

## RASC National Council Meeting 22-4

Sunday, December 4, 2022: 2:00 PM-4:00 PM EST

11 AM PST, Noon MST, 1pm CST, 3:00 PM Atlantic, 3:30 PM NL

You should all have access to the Google Drive, where you will find to-do lists, meeting agendas and minutes, job descriptions, Centre reports, etc.:

<https://drive.google.com/drive/folders/1BdQzQZBxoETguN9WJp0fK0nL-Q22icNK?usp=sharing>

Summary of Actions and Motions from NC22-4:

### ACTIONS ITEMS

- **NC22-3-Act05** Jim Fairles will share the doc on hybrid hosting procedures on G-drive.
- **NC22-3-Act06** Both NC and board review Centre's Manual by Sep 30, if no other edits, then it will be posted to the website.  
<https://drive.google.com/drive/folders/1oXXTBQBrxaJCU1CABgiQD3uZP21Sr6px?usp=sharing>
- **NC22-3-Act07** – Mick was going to write up a call for help to experienced web developers to be included in the newsletters of local centres. This item remains open.
- **NC22-4-Act01** Robyn Foret to send out templates for Centre Reports for the next Annual Report.
- **NC22-4-Act02:** Judy to forward the revised dates of 2023 National Council to everyone on the NC forum.
- **NC22-4-Act03:** Charles Ennis to send out the Board meeting minutes from March 2022 to all NC members via the forum.
- **NC22-4-Act04:** Phil Groff and Judy Black to set up Town Halls in the new year so that a financial presentation can be given to Centre Executives in January.

### MOTIONS

- **NC22-4-Mot01** Approval of the agenda, moved by Dennis Lyons, seconded by Marcellus Redmond. Motion carried.
- **NC22-4-Mot02** Approval of the meeting minutes from September 11, 2022 as circulated, moved by Les Dickson, seconded by Dennis Lyons. Motion Carried.
- **NC22-4-Mot03** Motion to revise the National Council meeting dates for 2023 as follows:
  - NC23-01 Feb 5, 2023
  - NC23-02 April 2, 2023
  - NC23-03 June 4, 2023
  - NC23-04 Placeholder for the AGM, end of June
  - NC23-05 Sep 24, 2023
  - NC23-06 November 5, 2023
  - NC23-07 Dec 3, 2023
- Moved by Frank Tomaras and seconded by Bill Weir. Motion carried.
- **NC22-4-Mot04** Motion to accept the amended position description for Centre Representative to National Council. Moved by Dennis Lyons, seconded by Mark Meadows. Motion is carried.
- **NC22-4-Mot05** Motion to accept the amended position description for Chair of National Council. Moved by Dennis Lyons, Frank Tomaras seconds. Motion is carried.
- **NC22-4-Mot06** Motion to accept the amended position description for Vice-Chair of National Council. Moved by John Hurley. Dennis Lyons seconds. Motion is carried.
- **NC22-4-Mot07** Motion to accept the amended position description for Council Recorder of National Council. Moved by Bill Weir. Dennis Lyons seconds. Motion is carried.

