

Committee Meeting Minutes

15 December 2016, 6.30pm – Yeronga Services Club, Corner Fairfield Rd and Kadumba St Yeronga

Attendance:

- Nicholas Rudzinski (President)
- Greg Martin (Secretary)
- Leanne Peacock (Treasurer)
- Graham Castledine (Timing Officer)
- Kevin Castles (Vice President)
- Steven Peacock (Junior Vice President)
- Maureen Capri (Membership Officer)
- Alf Capri (Technical Officer)
- Nigel Smeaton (Track Safety Officer)

Apologies:

- Dean Devisser (Junior Development Officer)
- Carol Russel (Race Secretary)

Absent:

- Steve Vidler (General Committee)
- Paul Ash (Drivers Representative)

Open: 7:34pm

1. Guests: Nil

2. Previous Minutes: 26th October 2016

Moved by Nigel Smeaton; Seconded by Graham Castledine and carried unanimously.

3. Roles and responsibilities of committee members

In addition to the official management committee position descriptions a need for a reporting structure and further breakdown of responsibilities was identified. The president tendered a proposed structure which was agreed to in principle by the committee. The details are as follows.

PRESIDENT

The President is the leader of the club and is required to ensure that the Club is run effectively and efficiently administratively, financially and socially to support the endeavours of the Club. The president has overall responsibility for the direction, planning & finances of the club.

DIRECT REPORTS – Vice President, JNR Vice President, Secretary & Treasurer

VICE PRESIDENT

The Vice President is the understudy of the President and will take over the leadership of the Club if and when the President is not available. The Vice President has responsibility for the Technical, Timing, Safety & Maintenance of the track, our facilities & equipment.

DIRECT REPORTS – Technical Officer, Timing Officer, Caretaker & Track Safety Officer

JNR VICE PRESIDENT

The Junior Vice President is a junior executive position for the support of Executive members and to encourage membership and transfer of knowledge at Executive position level. The Junior Vice President is responsible for Junior Development, Driver Engagement at all levels, Fundraising, Associated sponsorship, & General Committee duties as required.

Committee Meeting Minutes

DIRECT REPORTS – Junior Development, Drivers Representative, Marketing / Sponsorship role once filled,

SECRETARY

The Secretary is the primary administration officer of the Club and provides the link between the committee members and outside agencies. The Secretary is responsible for club administration, all club communication including correspondence between members, correspondence with and outside agencies and Social Media.

DIRECT REPORTS – Membership Officer, Administration role once filled, Race Secretary, Social Media Representative.

TREASURER

The Treasurer manages the financial affairs of the Club and is responsible for the establishment of proper bookkeeping practices. The Treasurer is responsible for the overall Finance, Audit & Bookkeeping Compliance.

DIRECT REPORTS – Book keeper role along with all other executive committee roles from a finance perspective.

4. Business Arising:

	Agenda item	Description	Discussion
4.1	Track repairs and upgrades	<ol style="list-style-type: none"> 1. Building of gravel traps 2. Tyre Barriers 3. Repair of light gantries 4. Control light operation 5. Lap count displays 6. Emergency lighting 7. Paint ripple strips and curbs etc. 8. Clean up of site 	<p>Clean up of the site is the highest priority</p> <p>Nicholas Rudzinski has spoken with Damian White who is the Ipswich City Council representative for the motor sport precinct. The council has agreed to remove all tyres, plastic barriers and also facilitate the removal of some trees</p> <p>There was a suggestion that the regional fire service could be used to do a controlled burn exercise to remove dangerous undergrowth around the site.</p> <p>Dean Devisser has provided a quote to repair the control light gantries. This option will be explored further.</p> <p>The gravel traps will be built in stages. Scott Howard of Howards Concreting has offered to supply the gravel at a wholesale rate. As this gravel is to be of a specified type the costs will be quite prohibitive. KA has offered to match our spending dollar for dollar for safety improvements up to a maximum of \$10,000.</p> <p>The existing emergency track lighting will be inspected to see why the battery backup supply does not work. Some circuitry may need to be installed to facilitate an auto-changeover scheme. Also the light bulbs could be replaced with LED bulbs to improve lighting brilliance if required.</p> <p>The lap count displays are something that the committee is interested in exploring in the future, however we need to put them on hold until later in the year to focus on higher priority tasks.</p> <p>Painting of ripple strips etc. to be address at next working bee.</p> <p>See actions register for specific actions and person responsible.</p>

