>	<b>Amount</b>
General Fund Checking	X9663	\$48,979.63
Dark Site Checking	X1049	\$6,163.84
Premier Time Savings	X9213	\$10,596.36
Time Deposit Savings	X3552	\$5,186.64
Business Premier Time Deposit Account	X4959	\$10,031.53
<b>Total</b>		<b><u>\$80,958.00</u></b>

**Deposits**

	<b>Total</b>
General Fund Checking Acct X9663	
Deposits from mail, Open Houses, Public Nights, Peek	\$1,144.05
Transfers from Paypal	\$1,000.00
<b>TOTAL</b>	<b><u>\$2,144.05</u></b>

**PayPal**

**Transactions in April 2018**

	<b>Total</b>
Memberships Renewals	\$312.00
Donations to VNH	\$0.00
Donations to Dark Site	\$10.00
Donations to General Fund	\$0.00
<b>Balance of Reservations Paypal at April 30</b>	<b>\$4.16</b>
<b>Balance of Treasurer Paypal at April 30</b>	<b>\$10,011.75</b>
<b>Total Paypal Funds at April 30</b>	<b><u>\$10,015.91</u></b>

**Payments**

	<b>Description</b>	<b>Amount</b>
University of Denver	1st Q 2018 Head Tax	\$1,000.00
Quickbooks Online	Online Accounting	\$36.28
Century Link	Internet at Chamberlin	\$53.99
First Bank	Activity Charge	\$12.00
Paypal	Transaction Fees	\$10.36
		<b><u>\$1,112.63</u></b>