## Full Meeting Minutes for NC22-4:

Judy Black (Chair) called the meeting to order at 2:01pm EST

### 1. Welcome & Introductions

- a. Roll call (during sign-in) – Names were captured via screenshot during meeting. See Appendix.
- b. Welcome to new Staff
  - o Judy extended a warm welcome to Christal Williams (Membership & Office Manager) and Carina Ockedahl (SkyNews Managing Editor).
  - o There are four outgoing Centre Representative to whom we extend our sincere thanks for all the work that they have done for National Council over the years: Donald Town (Belleville), June MacDonald (New Brunswick), Peter Hagar (Regina), and Judy Sterner (Calgary).
  - o Welcome to the four new Centre Representatives: Debi Butler (Belleville), Francois Theriault (New Brunswick), Mark Meadows (Regina), and Robyn Foret (Calgary).
- c. Approval of Agenda
  - o **Motion NC22-4-Mot01** Approval of the agenda, moved by Dennis Lyons, seconded by Marcellus Redmond. Motion carried.
- d. Review Action List
  - o **NC22-3-Act01** – Judy suggested putting a halt to Centre highlight reports. Going forward, a Centre can produce a report for National Council for discussion, as required. Otherwise, we are not going to request reports from specific centres at specific times of the year. This action item is closed.
    - Tom S.: wanted clarification that Centre Annual Reports
    - Phil G: New Annual Report editor is Robyn Foret
    - Charles E.: Make sure that your Centre's Annual Report reaches the editor on time this year. Last year they all came in late and made for a frustrating experience for the editor.
    - **Action NC22-4-Act01** Robyn Foret to send out templates for Centre Reports for the next Annual Report.
    - Content will be needed by centres by end of January. Exact date to be confirmed in the coming weeks.
  - o **NC22-3-Act02** – National Council reps were to ask their local treasurers to get involved with the National Finance Committee. Susan from Kingston and Greg from Halifax have agreed to join. There is still a vacancy for one more member on the National Finance Committee. Invitation is still open! But this action item is closed.
  - o **NC22-3-Act03** – “Sometimes NC reps and Centre Presidents don't communicate.” We need to regularly encourage communication between NC reps and their Centre executive. This action is closed.
  - o **NC22-3-Act04** – Review of position descriptions for Chair, Vice-Chair, Centre Representatives. The position descriptions are on this meeting's agenda. This action item is closed.
  - o **NC22-3-Act05** – Jim was to develop a document on Hybrid Hosting Procedures on the G-drive. Possibly on the list-serv. This item remains open.
  - o **NC22-3-Act06** – NC and Board to review Policy Manual. It was not reviewed by the Board. This item remains open.
  - o **NC22-3-Act07** – Mick was going to write up a call for help to experienced web developers to be included in the newsletters of local centres. This item remains open.
- e. Approval of Previous Minutes of Meeting

- **Motion NC22-4-Mot02** Approval of the meeting minutes from September 11, 2022 as circulated, moved by Les Dickson, seconded by Dennis Lyons. Motion Carried.
  
- f. Approval of Revised 2023 meeting dates
  - Five meeting dates for 2023 had been approved at the NC 22-3 meeting.
  - In the coming year, Judy proposed inserting two additional meetings for a total of seven.
    - This will help NC get through more business that comes up, such as working on the many issues raised in the Open Letter to the Board
  - Proposed splitting the March meeting into two (one in February and one in March), and the December meeting expanded to two meetings (one in November, and one in December).
    - Laurie Roche: Because the GA is in May this year, does the NC want to have more preparation ahead of this event?
    - Charles Ennis: NC is more focused on preparing for the AGM as opposed to the GA.
    - Judy Black: The April meeting will have time to address items relating to the GA, and the June meeting can address items relating to the AGM.
  - Proposed Revised Meeting dates for 2023
    - J. Black proposes to increase total number of meetings in 2023 from five meetings to seven total, including the placeholder for the AGM.
    - Tom Sobocan: expressed his favour, asks to ensure new dates are sent out on email list to all reps. Judy confirmed this will be done.
    - Dennis Lyons: Not in favour. Is the NC not achieving what it needs to with the current number of meetings? Many agenda items could potentially be handled more efficiently via email.
      - Judy B: Following the Open Letter to the Board, it was agreed by both NC and the Board that more communication is between each other, and this primarily happens at NC meetings. It will also help expedite any business where National Council produces something and the Board needs to approve it. (i.e., The Centre's Manual, the National Council Terms of Reference, etc.)
    - Eric Klaszus: expressed his favour in increasing meeting frequency. It is challenging to accomplish anything in a timely manner with quarterly meetings. Since National Council is the main conduit of communication from the Centres to the Board and National Office, increasing meeting frequency will help them make more informed decisions.
    - Peter Hagar: expressed his favour. He does not feel that National Council is accomplishing what it needs to with its current frequency. Our meetings help to increase awareness of challenges that are being experienced, it is a necessary evil.
    - **Motion NC22-4-Mot03** Motion to revise the National Council meeting dates for 2023 as follows:
      - NC23-01 Feb 5, 2023
      - NC23-02 April 2, 2023
      - NC23-03 June 4, 2023
      - NC23-04 Placeholder for the AGM, end of June
      - NC23-05 Sep 24, 2023
      - NC23-06 November 5, 2023
      - NC23-07 Dec 3, 2023
    - Moved by Frank Tomaras, and seconded by Bill Weir. Motion carried.
    - **Action NC22-4-Act02:** Judy to forward the revised dates of 2023 National Council to everyone on the NC forum.
  
