SALT Foundation (Pty) Ltd

57th BOARD EXECUTIVE COMMITTEE MEETING

MINUTES OF THE 57th BEC – 29 JANUARY 2015 VIA SKYPE

PRESENT:

Prof M Shara (MSh) (Chair)
Prof B Chaboyer (BC) (member)
Prof D O'Donoghue (DoD) (member)
Prof E Wilcots (EW) (member)

Dr D Buckley (DB) (SALT Astronomer)
Prof T Williams (TW) (SAAO Director)
Ms L Labuschagne (LL) (SALT CFO)
Mr I Osman (IO) (SALT Finance Manager)
Mr C Coetzee (JCC) (SALT Tech Ops Manager)
Mr O Strydom (OS) (SALT Mechanical Engineer)
Dr Lisa Crause (LC) (Instrumentation)
Mr Hitesh Gajjar (HG) (SAMS)
Dr J Menzies (JWM) (SAMS)
Dr P Vaisanen (PV) (SALT Astronomy Operations)

APOLOGIES:

CHAIRMAN: Prof M Shara (MSh)

THESE DOCUMENTS ARE CONFIDENTIAL

	ACTION
WELCOME MSh welcomed the BEC, via Skype	
1. Minutes of previous meeting and Additions to the Agenda BEC 55 Minutes posted to the BEC website. Correction: Page 2, Item 4 – change "with" to "when or while" Item 5 – pilot to be capitalised "Pilot" Approved with correction <u>Additions to the Agenda:</u> None	
2. DIRECTORS REPORT *Refer Directors Report – BEC 56 webpage* Report taken as read Update – SALT Operations Contract has been signed by all parties and will take effect on 1 April 2015. IO – certain projects are ending March 2016 and we need to work on an optimum manpower plan with the intention to issue permanent contracts to certain staff. Core team must be decided on for permanent contracts & temporary contracts to be given.	
3. Tech Ops Report *Refer Tech Ops Report – BEC 56 webpage* Report taken as read. CC – dashboard was not attached to the report, it was not mature enough and some data not complete, will forward once it is running properly and place on the website. Output to be achieved and targets must be outlined. BC – consider separate category for proposals that are done over semesters. BC – request from SIEMENS to be listed as a supplier on the SALT website. Other observatories do it so they seem to be getting some benefit. What could be the benefit to SALT? JCC – they are giving SALT a discount and that is the basis of their request? MSh – request a formal sponsorship between SIEMENS and SALT? Consider sponsorship of a student or an intern from previously disadvantaged background. JCC – willing to approach them with the request. They requested assistance with reading their papers and providing case studies that they publish for their users' conference. Not academic format. *Action – JCC to approach SIEMENS with request for formal sponsorship*	**JCC**
4. SCIENCE DIRECTORS REPORT *Refer Science Report – BEC 55 webpage* 1. Request to increase Luke Tyas contract for 6months MSh – his greatest impact would be to write documentation on the user interface. Request to train him as an SA would not benefit SALT since	

