



West Valley Astronomy Club

Board Meeting Minutes – May 7, 2019

Location: Bob & Janie Randle's home, Sun City AZ – (5 to 8:30pm)

Welcome: President Bob Randle welcomed new board members and volunteers at his first official Board Meeting. He thanked everyone for the jobs they do and briefed his following agenda items. Members and Volunteers present:

Bob and Janie Randle, John Cline, Ron and Jackie Langlois, Walter Schmitt, Ron and Beth Oudean, Jan and Craig Weaver, Robert (Bob) and Carolyn Colbert, Paul and Deb Bleikamp, Fred and Bonnie Fitzgerald.

Officer and Volunteer descriptions: Each member/volunteer in attendance were given a written copy of expected duties and responsibilities. Bob mentioned the need to formalize the Membership position, currently being done by Treasurer and stand it up as a separate function. He mentioned the need to bring in and train a couple of extra Webmasters. Jan Weaver was identified as the Liaison (POC) for the Night Sky Network and International Dark-Sky Association.

Website: Bob discussed the need for separate website meetings to discuss improvements and train new webmasters. Additionally, Bob mentioned he wants the webpage to be the primary source of club announcements and information. Mentioned his appreciation for recent upgrades and changes to current webpage. All club members were encouraged to make recommendations to the Webmasters.

Communications: Keys to the club's growth – Bob mentioned his desire to create WVAC Business cards.

By-Laws: The timing of elections and other by-law procedures should be adjusted to match the Clubs fiscal year. As an example, Club nominations (for elected Office positions) will be in October, Candidates profiled in November, and Elected in December (tenor for this next cycle will be January through December), that means current Officers (Board Members) will remain in office until December of 2020 (approximately 18 months) the start of the new fiscal year.

By-Laws will now reflect the splitting of the Secretary duties away from traditional Treasurer duties.

New Board Members (Officers) positions were mentioned like Program Chairman, Webmaster, Membership Administrator.

Meetings: Major overhaul of the regular club meeting format – club business and announcements will no longer be presented at the beginning of the meeting – instead a visual display of business items and announcements will be presented for all members to view as they pick a tables and get refreshments. Tables with chairs is now the preferred method to seat guests, this should foster a more social environment.

The Sign-In process will include Sign-In Lists, Name Badge administration/dues collection, and 50/50 raffle business. Members will walk past the Sign-In table, Information/Free table, Show and Tell table, and Club for sale items when entering.

Note: The previous Door-Prize raffle will now be rolled into the 50/50 raffle (as a second 50/50 winner prize).

Board Meetings will be held one week prior to the general club meeting as needed. Location of Board Meetings may vary.

December meetings will now be a Holiday/Business meeting – typically with no guest speaker scheduled. Holiday/Business meeting refreshments will be provided by 50/50 Raffle proceeds and donations by club members. December business meetings will consist of voting on By-Law changes, Elections, and addressing any other business affecting the club.

Upcoming Events/Field Trips/ Star-Parties: Peoria library event details were discussed, Gila-Bend event, Alamo Lake event, monthly Star-Parties events were also discussed. Field trip to the Mirror Lab in Tucson was discussed. Points-of-Contact (POCs) for current and future events, and publicizing our events were discussed.

Logo/Letterhead: Bob talked about the need to decide on a new club logo. He mentioned showing a few (three?) final designs to the general membership via email to be voted upon.

Member Profiles: The new Membership Administrator - will develop listings to indicate the likes, hobbies, talents, skills, etc. of club members (**all voluntary inputs**) so as to share and foster overall club knowledge, relationships, outreach resources etc.

Dues: General discussion about collecting dues in a timely manner. Pro-rating dues prior to the start of the fiscal year (January). Special Guest Speaker fee of \$5.00 for those who attend but are not members.

Study the feasibility or impact of increasing annual dues charges to \$25 for a single and \$35 per family.

Merchandising: Bob is not opposed to selling items through the club - but they need to be professional and relevant to Astronomy club activities. All items sold through the club or on the webpage will be assessed a fee, to be deposited into the general club fund. Fee will be assessed upon evaluation of each item – typically 10% of posted for-sale cost.

Meeting adjourned by Bob Randle at 8:30pm.

Next Board meeting - to be announced.

Minutes submitted by Beth Oudean, via email on May 8, 2019.

Minutes approved by: _____ Date: _____

President Bob Randle

(MM/DD/YY)