- Additional side discussions regarding the AGM:

- Judy Black pointed out that standing committees (EPO, LPA, Finance, etc.) all report at the AGM, but at this point in time National Council is not included in this reporting process.
- Michael Watson expressed his personal opinion that the National Council should be considered a preeminent committee. Its existence is mandated by the National Bylaw, and the existence of all of the other committees are not.
- Charles Ennis agreed that the National Council should have a place to provide a report at the AGM.
- Next year's June meeting should include a review of the report to be included at the AGM.
- Future action item: for National Council to create a report for AGM next year.

## 2. Board Reports & Updates

- Charles Ennis intro:
  - The purpose of this report is to give everyone a high level briefing on the finances of the society so that everyone is aware of exactly where we stand. This is not a budget planning process, that is the work of the Finance Committee and we had invited additional members to be part of that committee.
- Catherine Carr begins presentation for the Finance Committee.
  - One of the messages that was received by the Open Letter from National Council is that more transparency is strongly desired. This will be a fairly detailed financial briefing on the Society's performance thus far in 2022.
- Presentation will include
  - Statement of Financial Position
  - Operations Statement
    - Showing our strengths and challenges.

### Statement of Financial Position:

- The following statements are January - October 31, 2022.
- Assets:
  - Current assets
    - Summary of Cash on hand
      - Up \$285K from last year, due primarily to bequeath that was received last year.
    - Summary of Accounts Receivable
      - Down \$11K from last year
      - Amount is primarily due from SkyNews, such as cost recoveries that it is not able to currently repay to the National Society.
    - Small ups and downs in the following:
      - A new \$30K loan to SkyNews (this is in addition to what is owing from SkyNews in Accounts Receivable)
      - Small drop in Investments
      - Healthy refund coming for HST as of Dec 31
      - Merchandise inventory is reported differently this year, as will be shown in Operations Statement. As a result this line item is showing lower than same time last year.
    - Summary of Total Current Assets

- Up ~\$250K from same time last year, primarily due to the bequeath that was received last year (cash on hand)
- Non-current assets
  - Small amount of up and down in the following:
    - Property – down ~\$22K as a result of the office move
    - Long term assets – Up ~\$35K
    - Dorner Museum – Up ~\$16K
    - Summary of Total Non-current Assets
      - Up ~\$28K from same time last year.
- **Summary of Total Assets (Current + Non-current)**
  - **Up ~\$277K from same time last year,**
    - Cash on hand is significantly higher this year than same time last year, primarily due to the bequeath that was received last year.
    - There are many ways that the publishing and distribution of SkyNews affects the Society's position.
    - We received some funding last year that contributed to the higher balance this year.

Comments:

Michael Watson pointed out that people are going to want to know, why do we have ~\$300K more, and what does that represent? It's important that people not misunderstand what the Society's cash position is.

- Liabilities
  - Current Liabilities:
    - Small ups and downs
    - Summary of Current Liabilities
      - Down ~\$9K from same time last year.
  - Non-current Liabilities
    - Investments at Scotia MacLeod
    - Dorner
    - Northcott
    - Legacy
    - Summary of Non-current Liabilities
      - Up ~\$24K from same time last year.
  - Summary of Total Liabilities (Current + Non-current)
    - Up ~\$15K from same time last year.

- Equity
  - **Items to note:**
    - **Profit for Jan-Oct 2022 is a loss of \$738,642.32.**

- Total Liabilities and Equity

- Total is \$1.4 million, which is up ~\$276K from same time last year. The profit loss of \$738K will be offset by the \$1.7 million of Retained Earnings at year-end.

