

Committee Meeting Minutes

Committee Meeting Thursday 18th of May 2017 6:30pm Yeronga Services Club, Corner Fairfield Rd and Kadumba St Yeronga

Attendance:

- Nicholas Rudzinski (President)
- Greg Martin (Secretary)
- Leanne Peacock (Treasurer)
- Kevin Castles (Vice President)
- Steven Peacock (Junior Vice President)
- Nigel Smeaton (Track Safety Officer)
- Dean Devisser (Junior Development Officer)
- Paul Ash (Drivers Representative)

Apologies:

- Maureen Capri (Membership Officer)
- Alf Capri (Technical Officer)
- Carol Russel (Race Secretary)
- Graham Castledine (Timing Officer)

Absent:

- Steve Vidler (General Committee)

Open:

1. **Guests:** Nil

2. **Previous Minutes:**

Special Committee Meeting 05/04/2017

Moved by Nigel Smeaton; Seconded by Dean Devisser. The motion was carried 7 votes to 1. It was agreed unanimously not to publish these special committee meeting minutes on the clubs website.

Committee Meeting 20/04/2017

Moved by Steven Peacock; Seconded by Nigel Smeaton. The motion was carried unanimously

3. **Roles and responsibilities of committee members**



Management
Committee position de

Committee Meeting Minutes

4. Business Arising:

Agenda item	Description	Action
4.1 Next Race Meeting 3 rd June	<p>This is the Graham Acreman Memorial TaG Light and IKC TaG Heavy Titles</p> <ol style="list-style-type: none"> 1. Supplementary Regulations 2. Officials 3. Trophies 4. Canteen and Bar 5. Volunteer armbands/vouchers 6. Volunteer gift cards 7. Track Maintenance 8. Working Bee 9. PA System 10. Commentator 11. Additional advertising and promotion 12. Coordinate with Mrs. Elsa Acreman 13. Garbage collection 14. Track sweeping. 	<p>Classes, race format, minimum competitors and format of practice and qualifying were all discussed and agreed upon. These decisions are reflected in the supplementary regulations.</p> <p>All the officials are confirmed except for a scales marshal.</p> <p>Nic James to order the trophies.</p> <p>The canteen and Bar are organised.</p> <p>A new method of feeding the officials will be trialled at this meeting.</p> <p>Nicholas Rudzinski to return the unissued cards to the treasurer so that they can reconciled against the register and additional cards purchased as required.</p> <p>Any track maintenance will be addressed at the next working bee.</p> <p>A working Bee will be held on Saturday the 27th of May. Greg Martin to organise.</p> <p>Graham Castledine to investigate PA issues.</p> <p>Commentator will be Geoff Salmon.</p> <p>Project X are the sponsor of this meeting.</p> <p>Greg Martin to try and coordinate with Elsa Acreman.</p> <p>Nicholas Rudzinski has organised for garbage collection on Thursday and will organise another collection after the race meeting.</p> <p>Nigel Smeaton has organised track sweeping.</p>
4.1 State Titles 30 th June IKC	<ol style="list-style-type: none"> 1. Supplementary Regulations 2. Officials 3. Trophies 4. Call out for Volunteers 5. Canteen and Bar 6. Volunteer armbands/vouchers 7. Volunteer gift cards 8. Track Maintenance 9. Working Bee 10. PA System 11. Commentator 12. Additional advertising and promotion 13. Garbage collection 14. Additional Toilets 	<p>Supplementary regulations to be finalised by Greg Martin.</p> <p>Most officials have been organised. Assume that our regular officials will be available.</p> <p>Greg Martin to contact Mackay to get details of trophies. We may not use the same supplier depending on the information provided.</p> <p>Greg Martin to put a call out to volunteers.</p> <p>Canteen and bar will need the help of volunteers particularly on the Friday.</p> <p>Gift cards will be purchased closer to the event.</p> <p>John Grother to inspect the track in June. Nicholas Rudzinski to follow this up.</p> <p>A working bee will be scheduled prior to the event.</p> <p>It is expected that the PA will be functioning correctly by then. Nicholas Rudzinski to look into the purchase of roving microphone equipment to be owned by the club.</p>


