



PMAA – Committee Meeting Minutes – 13 January 2026

Present: Chris Francis (CF) (President); Robert Brangwin (RB)(Treasurer); Natalie Green (NG); Dennis Hughes (DH); Sarah Langstaff (SL); Emilie Cooper (Secretary) (EC)

Special Guest: Peter Orford

Meeting opened: 7.02 pm

1. Special Guest: Peter Orford Building Maintenance Schedule

Peter discussed the Building Maintenance Schedule that he and Alex Forkosh had prepared. A copy of the draft Building Maintenance Schedule is in Sharepoint. Peter advised that:

- We need to send out an invitation to tender to prospective tenderers including the relevant manual. Enable an inspection of the building and equipment and get contractor to recommend a maintenance plan and indicative costing. Allow tenderers to exclude and/or add equipment that they feel they cannot or can maintain.
- TMR needs to be added to the list of potential tenderers
- Peter to talk to Carter Osborne regarding electrical maintenance because we are not happy with Stowe who installed the systems. TMR is also a potential alternative.
- Proposal : To dedicate two weeks in May to focus on maintenance by the Association in addition to the regular maintenance proposed by Peter.
- Documents to be sent to the prospective tenderers should be in Sharepoint
- Need to get Sarah connected to Sharepoint
- Draft letters to go out to potential tenderers

CF thanked Peter and Alex for their extraordinarily thorough work.

2. Minutes of Meeting of 9 December 2025

Motion: That the Minutes of the Meeting of 9 December 2025 be adopted CF/SL
Passed

3. **Business Arising from the Minutes of Meeting on 9 December 2025**

a. Continuing building warranty issues

CF and EC met with Kylie and Darren

CF reported that:

- Darren was dismissive in relation to the soffits but agreed that if anything happens to the boards/panels in 7 years he will replace them.
- Lipman would ask Precision Industry to come back to the Observatory to resolve the TV Screens issues
- Smell in the ladies toilets connected to water flow from hand basin. Agreed to open up the vent in the roof to resolve the issue.
- Dome – agreed that Owen needs to return to fix the dome issues.
- *EC to contact Kylie to follow up with Owen.*

b. *EC to contact the people showing a special interest in volunteering EG Phoenix Kitching and Ors suggested by RB*

- c. Ideas for more commercial use of the kitchen Eg Café advised to start small but require a DA.

4. Treasurer's Report

- Total at bank 31/12/2025: \$98,263.33
Increase of \$3026.58
- Total at bank 12/01/2026: \$108,103.72
Increase of \$15,040.68 for same period from last month
- Schools with outstanding accounts: Kororo Public, Kempsey East, Port Macquarie Public

Motion: That Treasurer's Report be adopted RB/SL Passed

5. Administrator's Report by Francoise and David

Could not be accessed through Smartscreen because it was in Word format. Summary provided below for discussion and response at next Committee Meeting.

- 103 members. 2 new ordinary members and 1 donor
- New Members induction programme being drafted by Alex F with assistance from FC, DE and EC
- History Corner near completion. Need help with Sidereal Clock to make it work again
- Members Night or Café Astronomy. How should these be run? Previously, had Café Astronomy and sidewalk astronomy coinciding.
- Moripo Park – almost ready for access. What about family members of members? Can they access Moripo?

6. Education Co-ordinator's Report

- Good year. Good education team
- Bruce would like there to be another presenter so role is shared
- Will be making grant applications in 2026 and call Pat Conaghan for help.
- NG to put things in place so that teachers are reminded that they are responsible for supervising kids

Motion: That the Education Co-ordinator's Report be adopted NG/DH Passed

7. Moripo Park Report

- Draft Licence Agreement provided by EC – some changes proposed by Robert, Paul Lloyd and Peter Treseder to be incorporated
- Proposing scheduled group astro events at Moripo for members to enjoy EG once every 2 or 3 months.
- Rules to be established following trial attendance at Moripo in January
- Overall Guiding Principle: Leave Moripo in a better state than you found it

8. Open Nights

- Alex G – Telescope operators Report
Things going well with volunteers improving all the time. Can always use new volunteers

Telescope operators do not want to hang around on cloudy nights. *Therefore enable telescope operators to give their talk first, then customers go through to the auditorium*

- Refund Policy –
Customers are advised by email when they book that if skies are cloudy, they have the option of a telescope voucher or a 20% discount for Sky Tours and a complete refund for Telescope only nights.
- Laser Pointers
Agreed that we would maintain a Laser Pointer Registry of members who have Laser Pointers and also for our own Laser pointers. We can also issue a member card to those members who have personal lasers. Joy has provided sample register and membership card. *Ask Françoise if she can create this.*
- Other items not discussed because of lack of time.

9. Special events and hires

Noted.

10. Marketing

Received a good google review

Scott suggested that we provide a QR Code for visitors to give us a review and that it be located in a prominent location. Discussed and agreed to give it a go. *Ask Scott to create the QR Code for this purpose*

11. Building issues/Reports

- One of the planetary lines is lifting off the plaza – needs to be reaffixed.

12. Business Plan

CF provided his first draft of a business plan but insufficient time to discuss.

13. Members

- New members induction – reviewed AF's draft Power point – very impressive and content to proceed
- Lady presenters' learning and sharing session with Peter Rasmussen on Saturday 31 January at the Observatory.
- Restart Cassini
- Proposal that members be provided with list of talks given at Open Nights and be encouraged to attend in the hope that they will then feel more comfortable about volunteering

Meeting closed: 9.45 pm