#### Deep dive into the “Profit and Loss”

##### ● Income

- Membership
  - Membership numbers are actually ahead of budget so far this year.
- Grants and Donations:
  - This is the first area where we are facing challenging headwinds.
  - We have only received 25% of what was budgeted for Jan-Oct 2022.
  - Another grant from the United Nations is expected to be received before year-end.
  - Last year (2021) we received more than double what we will have received in 2022.
  - We did not apply for the Trottier Grant this year. (valued at \$100,000)
    - The Board instructed our fundraiser team not to apply for this grant this year.
    - The application required that the funds support new programming and we needed to ensure that we had enough capacity to fulfil our current programs and obligations before we take on more programming obligations. We did not have enough staffing capacity to take on more programming.
    - We are applying for a grant in 2023 for the Planetarium that is worth \$250,000
  - We did not apply for the Carswell Grant
    - Timing was such that we could not get an application in for fiscal 2022.
    - That application is being written this month which will be for 2023.
  - Donations were softer than last year.
  - Questions:
    - Dennis Lyons: When the Board made the decision not to move forward with the Trottier Grant, did the Board make an effort to revise the budget and adjust spending accordingly?
      - C. Carr: The budget was already complete [and approved] by the time the decision was made not to apply for Trotter. We did adjust spending, however there is a minimum amount of spending that is required to keep our existing programming running.
    - D. Lyons: Can the minutes from that Board meeting be shared so that we can know that due diligence was done.
      - **Action NC22-4-Act03: Charles Ennis to send out the Board meeting minutes from March 2022 to all NC members via the forum.**
    - Nolan Smith: What was the new program that was envisioned for that money that wasn't applied for?
      - Phil Groff: It was outreach in the form of summer camp (Astronomy Camp) programming.
- Publications Revenue
  - We overbudgeted for the year and have fulfilled 66% of the amount budgeted for this period of the 2022. Compared to this time last year, our revenue from publications is stronger, but we were a little overoptimistic for 2022.

- There are several large orders from institutional clients that have yet to be fulfilled before year end, and total revenue for the year is expected to climb.
  - Investment Income
    - Showing a big loss this year.
      - SkyNews did not have a good year. SkyNews posted a loss of \$66,000 in March 2022.
      - Our investment portfolio also suffered market loss.
      - We will be more conservative this coming year, especially for SkyNews.
        - P. Groff: Since March 31, the SkyNews Board has taken several steps to address some of the challenges, some of which include:
          - Going to a different printer. Our previous printer had been increasing price repeatedly, until the increases reached a point that was unsustainable. We found a new printer that was able to fulfil our original per-page cost.
          - We have reduced the size of the magazine. Over the past couple of years SkyNews has grown from 40-pages plus cover to 48 pages plus cover without a proportional increase in advertising revenue. In fact, we have seen a decrease in ad revenue over the last number of years. We have now reduced the number of pages back to 40-pages while still maintaining as much editorial space as we can.
          - Art director costs have been reduced.
          - Our fulfillment and subscription supplier went out of business, and we have been able to backfill with a new company which is significantly lower cost per issue.
          - Hiring a commission-only marketing staff to help bring in more advertising dollars.
          - We'll see a better bottom line for SkyNews at their year end in March 2023.
  - Miscellaneous Income
    - Includes RASC Robotic Telescope, shipping, GA fees, merchandise.
      - We were overoptimistic on Robotic Telescope revenue for this year.
        - P. Groff: The outreach team has developed a plan for 2023 for making scope time available for purchase by members. With this plan, we expect the Robotic Telescope to break even next year.
  - **Overall, only 45% of our budgeted income has been realized for the period of Jan-Oct 2022.**
- Expenses
  - Generally, expenses overall were mostly on-budget with the exception of a few items:
    - Office Salaries and Benefits
      - This is 36% over budget. This resulted from three positions.
        - Environmental Outreach Coordinator.
          - Previously was a grant-funded employee (P. Groff mentioned that her grant funding ended in Feb 2022). She was indispensable, and so the Board agree to hiring her full time.
        - Summer Students

- Helping with Member Services.
    - Budgeted for two summer students, and ended up with 8.
    - Grant money is still anticipated to be received that will offset some of the cost for these summer students.
  - Part time Employee
    - Temporarily hired to help with shipping earlier in 2022.
- Membership Services
  - This is 30% over budget
  - Observer's Handbook, SkyNews costs and shipping. Does not include the Explore the Universe Handbook.
- Office expenses:
  - This is 18% over budget this year.
  - A result from the office move earlier in 2022.
- **Overall, we are 19% over budget for all total expenses for the year.**
- Net Income:
  - Total Loss of \$738,642 for the period of January – October 2022
  - Due to reduced revenue and certain increased expenses.