Committee Meeting Minutes

		15. Track sweeping.	The commentator for the meeting will be Kevin Davies. Housekeeping issues will be arranged closer to the meeting.
4.2	Review Actions Register	Committee to review actions register to ensure nothing is getting overlooked.	The committee agreed to review the actions register after the meeting in the interests of time; and ensure any outstanding items were in hand.
4.3	Pro Tour Refunds	Nancy Castledine reported that she was trying to refund those who could not attend Pro Tour. Apparently she was trying to retain an administration fee. At least two of the contacted the club and cancelled their nomination prior to the event, entitling them to a full refund. The drivers in question are: <ul style="list-style-type: none"> 1. Ryley Watson (JMax) 2. Peter Virgulti (DD2 Masters) 3. Nicholas Currie (Rotax 125 Light) 4. Anthony Ciccone (Rotax 125 Heavy & DD2 Masters) only paid for 1 class. 	The committee agreed to make full refunds to all competitors as it was believed that all had cancelled their nomination prior to the commencement of the race meeting.
4.4	Behaviour of Tom Williamson's Team	In the lead up to Pro Tour there were reports of members of Tom Williamson's party being abusive and disrespectful to our members. There were reports of the unsafe misuse of a motor vehicle in the pit area. The team also took liberties without clearance from the club including setting up a kitchen in the old Kart shop. In addition at the conclusion of Pro Tour the site occupied by Tom Williamson's team was left in an unsanitary state with piles of rubbish including Kart packaging, automotive rubbish, tyres and large amounts of discarded food and food packaging. What action are we the committee going to take.	The secretary will draft a letter for the committee to approve and the president to sign. The letter will address some of the more unsavoury behaviour of those pitting under the banner of Tom Williamson Motorsport in general terms. The letter will also explain the behaviour expected of the ramifications of noncompliance.
4.5	Security Keys	A number of keys were apparently issued to those camping on site during Pro Tour. Have all the keys been returned? Was the key register signed when the keys were issued if so have the keys been signed back in? If there is a need to issue keys to non committee members or non club employees in future then a deposit should be paid and recorded via a receipt book.	Nicholas Rudzinski reported that all keys except of the one issued to Scott Howard had been returned and signed off.






Committee Meeting Minutes

4.6	Track access and security	It is proposed that a combination lock box is installed in proximity of the front gate. This box will contain a gate key. The idea is that when someone hires the track we give them the combination of the box and they can access a gate key. We will change this combination at regular intervals.	The committee agreed to provide a locked combination box to house a track key. Nigel Smeaton agreed to arrange this.
4.7	Junior Sprockets	The committee has received a number of queries as to why the club did not get included in the Junior Sprockets Program. The committee is seeking clarification from KA.	The secretary will draft a letter for the committee to approve and the president to sign. The letter will seek clarification as to why IKC did not receive a Junior Sprockets round.
4.8	General Meeting	The club is required to hold general meetings from time to time. There is a proposal to hold a meeting before June 30. We are only required to provide 14 days notice however it would be preferential to give as much notice as possible.	The committee will try and find a suitable date for a general meeting. Once a date is identified and an agenda compiled Greg Martin will call the meeting. Most likely date is 17 June at the track.
4.9	Camping at the Track	The club has approached the council to get clear instruction on exactly how we can use our facility.	Greg Martin to follow up with the council.
4.10	State Cup Sponsorship	Do we have a major sponsor for the state cup?	Steve Peacock has not had any luck generating interest in sponsorship for this meeting. Nicholas Rudzinski stated that he was working on something with PFG. Steve Peacock will follow up.
4.11	Correspondence with Solicitors	Where are we with regard to the solicitors request for information?	Nicholas Rudzinski stated that he was compiling information for the solicitors. Greg Martin confirmed that there was a directory on the network drive to house this information. The committee reiterated that all correspondence and documentation should be stored in this location.
4.12	Disaster Relief fund for Mackay	There was some reference in an email to a Disaster Relief fund or some sort of Donation for Mackay. The committee requires more details.	Mackay kart club has indicated that they have not been impacted financially by the cyclone. There is a proposal to get clearance from KA to practice on the week leading up to the state titles and to make some of the money raised available in the form of a relief fund.

