

## **PAC BOARD OF DIRECTORS MEETING – December 20, 2017**

**Present:** Current Board Members: Joel Cohen, Doug Tilley, Jeff Stillman, Steve Eubanks, Pat Bledsoe, John Baesemann

**2018 New Board Members:** John Carter, Dennis Eaton

The meeting was called to order by the President at 6:02PM at the Prescott Public Library.

### **Treasurers Report and Club Minutes from Previous month's Meeting**

The current checking account has \$1587.64 and \$3001.78 in savings. Membership currently stands at 87 paid members. The club Christmas Party cost was \$957.01 plus a 20% tip cost of \$176.00. The cost for the purchase of the annual awards was \$500. The treasurer report was accepted by the board.

The club secretary read the minutes from the November 2017 board meeting and the minutes were accepted as written.

### **New Business**

The President asked John Baesemann to notify David Viscio to include in the next Ephemeris newsletter the current club financial statement.

Jeff identified his view on the clubs mission and goals for 2018. He then asked our incoming Vice President John Carter to elaborate on his general club meeting format (**see attachment 1**). The general summary is that our business and short topic discussions should occur in the first half of our meeting with the main presentation occurring in the second half. Main presentations should last no longer than 50 minutes including questions from the attendees. John also suggested that the presentations should be pre-reviewed before the actual meeting.

Jeff then identified the various roles that our Directors-At-Large should oversee (**see attachment 2**). Some of the Director-at-Large responsibilities include Pat Bledsoe as Property Manager, Joel Cohen will cover our Public Outreach program, Adam England will be responsible for our Public Relations program, Dennis Eaton is our Member Relations and Awards program, Field Trip Coordinator will still be covered by Cory Shaw.

Joel Cohen and Pat Birck will discuss a more formal method of payments to the club for its Public and Private Star Party program. A vote by the board to increase annual Family Memberships to \$37.50 was approved.

January 3, 2018 General membership voted to approve a maximum of \$500 to purchase a laptop and accounting software.

Meeting was adjourned at 7:30 PM

Prepared by: Doug Tilley, PAC Secretary

## **ATTACHMENT #1**

### **PAC General Meeting Format and Presenters Guidelines**

As of January, 2018 the Prescott Astronomy Club general meeting format will be as follows:

#### **First hour:**

- Opening
- Recognize and welcome guests and new members
- Business meeting portion
- Old Business
- New Business
- Announcements
  - META SIG
  - Star parties
- What's Up This Month
- As time permits:
  - Astronomy viewing tips and tricks
  - New equipment reviews
  - Short topics
- Break for 8 minutes before the hour

#### **Second Hour:**

- Main presentation, 50 minute limit
- At 10 minutes before the hour:
  - Review of announcements.
  - Raffle
  - Close

#### **Presenter Guidelines**

- Design the talk for 30 minutes.
- Keep slides and information at the 12th grade level.
- Use a Parlor Conversation approach.
- As a rule of thumb, allow up to 3 minutes to cover each slide adequately.
- One minute per slide would be an approximate time to shoot for.
- Leave enough time after your presentation for Q&A to fill the 50 minutes.
- There will be no overtime allowed. When the time limit is up, simply close. No one will know what you didn't cover.

## **ATTACHMENT #2**

### **Board Member Duties**

President

1. Preside at all meetings.
2. Coordinate the activities of the board of Directors.
3. Call extra meetings as required, temporarily fill vacancies, and appoint and dissolve committees not otherwise provided for.
4. Appoint a nominating committee of at least three members, who shall present the nominations to the general membership at the October business meeting.

### Vice President

1. Serve in the place of the president in case of president's absence or incapacitation.
2. Act in an official capacity (under the direction of the president) for the PAC at public functions.
3. Coordinate the speakers for the monthly general meetings.
4. Plan and disseminate the agenda for the general meetings to the following:
  - a. PAC webmaster – Russ Chappell
  - b. Public Relations Officer – Adam England
  - c. Ephemeris editor – David Viscio
5. Maintain the club A/V equipment and ensure that it is setup as needed for PAC meetings and functions.

### Treasurer

1. Execute all financial transactions authorized by the club.
2. Receive and distribute all dues, subscriptions and bank receipts.
3. Account for all receipts and expenditures.
4. Report on club finances at each regular business meeting.
5. Maintain an up-to-date roster of members.
6. Magazine subscriptions

### Secretary

1. Keep all official documents and records of the PAC, and perform other duties delegated by the President
2. Record the minutes of all regular business meetings and the board of Directors, and at the request of any member, read aloud the minutes of the regular business or board meeting.
3. Maintain inventory of PAC equipment

### Director at Large – Outreach

1. Act as liaison for the following committees and special services:
  - a. Third Thursday speakers
    - i. Corinne Shaw

1. 928 772-0941
2. Cmshaw0430@aol.com
- b. Starry Nights (public star and solar parties, other public events and Starry Nights brochure preparation and production)
  - i. Patrick Birck
    1. 928 778-6324
    2. pbirck@cableone.net
- c. Private events including schools camps and any other non-public star party or event.
  - i. Patrick Birck
    1. 928 778-6324
    2. pbirck@cableone.net
- d. Highland Center
  - i. David Viscio
    1. 928 775-2918
    2. Pkmist@gmail.com

#### Director at Large – Member Relations

1. Act as liaison for the following committees and special services:
  - a. METASIG
    - i. Marilyn Unruh
      1. 928 541-1201
      2. booknook@northlink.com
  - b. Newsletter
    - i. David Viscio
      1. 928 775-2918
      2. Pkmist@gmail.com
  - c. Guest/New Member Hospitality
    - i. Corinne Shaw
      1. 928 772-0941
      2. rllewis720@aol.com
  - d. Field Trips
    - i. Corinne Shaw
      1. 928 772-0941
      2. Cmshaw0430@aol.com
  - e. Awards
2. Act as committee chairperson for the following events:
  - a. Club functions – Summer picnic & Christmas Dinner

#### Director at Large – Public Relations

1. Act as liaison for the following committees and special services:
  - a. PAC website
    - i. Russell Chappell
      1. (928) 778-6502
      2. [sheepdog@cableone.net](mailto:sheepdog@cableone.net)
  - b. Facebook
    - i. Adam England
      1. (928) 642-0073
      2. [Aengland85@hotmail.com](mailto:Aengland85@hotmail.com)
  - c. Meeting Location Scheduling: Prescott Library & Embry Riddle
    - i. Russell and Cynthia Schnitzer
      1. (928) 717-0623
      2. [schnitz@cableone.net](mailto:schnitz@cableone.net)
  - d. Affiliate Organizations
    - i. ERAU – Adam England
      1. 928 642-0073
      2. [Aengland85@hotmail.com](mailto:Aengland85@hotmail.com)
    - ii. NAU Space Grant – Corinne Shaw
      1. 928 772-0941
      2. [Cmshaw0430@aol.com](mailto:Cmshaw0430@aol.com)
    - iii. Astronomical League – Patrick Birck
      1. 928 778-6324
      2. [pbirck@cableone.net](mailto:pbirck@cableone.net)

### Director at Large – Property

1. Maintain PAC historical records
2. Act as liaison for the following functions and special services:
  - a. Equipment storage, tracking and inventory
    - i. Pat Birck
      1. (928) 778-6324
      2. [pbirck@cableone.net](mailto:pbirck@cableone.net)
  - b. PAC Store Sales
    - i. John & Laura Verderame
      1. (307) 250-2728
      2. [astroitalian@gmail.com](mailto:astroitalian@gmail.com)