Profit and Loss, by Function:

- Couple of items to note:
  - We are allocating about a third of most items (overhead, etc.) to member services
  - Membership revenue does not fully cover the expenses associated with Member Services. Roughly for every \$2 we receive from membership revenue, \$3 are spent on Member Services.
  - P.Groff: Donations specifically assigned to the RASC Robotic Telescope largely cover its current expenses.
  - Peter Hagar: Even though dark sky preserves show up as an expense, they have a value that isn't possible to quantify on the revenue side. Their value is not monetary. It is also fulfilling the mandate of the RASC.
    - C. Carr noted that the majority of the expenditures listed for Light Pollution Prevention are a portion of the Environmental Outreach Coordinator's compensation.

General comments about the presentation from members of the National Council:

- D. Lyons: I don't see any indication where the Board has addressed the shortfalls [of income]. It was noted in a Board meeting in March that there would be a \$100,000 shortfall in grants. What was the mitigation plan to deal with this?
  - C. Carr: Knowing that we've been facing headwinds on a number of fronts, not just on grants, keeping a lid on expenses has been the undertone of operations for the entire year. We are acutely aware of the pain that the absence of the Trottier grant has caused.
  - C. Ennis: When a grant application is made, we need to know who is going to be responsible for the distribution and management of that project. This was the principal issue. For 2023, this is in place with the Planetarium Committee for which a grant for \$250,000 has been applied. But in 2022 there was not a body in place that could oversee the Trottier grant funds.



- N. Smith: If \$100,000 was budgeted for the grant that was going to be for a specific cost, wouldn't there have also been \$100,000 of expenses that was not spent and therefore would just cancel it out?
  - C. Carr: We did not. [Additional note by Catherine Carr: The grant was intended to support the delivery of a proposed Astronomy Camp program and would have required additional headcount. There was concern that even with additional headcount, the delivery of this program would have been challenging. At the time the 2022 budget was set (October/November 2021), the details of such a program had not yet been ascertained, and as such, the additional staff cost was not included in the budget. We were overconfident at budget time that existing live National outreach programming was sufficient to qualify for this funding. In fact, these metrics had proven challenging to obtain and quantify when the time came to write the proposal.]
  
- N. Smith: At the beginning of the year, there was a bequeath to the RASC. There was an expected second portion of that to come in. Did that not come in this year?
  - C. Carr: That has not come in.
  - P. Groff: It is currently held up with the CRA. If we get it by the end of this year, then that changes our grant line by \$400,000. It would be something that puts us in much better position for year-end, but we can't count on it. It might come in early next year.
  
- Tom Sobocan: The Windsor Centre Board asks why membership fees are going up. What should we be telling our members regarding the reason that membership fees have gone up?
  - C. Carr: We experienced reduced revenues in publications and grants, and some increased expenses.
  - P. Groff: There's no doubt that the cost of serving our members has gone up. They are still not even covering all costs associated to delivering Member Services. But we wanted to bring them closer in line.
    - Member Services includes the following:
      - The direct costs of producing and shipping the Observer's Handbook and SkyNews to each member.
      - The cost of having a membership coordinator to answer calls and emails and resolve issues.
      - A portion of database maintenance is allocated to this
      - A portion of other office staff's time that is spent delivering member services.
  
- T. Sobocan: Can we sustain another loss like this next year? How does the big picture look when we consider all of the financial resources that we have?
  - P. Groff: We would not want to sustain another loss like this next year. We are doing what we can to turn the ship around, such as SkyNews reconfiguration, finding cheaper shipping service, and increasing revenue for next year, getting publications out to more vendors, selling Robotic Telescope time, etc. No, we cannot sustain another year like this. We need to tighten our belt on the expense side and increase our revenues on the other side.
  
- J. Black: Reminder that the meeting is approaching it's end, and we still need to get to elections. Dennis Lyon's gets the final question.
  
- D. Lyons: Can you confirm that the bequeath that came from the member from Manitoba is going to be used to cover the shortfall, and that this money will never be able to be used to set up a fund where we could be supporting things for the rest of its life. So that money is gone now, basically to maintain the RASC.
  - C. Carr: Yes, for operations.
  
- D. Lyons: If we are in the same situation next year as we are today, will the RASC be going bankrupt? Do we have enough reserves to do this a second time?