Committee Meeting Minutes

4.13	Paul Ash's Membership	The president has stated that he has Facebook and email evidence to show that Paul is not acting in the best interests of the club.	<p>Nicholas Rudzinski stated that he no longer wanted to pursue this and asked that it be struck from the agenda.</p> <p>Paul Ash tabled a notice to attend a disciplinary tribunal. The description of the alleged breach concerns the Social Media Policy and the Members Protection Policy. There is an assertion in the description of the alleged breach that Mr Ash had made posts that were offensive and harassing to amongst others the committee of Ipswich Kart Club Inc.</p> <p>The allegation came as a surprise to the committee and all in attendance said they had no prior knowledge of this breach action. Mr Ash asked the committee if he had acted in any way to offended members of the ICK committee.</p> <p>The committee voted on the question of whether Mr Ash had offended of harassed any member of the committee. There were 7 votes in the negative and 1 abstain.</p> <div style="text-align: center;">  17-001 PAUL ASH 18052017 Final.pdf </div>
4.14	General Track Maintenance and Compliance	<ol style="list-style-type: none"> 1. Kart tyres and old car tyres (from the bark traps) need to be disposed of. 2. Bolt the remaining Super Car tyres together. We probably require one more load of tyres. 3. Tyre walls need painting. 4. Plumbing maintenance required on toilets pumps drains etc. IO needs fixing near play ground, one toilet requires a new inlet value etc. 5. Weed spraying around track edges and tyre walls. 	<p>The committee agrees that the tyres need removing. Kevin Castles will investigate a cost effective solution. The idea of charging a tyre leave for the removal of tyres will be added to the agenda of the upcoming general meeting.</p> <p>The bolting together of tyres and painting of tyre walls will be completed at the next working bee.</p> <p>Smeaton's plumbing services will be engaged to address the various plumbing issues.</p> <p>Weed spraying will be performed by Greencare Essentials. Any additional weed killing can be performed at a working bee.</p>
4.15	Track Improvements	<ol style="list-style-type: none"> 1. Install web cams to allow our members to check the weather/track conditions. Cameras could also be used to monitor the track. 2. Cover for the Grand Stand. 3. Practice lights and lap board in the outgrid. 4. Relocation of lights at flag points. 	This agenda item will be discussed via email in the interests of timeliness.
4.16	Come and Try Karts	It have been recommended that the club either purchase a Rotax engine and a large seat to fit out one of our existing karts, or a complete senior kart with Rotax whichever is the most suitable.	The committee agreed to source a senior kart with a Rotax engine and purchase it for the purposes of come and try days.