Committee Meeting Minutes

4.2	Track Closure	Confirm track closure dates	<p>Track closed Monday 19th of December to Tuesday 27th of December</p> <p>Open Wednesday 28th of December to Friday 30th December, Day time ONLY i.e. 9:00am to 4:00pm</p> <p>Closed Saturday 31st of December to Tuesday 3rd of January</p> <p>Track reopens with normal hours of operation from Wednesday 4th January.</p>
4.3	“Come and Try” program	<p>There has been a number of enquiries regarding the recommencement of this program.</p> <ol style="list-style-type: none"> Karts: The karts appear to be in reasonable condition. Carbies require cleaning and new kits. Going forward we need to run them dry at the end of use. The brakes may require bleeding in some cases. One kart apparently has a bent frame and requires straightening. Fitting better tyres may be advantageous. Dates: We need to identify some dates for this program. It may be good to do it over the school holidays. Volunteers: We need volunteers to get the karts sorted out and volunteers for the day. We probably need some drivers of various sizes to test the karts and provide instruction for those new to karting. 	<p>Dean Devisser has offered to coordinate the servicing of the karts to make ready for “Come and Try” days. The club will supply carby kits, brake fluid etc. to return those karts into serviceable condition.</p> <p>Project X will straighten the frame of the Exprit cadet kart and KA will pick up the bill.</p> <p>The dates will be finalised once the karts are serviceable. The intention is to kick-start this program as soon as possible. It was suggested that a seniors program could be run on Tuesday nights.</p> <p>Dean Devisser will organise dates and volunteers. Steve Vidler has offered to run the program.</p>
4.4	Junior Driver Training days	<p>This program could be incorporated in the “Come and Try” days or it could be a standalone initiative.</p> <ol style="list-style-type: none"> Dates: We need to identify some dates for this program. It may be good to do it over the school holidays and possibly the same dates as the “Come and Try” days.. Format: How should the day be run? Driver training, theory, practice, etc. Volunteers: We need volunteers to provide driver training and encouragement to the drivers. Instruction sessions on kart setup may also be useful for pit crew. 	<p>The committee agreed that the Junior Driver Training program should be incorporated with the “Come and Try” Days.</p> <p>Various people have offered to help with this program. The format and objectives of this program will be finalised closer to the event.</p>