- P. Groff: If we are in exactly the same position one year from today, we would not be bankrupt, but we would be in a terrible position. We are taking all of the steps that we can to make sure that we aren't in that position. If we experienced the same loss again next year, we would not be in a position of bankruptcy. We would not be able to sustain two more years of this loss like this.

**Action NC22-4-Act04:** Phil Groff and Judy Black to set up Town Halls in the new year so that a financial presentation can be given to Centre Executives in January.

### 3. Centre Highlight Reports:

- Nothing to report.

### 4. Elections

- There were two positions that had not been filled for the National Council Executive, Vice-Chair and Council Recorder.
- Nominations are as follows
  - Vice-Chair: Jim Fairles
  - Council Recorder: Eric Klaszus
  - No further nominations from the floor.
  - J. Fairles and E. Klaszus were elected by acclamation.

### Position Descriptions:

- Comments on the Position Descriptions that were previously circulated for Chair, Vice-Chair, Council Recorder, and Centre Representative to National Council
  - J. Black: For all positions, statement #2 under Responsibilities cited a policy that no longer exists. Recommends deleting statement #2 from all position descriptions
  - J. Failes: For Council Recorder, under "Election and Term Limit" the verbiage is for Vice-Chair.
    - J. Black noted the correction.
    - For Centre Rep, Responsibilities item #7, disagrees that it should be seen as a required responsibility for reps to have to participate in on-going task. Concerned about having a hard enough time getting reps out to the meetings.
      - J. Black recommended striking this line.
    - Concerned that National Council can "prescribe" a task to a Centre Rep
      - J. Black recommended changing the wording from "prescribed" to "requested". She gave the example that NC requested Reps to go back to their centres and ask their treasurers whether they would like to join the National Finance committee. That is something that NC is requesting that Reps go and do at their Centre.
- Further discussion:
  - M. Watson: Regarding to what extent can National Council or the Board can prescribe duties for the NC Reps, even Chair and Vice-Chair. These positions are provided for in the By-law. The only requirement for Chair or Vice-Chair or the Representatives is that they be a member of a Centre. The National Council or the Board indeed cannot impose any additional requirements on NC Reps. However in order to have a workable National Council, it's very helpful for the people taking on these positions to have these attributes. But they can't be imposed.
  - J. Black: If a member is chosen as a rep by their Centre, they should be here. Of course, there are times when people cannot attend due to personal circumstance. These position descriptions are trying to establish what is expected of the National Council's members when they become part of this committee.

- M. Watson: Recommends National Council engage the Centre Executives to ensure that their Reps are coming to meetings and doing what they are supposed to be doing.
- Rob Woods: Some centres are small and have only 6 active members that are filling all the roles. Some centres will have vacancies for NC Rep, which means that no one will be at the meeting for their centre.
- J. Black: These position descriptions are also a recruitment tool, so that Centres can give this to their Reps to demonstrate what is expected of you as a Rep.

For centres that have more than one Rep, is the expectation that all Reps from that centre attend, or only one from the Centre?

- M. Watson: This made sense when the NC was the decision-making body for the Society. Now the function of a NC Rep is not to vote and make decisions on behalf of the Society, but to be a conduit of information from the Centres to National Council, and vice versa. So it is not as important as it used to be to have every Rep from one Centre to attend, if a centre has multiple Reps.
- More on this in a future meeting.
- R. Foret: Encourages the Chair and Secretary to reach out to the centres and reps that aren't present to make sure that the minutes of the meeting and any action items that are relevant to the centres get out to the Centre Presidents and the National Reps for those Centres.

● Position Description for Centre Representative to National Council, amended as follows:

- Delete Item 7 under Responsibilities
  - ~~7) Participate in at least one NC project or on-going task per year, 5 hours of volunteer time is suggested. The choice of tasks may include serving on a working group, designing a survey, analyzing survey results, updating, or editing the Centre Manual and other documents, administration and monitoring of online communications and platforms.[2]~~
- In Item 12 under Responsibilities, changed "prescribed" to "requested"
  - 12) Perform other duties as may be ~~prescribed~~ **requested** by the National Council.
- **Motion NC22-4-Mot04** Motion to accept the amended position description for Centre Representative to National Council. Moved by D. Lyons, seconded by Mark Meadows. Motion is carried.