Committee Meeting Minutes

4.17	Locking club facilities at the track	<p>There have been a number of instances where it is alleged that people have been tampering with the practice lights to allow their driver more track time. It is recommended that either the starter's tower or the light control box be locked to prevent this in future.</p> <p>It has also been suggested that the outgrid (and Ingrid if possible) be lock to limit the opportunity for out of hours unauthorised track usage.</p>	The committee made a ruling that from now on the starter's tower will be locked.
4.18	Tyre scanners and fuel testers	There is a suggestion for the club to purchase tyre scanning and fuel testing equipment to help enforce the rules on race days.	This agenda item will be carried over in the interests of timeliness.
4.19	Adherence to club policies	<p>The committee are reminded of the importance of operating in accordance with the clubs polices. In particular the committee should read and be aware of the attached.</p> <div style="display: flex; flex-wrap: wrap; justify-content: space-around;"> <div style="text-align: center;">  IKC Policy Practice.pdf </div> <div style="text-align: center;">  IKC Policy Money Draw.pdf </div> <div style="text-align: center;">  IKC Policy Canteen.pdf </div> <div style="text-align: center;">  IKC Policy Bar.pdf </div> <div style="text-align: center;">  IKC Policy Allowances and Entitl </div> </div> <p>All up to date polices can now be found on the clubs network drive.</p>	This agenda item will be carried over in the interests of timeliness. The committee was reminded to familiarise themselves with the policies.
4.20	Give voucher register	It has been recommended that the committee keep a register of all gift vouchers purchased. The recipient should sign the register when the voucher is issued.	The club has a gift voucher register. Unissued gift vouchers will be returned to the treasure for reconciliation.
4.21	Caretaker Duties	The committee is aware that caretaker duties are being paid for in addition to the payment for practice officer duties. The committee was of the belief that this practice had stopped however it appears to be continuing.	Nicholas Rudzinski confirmed that the practice monitors have been informed that they will no longer receive additional payments for so called caretaker duties.
4.22	Filming of club events	The club received a letter of offer from Jesse McDonald film an event at the club and promote the club on Fox Drift TV. The cost would be \$1900	This agenda item will be discussed via email in the interests of timeliness.

Committee Meeting Minutes




4.23	Trophy Purchases	Nic James has been working on a deal with the trophy supplier. If we order all the trophies now the supplier can still break it into four invoices and we can get those black porcelain cups for under \$2.5K per round which is pretty good.	The committee was in agreement with this arrangement. Greg Martin will clarify whether all payments are required at one or whether the arrangement is just a commitment to purchase.
4.24	Insurance renewal	Terry Berryman from Arthur J Gallagher would like to address the committee with regard to our insurance renewal. We need to organise a time.	Greg Martin and Kevin Castles will meet with Terry Berryman.

Other Business Arising:

	Agenda item	Description	Action
5.1	Document Tabled	<p>Paul ash tabled a document with questions pertaining to various financial aspects of KA's operation. He asked that these questions be directed to KA via the approved A1 process.</p>  <p>KA Financials.pdf</p>	<p>The committee accepted the document and agreed to direct these questions to KA via the A1 process.</p> <p>The first step in this process is for the secretary to draft a letter for the committee to approve and the president to sign. That letter will then be forwarded to the State Secretary for action.</p>
5.2	Document Tabled	<p>Paul Ash tabled a letter from a club member (Michael Sagaidak) who asked that a number of questions be answered. The majority of the letter was concerned with an incident that occurred during Pro Tour and the subsequent stewards hearing. There were also other questions and observations for the committee.</p>  <p>Letter of Concern M Sagaidak.pdf</p>	<p>The club president had prior to the committee meeting forwarded some of the question members had raise to Mark Horsley who was chief Steward on the day. Unfortunately the letter tabled presents an alternate view to Mr Horsley's version of events.</p> <p>The committee could see no merit in progressing the matter any further and agreed to retain the letter on file.</p> <p>The other questions raise in the letter can be addressed at the next general meeting.</p>
5.3	Practice Monitor Training	Dean Devisser will provide training to the practice monitors to ensure that policies and procedures are adhered to.	<p>The committee agreed to this proposal.</p> <p>The Treasurer Leanne Peacock and the Secretary Greg Martin will also attend and be on hand if any questions need answering.</p>
5.4	Food for Officials on Race Day	The proposal is to provide \$20 per official on race day and the officials can simply buy food when they are ready.	The committee agreed that this would be trialled at our next race meeting.
5.5	Additional Payment to Rural Fire Brigade	The rural fire brigade were paid \$1500 for the canteen work during Pro Tour. The committee is concerned that we may exhaust the good will as these were long days.	The committee agreed to make an additional payment of \$500 to the rural fire brigade in a show of good will.
5.6	Hiring out of the club's MyLaps Transponders	There was a solar car event being conducted the Extreme Karting who contacted IKC and asked to hire our transponders.	The committee agreed to hire the transponders to Extreme Karting for a total price of \$200. Nicholas Rudzinski will ensure the return of the transponders and also confirm that payment has been received.