Committee Meeting Minutes

4.5	Race schedule	<p>Now that our racing schedule has been confirmed we have a few things to sort out.</p> <ol style="list-style-type: none"> Feature Classes: We need to earmark what feature classes we associate with what round. We should ensure that there is only one feature class per round. Confirm Classes: We need to confirm what classes we will offer. Keeping in mind that any homologated kart is allowed to run on any race weekend. DD2 needs to feature in this conversation. Sub Regs: We need to get the sub regs approved and on line as soon as possible. The suggestion would be to get four or five race meeting worth of sub regs approved and on line to maximize our number of competitors. In the event that there has to be a change an amendment can be issued. Friday night nominations: This initiative was welcomed by the majority and should continue into the future. 	<p>Dates for Titles</p> <p>June 3rd TaG Titles including TaG Light, TaG heavy and TaG restricted classes</p> <p>September 9th Cadet Titles including Cadet 9 and Cadet 12</p> <p>November 4th Junior Titles including KA4 and KA3 junior</p> <p>There is an issue with accommodating Cadet 9 Beginners and Open Performance. Nicholas Rudzinski will send out an email for further discussion. We may run both classes on the one weekend or drop another class.</p> <p>Nicholas Rudzinski will speak to Carol Russel regarding doing a number of sub regs at once and issuing amendments as required. Nic will also talk to Carol about being in charge of Friday night Nominations.</p>
4.6	Canteen	<p>We need to find and appoint a canteen convener as a matter of urgency. The responsibilities of the convener would be to order and account for food and to organise a volunteer work force for race days. It has been suggested that the rural fire service may be interested in helping in this regard.</p>	<p>Nicholas Rudzinski will look for a canteen convener. There is a suggestion that the local rural fire service are interested in running the canteen on our behalf, this needs to be investigated further.</p>
4.7	Notice of Noncompliance	<p>Ipswich Motorsport Precinct has issued IKC with a notice of noncompliance with regard to our lease arrangements and in particular the tenanted dwelling on the site. IKC has requested a six month extension to sort out this matter. This notice will have the greatest effect on the onsite caretaker.</p>	<p>IMP has come back to IKC via a letter requiring that the matter is resolved in three months. N Nicholas Rudzinski and Kevin Castles will meet with the caretaker to broker a deal suitable to all.</p>
4.8	Rekeying of the site	<p>We have a quote for the rekeying of the site using existing lock where possible to provide for a master key solution. A master key solution allows for multiple security leaves depending on the key issued. Generally three levels are provided as standard. In our case the lowest level would be gates only and the highest level would be access to all areas.</p>	<p>The committee accepted the quote and has agreed to move forward with the rekeying of the site.</p>
4.9	Commentator for next race meeting	<p>We have had an expression of interest from Kev Davies in relation to the role of track commentator for the next race meeting and with a view of making this the regular arrangement.</p>	<p>The committee has decided to alternate between our existing commentator Geoff Salmon and Kevin Davies and give the members the opportunity to decide which form of commentary they prefer. Geoff will do the first round on the 4th of February and Kevin will the second round which happens to be the SQ series on the 4th and 5th of March.</p>

Committee Meeting Minutes


4.10	Web presence	We have to use our web presence more effectively. We need to ensure that messages to our members are communicated quickly via our web site as not all members use Facebook	Nicholas Rudzinski has agreed to give Greg Martin the login details and any other documentation to allow for the web site to be updated in a more timely manner.
4.11	Update email service	We can look to move to gmail as our mail provider once all the internet provider details have been revealed.	Greg Martin will setup everything necessary to move our mail over to gmail. This will also allow us access to the suite of Google apps and allow us to store documents on line. Nicholas Rudzinski to provide Greg Martin with the login detail of our domain name service provider and our email service provider to allow this change to occur.
4.12	Communication and correspondence	We need to be mindful of our methods of communication. The secretary is the pivot for all correspondence in and out of the club and is charged with keeping an up to date correspondence register. Generally the secretary will forward matters of interest to all committee members but the expectation is that if a reply in necessary then that reply should not be a reply all. It is also important that any correspondence initiated by a committee member in or out of the club is CCed to the secretary so proper records can be kept.	The committee agreed that when using email the following guidelines should apply. A response in only required when someone is directly addressed in the email i.e. the "To" field. If a committee member is addressed via the "CC" field then this email is for information only and no response is necessary. When responding to an email in most cases it is not necessary to "reply all" as this lead to large volumes of email traffic. Any correspondence in or out of the club to a third party must be copied to the secretary so that accurate records of club business can be maintained.
4.13	Trophies for next year	There seems to be a lot of confusion about the trophy budget and who has spent what. Moving forward we need to agree on a budget (including feature classes) and evaluate our options.	The committee agreed to look at previous trophy invoices and determine a suitable budget for trophy presentations. It was agreed to get a couple of trophy supplies to tender on what we could expect for our budgeted amount.
4.14	Calculation of Championship points	We need to make a determination on whether or not we intend to modify the method or calculation points for our club championships.	The majority of the committee were happy to leave the method of points calculation as is, provide we didn't offer an overall club champion based on points. Nicholas Rudzinski believes that changes do need to be made so further exploration of this topic is required.
4.16	KA Safety Grant Recipients	KA has announced the 15 safety grant recipients and IKC is not one of them. We need some form of certainty with regard to the allocation of monies before we commit to a big spend.	Nicholas Rudzinski has received assurances that KA will match any spend we make dollar for dollar up to \$10,000 for track safety improvements. The club will invoice KA once we have acceptable quotes for the work.
4.17	Procedure for Track Hire	Anyone wishing to hire the track needs to email the secretary with the date required, who is responsible for the hire/payment and the names of all drivers attending. If a driver is not from our club their KA license number is also required. To avoid disappointment this email should be received at least one week prior to the track hire.	Moving forward all requests for track hire must be made via email to the secretary. The request must include the date required who to invoice and the names of all drivers. The secretary will provide a sign on sheet via email. The driver's details are to be recorded on this sheet on the day and this sheet is to be scanned or photographed and returned to the secretary. At least one weeks' notice would be preferable to ensure that there is no planed work scheduled for that time. In some instances prepayment may be required.