● Position Description for Chair of National Council, amended as follows:

- Delete Item 2 from Responsibilities.
  - ~~2) Abide by the RASC Directors and Officers Code of Conduct when representing the RASC at events held on the RASC's behalf. (RASC Policy Manual 5.9 (2019), page 94)~~
- **Motion NC22-4-Mot05** Motion to accept the amended position description for Chair of National Council. Moved by D. Lyons, Frank Tomaras seconds. Motion is carried.

● Position Description for Vice-Chair of National Council, amended as follows:

- Delete Item 2 from Responsibilities.
  - ~~2) Abide by the RASC Directors and Officers Code of Conduct when representing the RASC at events held on the RASC's behalf. (RASC Policy Manual 5.9 (2019), page 94)~~
- **Motion NC22-4-Mot06** Motion to accept the amended position description for Vice-Chair of National Council. Moved by John Hurley. D. Lyons seconds. Motion is carried.

- Position Description for Council Recorder of National Council, amended as follows:
  - Delete Item 2 from Responsibilities.
    - ~~2) Abide by the RASC Directors and Officers Code of Conduct when representing the RASC at events held on the RASC's behalf. (RASC Policy Manual 5.9 (2019), page 94)~~
    - Under “Election and Term Limit”, change “Vice-Chair” to “Council Recorder”
  - **Motion NC22-4-Mot07** Motion to accept the amended position description for Council Recorder of National Council. Moved by Bill Weir. D. Lyons seconds. Motion is carried.
  
- Remaining business will be deferred to our next meeting on February 5, 2023.
  
- Quick update on Green Laser Permit from Transport Canada, by Dennis Lyons:
  - Just got our approval back from Transport Canada. A few adjustments need to be made to the training program. This will be done and sent out to everyone in January. Any centres that want training for their trainers, stay tuned for a notice to be sent out via the National Council email list.
  - P. Groff: the new Transport Canada letter is posted on the RASC website, and it's valid for 3 years.
  
- Meeting is informally adjourned at 4:32pm EST.

- See attendance appendix on the following pages.

Appendix: Roll call done as people signed in and as the meeting progressed.

**National Council in Attendance**

National Council Co-Chair		<b>Judy Black</b>	1
National Council Vice-Chair		* Jim Fairles, elected	
National Council Recorder		* Eric Klaszus, elected	1
1	Belleville	Debi Butler (sub for Donald Town)	1
2	Calgary	Steve Donaldson Robyn Foret Eric Klaszus	1 1 1
3	Edmonton	Alister Ling Sharon Morsink	1
4	Fraser Valley	Greg Sebulsky	
5	Halifax	Judy Black	1
6	Hamilton	Abigail Hughes	
7	Kingston	John Hurley	1
8	Kitchener-Waterloo	Jim Goetz Jim Fairles	
9	London	Norm McCall (alt.) Mark Tovey	1
10	Mississauga	Randy Attwood Swapna Shrivastava	
11	CF de Montreal	Patrice Scattolin	
12	Montreal	Frank Tomaras Morrie Portnoff (alt)	1
13	New Brunswick	June Macdonald Francois Theriault	1 1
14	Niagara	Pauline Horton	1
15	Okanagan	Jim Failes	1
16	Ottawa	Mick Wilson Jonathan Falbo	
17	Prince George	Rob Woods	1
18	Regina	Peter Hagar Mark Meadows	1 1
19	Sarnia	Marty Cogswell	
20	Saskatoon	Les Dickson	1
21	Sudbury	Alan Ward	

22	Sunshine Coast	Bill Haskett	
23	St John's	Marcellus Redmond	1
24	Thunder Bay	Andreas Buchholz	
25	Toronto	Laila Zichmanis Ralph Chou Paul Delaney Lucy Winnicky VACANT	1  1
26	Vancouver	Nolan Smith VACANT	1
27	Victoria	Bill Weir Nathan Hellner- Mestleman	1 1
28	Windsor	Tom Sobocan	1
29	Winnipeg	Dennis Lyons Bryan Stach	1
30	Yukon	Patrick Egan	1

Others present:

Phil Groff, Executive Director

Charles Ennis, RASC President

Catherine Carr, Board of Directors

Brendon Roy, Board of Directors

Eric Briggs, Board of Directors

Michael Watson, Board of Directors

Laurie Roche, EPO Chair