Committee Meeting Minutes

5. Reports:

Agenda item	Report by:	Content:	Action required:
6.1	President's report	Nicholas Rudzinski to provide full report from SKC. Nicholas Rudzinski to provide for report from Round 3 or Pro Tour.  SKC Meeting 29-30 April 2017.docx	Nicholas Rudzinski tabled the SKC meeting report and gave a verbal report for Pro Tour
6.2	Treasurer's report	Leanne Peacock to provide standard Treasures monthly report.  Treasurers Report 17 May 17.pdf	Leanne Peacock tabled the Treasures report.
6.3	Grants report	Nil	
6.4	Sponsorship report	Nil	
6.5	Track Safety report	Nil	
6.6	Membership report	List of New members submitted to the Committee for approval.  Ipswich Members Spreadsheet 2017- 21	Nancy Castledine provided a list of new members to be tabled at the meeting. A motion was moved to accept the new members by Steve Peacock and seconded by Greg Martin the motion was carried unanimously.
6.7	Junior Development report	Nil	
6.8	Drivers Representative report	Nil	
6.9	First aid	Nil	
6.10	Property and equipment	Nil	

Committee Meeting Minutes

6.11	Social report	Nil	
6.12	Marketing / Communications	Nil	

6. Correspondence Register:

7.1 Incoming

Date	Description	Action
20 April 2017	Invoice from Custom Decals & Signs #11253 For membership cards – amount owing \$275.00	To Treasurer for payment
21 April 2017	Invoice from KA #INV-0475 For race day fees – amount owing \$2546.60	To Treasurer for payment
21 April 2017	Advice of Appeal Tribunals Outcomes from KQ V5856 Fletcher HARRIS V5605 Hugh BARTER	To Secretary to distribute
21 April 2017	Advice of AKA Annual Report from KQ Report also available on KA website	To Secretary to distribute
23 April 2017	Invoice from Donna Cowie #0029 For Practice and caretaker duties – amount owing \$325.00	To Treasurer for payment
26 April 2017	Advice of Tech Training Courses from KQ Courses to be held 12 th and 13 th of August	To Secretary to distribute
26 April 2017	Advice from KQ Junior Sprockets dates and venues	To Secretary to distribute
26 April 2017	Advice from KQ Homologation Bulletin for PRD Galaxy	To Secretary to distribute
27 April 2017	Invoice from IKD #138322 For flights for Pam Arnett – amount owing \$338.01	To Treasurer for payment
27 April 2017	Statement from T&LV KC Statement in relation to John McCleverty	To Secretary to distribute
29 April 2017	Letter from John Lane Letter in relation to AKAQ life membership	To Secretary to distribute
2 May 2017	Letter from Jesse McDonald Letter of offer to film IKC events	To Secretary to put on meeting agenda
2 May 2017	Letter from Connecting Up account manager Offer to help with donated and discounted technology	To Secretary to record
2 May 2017	Request from KQ Request for Supp Regs for state titles	To Secretary to action
3 May 2017	Request from IKD Request to use IKD race monitor login at Pro Tour	To Secretary to action

