

THE ROYAL ASTRONOMICAL SOCIETY OF CANADA  
252 College Street, Toronto 2-B, Ontario

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MINUTES OF A MEETING OF THE PLANNING COMMITTEE FOR THE 1969 GENERAL ASSEMBLY, HELD AT 8:00 P.M. FEBRUARY 21, 1969, IN THE CONFERENCE ROOM OF THE McLAUGHLIN PLANETARIUM

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P R E S E N T : L. Chester (Regrets were received from  
R. T. Dickinson C. Clark and N. Green)  
D. J. FitzGerald  
J. F. Heard  
J. Kemp  
J. R. Percy  
R.V. Ramsay  
W. Stephenson

In the absence of the Secretary during the first part of the meeting, minutes were kept by the Chairman.

The events of the General Assembly were considered in chronological order, as follows, giving the name of the committee member in charge of each event (in parentheses).

Preliminary:

1. First mailing, to all members, before March 1 (Percy).
2. Mailing to all Centres re displays and papers before March 1 (Percy), to go to all Presidents, Secretaries and Directors of Observational Activities. Deadline for notifying RAMSAY that a display will be forthcoming - April 15. Deadline for receiving unmounted displays - May 2. Deadline for receiving mounted displays - May 9.

Displays are to be divided according to discipline and mounted on standard size Bristol board panels. Displays will be open to the public. To check into guarding of displays (Ramsay); mounting of displays (Dickinson); soliciting of displays from Telescope Makers (Ramsay). Probably no commercial displays but DICKINSON will look into this.

Papers:

1. Abstracts must be received by Chairman of Papers Committee, c/o 252 College Street, before April 15. Manuscripts to be available to Editor of R.A.S.C. JOURNAL on May 17. HALLIDAY is Chairman of Papers Committee and he will appoint Chairmen for Papers Session.
2. Second mailing, of registration forms, to go out before April 1, to be returned to Toronto Centre, R.A.S.C., c/o McLaughlin Planetarium. Bank account to be opened in the name of the General Assembly (Chester). Signing officers to be CHESTER, FITZGERALD and one other.

3. Third mailing; acknowledgement of registration, literature on city, T.T.C, U.of T., etc. to be sent out before May 1. This to contain list of instructions for registration and accommodation (Kemp) and list of emergency telephone numbers.
4. Publicity: Press release to be written by EASSON from draft by DICKINSON, FITZGERALD and PERCY. Possibly an article in Rotunda.

May 16:

1. Council meeting 2:00 p.m. to 5:00 p.m. in Lecture Theatre of Planetarium. Book and prepare theatre (Dickinson). Notify Council (Percy). Registration desk to be open 2:00 p.m. to 5:00 p.m. and 7:00 p.m. to 9:00 p.m. at Planetarium (FitzGerald). Distinctive, permanent badges to be procured for all delegates (Kemp). Appoint Secretarial Committee, Registration Committee and Social Committee (FitzGerald). BLINOFF to chair Social Committee?
2. Council Dinner: Check to see whether U. of T. will play host (Heard). Dinner to be held in Hart House West Dining Room (seats 50) at 6:30 p.m. Menu to be turkey (probably). Head table to be arranged with J.E. Kennedy (Percy).
3. Planetarium Visit: 7:00 p.m. Planetarium displays open. (All details to be arranged by DICKINSON)  
8:00 p.m. R.A.S.C. displays open.  
9:30 p.m. Show in Star Theatre.  
10:45 p.m. Return to quarters. Look into residence rules and other residence details (Percy).

May 17:

1. Papers Session: book theatre, arrange for projectors and P.A. (Dickinson). Prepare program (Halliday) for printing by Toronto Centre. Invited paper - first choice: Lindberg of Buffalo; look into his address, etc. (Heard). Second choice: La Framboise of CRESS. Coffee to be served from urns (one or two to be borrowed). Group photograph (Percy).
2. Lunch: delegates on their own. Compile list of nearby restaurants (Kemp).
3. Afternoon: Observational Activities meets at 2:30 p.m. in Lecture Theatre. Educational Activities meets at 2:30 p.m. in Conference Room. National Council continues, if necessary, at 3:30 p.m. in Lecture Theatre.
4. Banquet: To be held at 6:30 p.m. in the Great Hall of Hart House. Total budget: \$1800.00. Menu: Roast beef + ? (see questionnaire at end). Speaker: William Davis (we hope). PERCY to write to him. Entertainment: Piper? See if Government will pay (Percy). Contact A. Dewar (Stephenson). Finalize menu (Percy) and obtain menu forms. Print menus and invitations (Stephenson). Arrange head table with J.E. Kennedy (Percy).

May 18:

1. Morning: Compile list of churches (Kemp). Look into availability of breakfast and lunch (Percy).
2. Afternoon: Tour of City. To include stopover at City Hall and Toronto-Dominion centre for informal tour. Total cost \$3.50. KEMP to finalize details re charter, route, etc.
3. Supper: Delegates on their own.
4. Annual Meeting: 7:30 p.m. in Room 102 of the McLennan Physical Laboratories, University of Toronto. Check with J.E. Kennedy about program (Percy). To be open to all members of Society. Look into projection facilities (Percy, Seaquist). To be followed by rooftop reception. Suggest SEAQUIST be approached (Percy) to see if he will supervise this. Registered delegates only may attend. Arrange for refreshments (Social Chairman).

May 19:

1. Tour of D.D.O. and McMichael Gallery. Leave R.O.M. at 9:15 a.m. Tour D.D.O. at 11:00 a.m. Approach SEAQUIST to supervise this. Box lunches (cost \$1.50) to be eaten at D.D.O., indoors if necessary. Drinks to be provided from urns and chilled soft drinks. Cost of bus: \$3.00.
2. Buffet Supper: Reception, with bar, to be followed by buffet supper. Try and get a good price quotation (Kemp). Arrange details (Kemp). Arrange for facilities - cancel show if necessary (Dickinson).

General:

CHESTER, in collaboration with KEMP, and others, if necessary, to prepare a budget, including the cost of each item to delegate. Also estimate registration fee.

The meeting adjourned at 10:30 p.m.