he would be on a short term contract. DoD – discuss personnel issues offline. MSh – Executive session after the meeting. 2. SAMS engineering activity takes a lot on night time for engineering activity, would like a more formal agreement to be put in place. MSh – testing is ongoing and being done systematically and telescope is required to be on-sky for this. Hesitant to give a set number of hours for the testing. DoD – has the time scheduled for SAMS been discussed with SA's? HG – tried as far as possible to schedule during cloudy days, but then the problem with wind and humidity occurs. Limited testing span to 2deg. Emails have been sent requesting time to be spent on telescope, sensitive that P0 takes precedence over testing. MSh – how much time is needed? HG – unable to quantify, systematic in consolidating issues and have eliminated small issues. DB – there has been negotiations between SAMS and SA, priority was always to get high priority projects done and also accommodate testing. MSh – can testing been done during poor seeing? HG – yes, only constraint is wind speed. MSh – Do testing when moon and avoid the ten days around new moon and when the seeing is worse than 2 arcsec. BC – too restrictive and project slows down. EW – include some fraction of P1 time on same level as P0? Some P1 projects has a short time on the telescope while others have longer lead times. BC – Why must telescope be used for testing, cannot it be checked at start and end? DB – useful to monitor the vectors during the testing, always planned to move to that system once problem has been sorted. PV – block time around new moon, 1 week for no tests and the 3 other weeks can be given testing time. Can be reviewed monthly. Would this work? HG – wont work in practice, the data is worked on from the evening test then analysed the next day, fixed and then restructure the test for that evening. JWM – another 3 nights testing will get the team as far as they could go without a breakthrough. MSh – take the 3 nights and make as much progress as possible. JWM – will only be 3 partial nights' not full nights. *Action – 3 nights for testing approved.*	
5. INSTRUMENTATION *Refer Instrumentation report – BEC 55 webpage* Report taken as read.	
6. RSS Throughput *Refer Tech ops report – BEC 55 webpage* OS – project cost will escalate and there is a shortfall of R1, 7M to complete. The contingency will not cover the complete amount. BC – what is the cost benefit analysis? OS – the doublet might fail at some point and that could cause huge delays down the line. Lenses are available. MSh – recommendations in the report for the ADC DoD – there is a plan to do a burst measurement with SALTICAM to determine the performance of the ADC. Downtime for ADC removal will be 1	

day. MSh can the SALTICAM filters and dewar window be cleaned online? DoD – The filters are easy to clean but the dewar window a bit more difficult. The project is hibernating since OS is the only person working on it, request he continues and bring a better developed proposal at the next BEC? OS – optics are expected to ship out shortly, will email details to the BEC regarding throughput that will be gained	**OS**
7. HRS UPDATE *Refer HRS Report – BEC 55 webpage* LC – Janus and Anthony will continue with testing without Eddie from Durham. The instrument works well but there are small issues of concern regarding alarms and warnings, Janus is working on these issues. DoD – 10 meters per second readout? LC – the stability measurements haven't been tested until the ATP is completed. MSh – who is responsible to fix this? LC – Durham is responsible for this but with the ATP this was put aside. MSh – LC to discuss with Ray @ Durham regarding this issue. LC – Iodine cells have been shipped to Goettingen for testing next month which should take a few weeks. MSh – Installation projected for April? LC – yes DB – shipping time to Cape Town is the longest hold up.	
8. SCHEDULER PV – been using the schedule at SALT for 5 weeks, but not all the information is in. Running every night and checking how it corresponds. The algorithms to compare blocks to be completed.	
9. ELECTRONICS BROCHURE TW – no progress since the last Board meeting. DB – A list of specs was put together in the Call for Proposals document, can put more information to that and make it useful for astronomers. *Action – DB / TW to work on and prepare for the next BEC*	**DB / TW**
10. SALT VIDEO *DB distributed an email to BEC with proposal* LL – the specification for the video must be clearly set out. MSh – he has done work previously for SALT and it was acceptable. Given the cost and DB responsible for the project there is no risk to SALT. *Action – DB to go ahead with arrangements.*	**DB**
11. SHARE PURCHASE AND OBSERVING TIME *TW Distributed documents via email* 1. Share Purchase TW proposed at IUCAA Board meeting, there are some interested parties, ARIES and the India Institute of Astronomy. In addition a group of Thai astronomers visiting the OAD have expressed interest in buying time or shares in SALT. MSh – read documents carefully and send comments around. Vote can be held at next BEC but it must be presented to the Board for approval.	

2. Observing Time TW – mistake in calculations must be corrected and document will be redistributed.	**TW**
12. FINANCIAL *Refer Financial Report – BEC 54 webpage* IO – Finance on target to meet surplus as presented at IUCAA meeting. Project funding is going according to plan, the only issue is RSS which will require a cost benefit analysis.	
13. SAAO WORKSHOP MSh – is the workshop able to support extra work, has the supply problems been resolved and is a second shift necessary? TW – there are ongoing supply chain issues but issues rasied previously have been resolved. The Ithemba Labs contract is in place and materials are being supplied. No second shift in place yet, this is still in discussion. MSh – propose to hold off line discussion with Craig Sass and TW.	
MEETING CLOSED **EXECUTIVE SESSION HELD**	