Committee Meeting Minutes

2 May 2017	Invoice from KA #INV-0479 For safety vests – amount owing \$101.00	To Treasurer for payment
2 May 2017	Letter from South West Sports and Recreation department Information regarding a social media workshop.	To Secretary to distribute
3 May 2017	Flyer from T&LV KC Advertising their next race meeting.	To Secretary to distribute
8 May 2017	Letter from KA Information regarding the Bring a Mate program	To Secretary to distribute
8 May 2017	Reminder from KQ Rule Change request form reminder.	To Secretary to distribute
9 May 2017	Invoice from Dean Devisser #10028 For practice officer duties and Battery for starter – amount owing \$255.00	To Treasurer for payment
2 May 2017	Letter from Connecting Up account manager Offer to help with donated and discounted technology	To Secretary to record
10 May 2017	Invoice from IKD #138676 For race entry fees– amount owing \$17,930.00	To Treasurer for payment
10 May 2017	Letter from Connecting Up Advising that Strategic Grants could help us with grant applications at discounted rates.	To Secretary to record
10 May 2017	Enquire from KQ Enquiring on the progress of the Supp Regs for the State Titles.	To Secretary to action
11 May 2017	Notice from KQ Notice of teleconference to discuss upcoming state championship round.	To Secretary to action
11 May 2017	Request from KA Email voting form for John Reynolds as Competition Director.	To Secretary to action
11 May 2017	Invoice from Greencare Essentials #INV-1909 For green keeping– amount owing \$425.00	To Treasurer for payment
11 May 2017	Notice from KQ Notice to stipulate control fuel at all race meetings	To Secretary to distribute
12 May 2017	Notice from KQ Further details of teleconference to discuss upcoming state championship round.	To Secretary to action
14 May 2017	Invoice from Donna Cowie #0031 For Practice and caretaker duties – amount owing \$332.50	To Treasurer for payment
15 May 2017	Letter from Ipswich Events Invitation to Ipswich Festival After Party	To Secretary to distribute

Committee Meeting Minutes

7.1 Outgoing

Date	Item	Note
24 April 2017	Contacted Tony Manson to confirm details of track signage.	
29 April 2017	Forwarded an incident report to Arthur J Gallagher	
29 April 2017	Contacted Sylvia Norton from Ipswich Events Corporation with regard to numbers for the Ipswich Festival.	
29 April 2017	Replied to email concerning Tech training days	
1 May 2017	Replied to Photographer Peter Buchanan with regard to a request to photograph Pro Tour	
1 May 2017	Forwarded Peter Buchanan's request to IKD	
2 May 2017	Forwarded IKD's response to Peter Buchanan.	
5 May 2017	Replied to Terry Berryman regarding meeting the committee to discuss the insurance renewal.	
16 May 2017	Follow up email response to Terry Berryman regarding meeting the committee to discuss the insurance renewal.	

7. Actions Register

Issue	Detail	Committee member responsible	Timeframe for resolution
Social Media transformation 16/11/2016	Greg Martin and Steven Peacock to transform the club's social media presence into something similar to what would be expected from any incorporated business.	Steven Peacock Greg Martin	01/01/2018
Repair Emergency lighting 15/12/2016	Kevin Castles to inspect the emergency Track lighting and arrange for some control circuitry to allow for the lights to come on automatically in the event of a power failure.	Kevin Castles	01/02/2017 Electrician to visited site on 31/03/2017 Some additional work required
Track Hire form 15/12/2016	Greg Martin to create a form for track hire to record driver details etc.	Greg Martin	24/12/2016 Completed
Track incident Register 19/01/2017	Ni Rudzinski has created a spreadsheet to compile a track incident register. This register will highlight where accidents occur during racing and recommend improvements where required.	Nic Rudzinski	On going
Rat problem in the Canteen 25/02/2017	Nic Rudzinski agreed to arrange for pest control to come and address the issues. Nic suggested that he was going to engage Flick pest control.	Nic Rudzinski	30/03/2017 Amalgamated 02/05/2017
Update Constitution 25/02/2017	Greg Martin and Steve Peacock will begin work on updating out constitution in readiest for our next AGM	Greg Martin Steve Peacock	01/10/2017

