

TAAA Board of Directors Meeting Minutes: Oct 12, 2022

The teleconference Zoom Board meeting was called to order at 6:33 PM, M. Smith, President, presiding. Board members present: D. Smith, Vice President; B. Whitehead, Treasurer; and Members-at-Large, J. Kalas, and G. Gomez as well as TAAA Members: J. Knoll.

Approval of Minutes:

- A motion was made by D. Smith and seconded by J. Kalas to approve the minutes for the Sept 14, 2022 regular Board meeting. The motion as passed by a vote of 5-0.

President's Report:

- TAAA has exceeded 10,000/month email limit on Member Planet. As a result, there needs to be more focus on the Bulletin and less use of emails to disseminate routine membership communication. Also investigating cost of increasing email limit.
- Still looking for technology assistants and refreshment coordinator for general meetings.
- Susan Bailey has volunteered to be the apparel coordinator. Catalog will only be online in the future.
- Road access to CAC is being repaired but requires careful transit in the meantime. Roads should be repaired before the CAC event on the 15th.
- The Foleys will again host the holiday party at 5:30 on Dec 10. Many thanks to them for this!
- The next 3 weekends have CAC scheduled activities including the Evening Under the Stars. Media groups including representatives from the local electrical utility are expected to attend this event.

Treasurers Report:

- Current bank balance is approximately \$211,000.
- Current star party revenue should be assigned to CAC O&M.
- MOP balance is now approx. \$169,000.
- Total TAAA assets are now in excess of \$1 million(!)
- Expenses now include first insurance coverage for the new GTTG buildings.
- Net revenue for both Sept and YTD (~\$176k/\$245k respectively) are very favorable due, primarily, to high level of recent donations.
- A suggestion was made to start looking at interest bearing options for our cash balances.
- A motion was made by M. Smith to accept the Treasurer's Report which was seconded by J. Kalas. The motion passed 5-0.

Directors and Officers (D&O) Insurance Review:

- The Treasurer provided a summary of D&O insurance coverage, risk scenarios and common D&O exclusions.

Review of COVID Policy:

- No changes were considered or approved.

CAC Planning/Ops Report

- Provided update on TAAA road repairs and weed clearing of the new easement road.
- It was noted that TAAA is responsible for road repairs even though a neighbor has historically maintained the road. It was also noted that previous road grading efforts have left the roadbed in poor condition for future use. However, the recent TAAA repairs have attempted to remedy some of the historical problems. Future rain/flooding events will test the new road repairs.
- It was suggested we inform membership that the road is sufficiently repaired to drop previous travel warnings.
- It was proposed that the current 50/10 internet service be upgraded to 300/100 service due to peak load factors. Monthly cost will rise from \$84 to approximately \$200 per month. As result, John Kalas made a motion to upgrade the internet service to 300/100 with Doug Smith providing a second. John Kalas indicated that he continues to be willing to pay up to 50% of the internet service. The motion passed by a vote of 5-0.
- The GTTG budget will fund approximately \$1,500 of hardware to support distribution of the new CAC internet service to the new buildings.

CAC Naming Activity from the Signage Committee:

- After a brief presentation on CAC history and Bill Lofquist's notable contributions to the site, a motion was made by Mae Smith to name the CAC ramada "The Bill(William) Lofquist Outdoor Learning Center". The motion was seconded by B. Whitehead and passed by a vote of 5-0.
- Based on the current CAC construction plans, a motion was made by Mae Smith that if Mike McDowell provides both the labor and the materials for any, or all, the telescope enclosures on the Stinger Pad, that Mike be given the naming rights for the enclosures where he donates both labor and materials. Discussion centered around whether the dollar value of materials warranted naming rights on all enclosures. As a result, the motion was amended to award naming rights to Mike for one enclosure if he builds one enclosure and naming rights for the largest enclosure if he builds more than one enclosure. The amended motion passed by a vote of 3-2. Further discussion provided suggestions to the Signage Committee that small signs be installed in the sheds noting the constructors names.
- A discussion occurred about whether the Board needs to continue to be involved in all naming decisions. No motion was made to change historical precedent on naming decisions.

Other Business:

- A discussion occurred regarding standard TAAA letterhead formats. As a result, a motion was made by D. Smith to accept the format with a notation for the letter components/footers to be deleted for letter correspondence. The motion was seconded by B. Whitehead and the motion passed by a vote of 5-0.



TUCSON AMATEUR ASTRONOMY ASSOCIATION CHIRICAHUA ASTRONOMY COMPLEX



Header.

- See example above
- One or two official [logo's](#)
- Tucson Amateur Astronomy Association (top line)
- Lines 2 and 3 can be specific to the subject. One should include the subject or title of the document
- Header information should be in all CAPS but can vary if needed
- Font type/size can vary as needed (example above is Calibri 14)

Footer.

- See example at bottom
- Include file name on the left
- Page number in the center
- Date of document on the right
- Can use a second line if needed for amplifying information like approval date
- Font example below is Calibri 12

Content.

- No specific format
- Can be bullets, numbered, letter, or any combination or specific format necessary to convey the material
 - o Some format (for example Position Descriptions) may require certain sections to be standardized for all documents within that program as required

File Name

- Include revision date in the file name to identify latest version.

- A motion was made by B. Whitehead to accept the proposed Donation Equipment Manager position description. A discussion ensued about how to connect TAAA members with donors whose equipment may have been rejected by TAAA. The motion was seconded and passed by a vote of 5-0.
- A discussion occurred summarizing the role of the Handbook Committee in the processing and approval of position descriptions. Additional summaries of the levels and formats of various position descriptions were discussed. In any event, the Board retains final approval authority of all position descriptions.

A motion was put forward by D. Smith to adjourn the meeting which was seconded by J. Kalas. The motion was approved 5-0 and the Board meeting adjourned at 8:26 pm.