Committee Meeting Minutes

Track Licence 22/03/2017	Greg Martin to chase up with Nicholas Rudzinski to confirm or otherwise whether our track has been inspected by John Grother and whether a track licence has been issued.	Greg Martin	01/04/2017 Contact has been made with both but no response
Internet Signal Strength Issues 20/04/2017	Graham Castledine to investigate alleged signal strength issues at the track that may be affecting internet connectivity.	Graham Castledine	13/04/2017
Graham Acreman Memorial 22/03/2017	Paul Ash to contact Elsa Acreman to secure her involvement for the day.	Paul Ash	14/04/2017 Contact was made with Elsa Acreman via Ian Mather
Sponsorship for the Graham Acreman Memorial 22/03/2017	Steve Peacock will arrange the necessary advertising exposure for Project X.	Steve Peacock	28/04/2017
Volunteers for Pro Tour 22/03/2017	Volunteers will need to be organised. Greg Martin to request help via the mail chip service.	Greg Martin	01/05/2017 Completed
Mower Issues 22/03/2017	Dean Devisser to arrange to have the mower repaired.	Dean Devisser	13/04/2017
Repair Quad Bike 22/03/2017	Dean Devisser to repair the quad bike prior to the May round of the Rotax Pro Tour.	Dean Devisser	04/05/2017 Completed
Post Committee Meeting Minutes on the club's website 22/03/2017	Greg Martin to make all committee minutes publicly available via our website	Greg Martin	31/03/2017 Completed
Safety Incident 22/03/2017	An incident occurred at our last come and try day. An incident report has been completed and forwarded to Greg Martin to file and notify the insurance company.	Greg Martin	31/03/2017 Completed
First Aid Accreditation 22/03/2017	There was discussion around what level of safety accreditation was required for the different types of karting activities held at the track. Nigel Smeaton will investigate and get back to the committee.	Nigel Smeaton	13/04/2017 Completed
Safety Signage 20/04/2017	Greg Martin to arrange for the manufacture of some signs that are require, as identified in the last track inspection.	Greg Martin	01/05/2017 Completed
Pit Allocation 20/04/2017	Greg Martin will forward all current requests to Scott Howard plus a scale drawing of the site so Scott can manage the pit allocations	Greg Martin	21/04/2017 Completed

Committee Meeting Minutes

Housekeeping for Pro Tour 20/04/2017	Nicholas Rudzinski to arrange for portable toilets to be on site for the duration of the event. It is believed that we will require 4 portable toilets and that they will require cleaning and possibly emptying on a daily basis. Nicholas has organised for Kevin from Queensland Raceway (QR) to collect our rubbish from now on with the QR garbage truck. Nicholas will arrange for extra collections of the bins for this event. Nicholas will also arrange for extra cleaning of the toilets	Nicholas Rudzinski	01/05/2017 Assume Completed
Timing Operator for Pro Tour 20/04/2017	Nicholas Rudzinski to confirm with the Castledine's that they are available on the Friday	Nicholas Rudzinski	01/05/2017 Assume Completed
Results Display TV 20/04/2017	Nicholas Rudzinski has offered to bring a TV to the club for the displaying of race results	Nicholas Rudzinski	01/05/2017
Track Sweeping for Pro Tour 20/04/2017	Nigel Smeaton will arrange for the track to be swept on Thursday night.	Nigel Smeaton	04/05/2017 Completed
Poor Internet connectivity 20/04/2107	Greg Martin to investigate any options available to improve our network connectivity.	Greg Martin	02/06/2017
Ipswich Festival 20/04/2017	Greg Martin to contact the festival organisers and get some indication of how many people we could expect to see on the day.	Greg Martin	08/05/2017 Completed
Race Meeting Check Sheet 05/04/2017	Nicholas Rudzinski to provide a copy of the KA check sheet to be modified for use by IKC	Nicholas Rudzinski	29/04/2017 Completed
IMP Correspondence 05/04/2017	Nicholas Rudzinski to provide all correspondence between himself and IMP and house this information on our network drive	Nicholas Rudzinski	28/04/2017
Office of Fair Work Correspondence 05/04/2017	Nicholas Rudzinski to provide all correspondence between himself The Office of Fair Work and Shayne Davidson and house this information on our network drive.	Nicholas Rudzinski	28/04/2017
PA System	Graham Castledine to investigate PA issues and organise for the repair. Nicholas Rudzinski to arrange for the purchase of a roaming microphone and associated equipment.	Graham Castledine Nicholas Rudzinski	02/06/2017
Working Bee	Greg Martin to organise a working bee for 27/05/2017	Greg Martin	23/05/2017
Supp Regs for State Titles	Supplementary regulations to be finalised by Greg Martin.	Greg Martin	22/05/2017
Trophies for State Titles	Greg Martin to contact Mackay to get details of trophies. We may not use the same supplier depending on the information provided.	Greg Martin	31/05/2017
Volunteers for State Titles	Greg Martin to put a call out to volunteers.	Greg Martin	31/05/2017
Track Inspection and Final Sign Off	John Grother to inspect the track in June. Nicholas Rudzinski to follow this up and ensure that this happens.	Nicholas Rudzinski	31/05/2017

Committee Meeting Minutes

Letter for Tom Williamson	The secretary will draft a letter for the committee to approve and the president to sign.	Greg Martin Nicholas Rudzinski	31/05/2017
Provision of combination lock box for gate key	Nigel Smeaton to purchase and install a combination lock box to house the gate key.	Nigel Smeaton	31/05/2017
Letter regarding Junior Sprockets	The secretary will draft a letter for the committee to approve and the president to sign.	Greg Martin Nicholas Rudzinski	31/05/2017
General Meeting	Greg Martin to organise a general meeting for the 17 th of June	Greg Martin	31/05/2017
Removal of Tyres	Kevin Castles will investigate the options for tyre removal.	Kevin Castles	31/05/2017
Plumbing Repairs	Nigel Smeaton to arrange for plumbing repairs to be carried out at the track.	Nigel Smeaton	31/05/2017
Letter to KA	The secretary will draft a letter for the committee to approve and the president to sign. The letter will be sent as per the A1 process as it contains concerns raised by our members.	Greg Martin Nicholas Rudzinski	31/05/2017

8. Private Track Hire Register

Date	Hired by	Names of all drivers	Invoice detail	Payment received
14/11/2016	G Force	Benjamin Deissler	\$300	Yes
28/11/2016	Greg Martin	Daley Martin, Samuel Poulsen	Free Track Hire	Nil
30/11/2016	G Force	3 x Drivers names unknown	\$300	Yes
07/12/2016	Pacific Kart sports	Scott Howard	\$300	Yes
13/12/2016	Pacific Kart sports	Scott Howard	\$300	Yes
19/12/2016	Edge designer Homes	Tyler Greenbury, Lee White	\$300	Yes
02/01/2017	Zcorse	Kris Walton	\$300	Yes
10/01/2017	Howards Concrete	Scott Howard, Troy Bretherton, Craig Lowndes	\$300	Yes
25/01/2017	Chaz Mostert	Chaz Mostert, Craig Lowndes	\$300	Yes
30/01/2017	Edge Designer Homes	Tyler Greenbury, Lee White	\$300	Yes
27/032017	Steve Peacock	Adam Mercer	Free Track Hire	Nil
27/032017	Greg Martin	Daley Martin	Free Track Hire	Nil
27/03/2017	Dean Devisser	Leorra Devisser, Annabelle Rolfo, Alice Buckley	Free Track Hire	Nil
29/03/2017	Steve Peacock	Connor Peacock	Free Track Hire	Nil
05/04/2017	Evoke Lighting	Ben Faulkner, Brady Mitchell, Annabelle Rolfo, Declan Mathews	\$400	Yes
17/04/2017	Kris Walton	Kris Walton	\$500	Yes
19/04/2017	Kris Walton	Kris Walton	\$400	Yes

Committee Meeting Minutes

26/04/2017	Scott Howard	Scott Howard, Craig Lowndes, Chaz Mostert	Assume Free Track Hire	Nil
17/05/2017	Greg Martin	Daley Martin	Free Track Hire	Nil
29/05/2017	Craig Lowndes	Craig Lowndes, Chaz Mostert, Shane Van Gisbergen	Drivers to be confirmed	
31/05/2017	Steve Peacock	Connor Peacock, Corbin Casseur	Free Track Hire	Nil

Other key dates

- IKC Round 4 3rd of June 2017

CLOSE Time:

Next Meeting – 14/06/2017, 6.30pm (TBC)