Committee Meeting Minutes

5. Any Other Business Arising:

5.1	Lease	IMP is applying pressure to the club to hand back our lease. The lease is with Ipswich City Council and has six years left to run.	The committee agreed to hear the detail of any proposal put forward by IMP. The committee has many concerns regarding any proposal to hand back the lease. When more details are revealed the committee may be able to put this to a vote by the members.
-----	--------------	--	---

6. Reports:

Agenda item	Report by:	Content:	Discussion
6.1	President's report Nicholas Rudzinski	Nil	
6.2	Treasurer's report Leanne Peacock	Nil	
6.3	Grants report Nicholas Rudzinski	Nic to report on the Office of gaming and Liquor grant.	The committee was happy to receive this grant and looking forward to upgrading the bathroom facilities.
6.4	Sponsorship report Steve Peacock	Steve to present the 2017 Sponsorship Prospectus  2017 IKC SPONSORSHIP PROSI	Committee was in agreement with the pricing of sponsorship in the prospectus
6.5	Track Safety report Nigel Smeaton	Nil	
6.6	Membership report Maureen Capri	Nil	
6.7	Junior Development report Dean Devisser	Nil	
6.8	Drivers Representative report Paul Ash	Nil	
6.9	First aid	Nil	

Committee Meeting Minutes

6.10	Property and equipment	Nil	
6.11	Social report	Nil	
6.12	Marketing / Communications	Nil	

7. Correspondence Register:

7.1 Incoming

Date	Description	Action
15 November 2016	Notice from KA Advanced notice of change to completion rules for 2017	Secretary to distribute to committee.
17 November 2016	Invoice reminder from Crane Hotline #CHL47088 18T Franna Hire – amount owing \$528.00	To Treasurer for payment
24 November 2016	Notice from KA Notice of new track construction and safety guidelines	Secretary to distribute to committee.
24 November 2016	Notice from KA Notice of the release of the 2017 Australian Karting Manual	Secretary to distribute to committee.
25 November 2016	Invoice further reminder from Crane Hotline #CHL47088 18T Franna Hire – amount owing \$528.00	To Treasurer for payment
29 November 2016	Quotation from AusSport #291116/EST Lap Count Display and associated equipment - amount quoted \$7012.50	Discuss at next meeting
29 November 2016	Quotation from Race America #qg112904 Lap Count Display and associated equipment - amount quoted \$5282.00	Discuss at next meeting
29 November 2016	Invoice from Shayne Davidson #56 4 x weeks plus working bee – amount owing \$700.00	To Treasurer for recording
1 December 2016	Quotation from Armour Lock and Security #02016948 Supply new restricted masterkey system – amount quoted \$1160.50	Discuss at next meeting
1 December 2016	Conformation of registration form from Ipswich Events Corporation Receipt of registration form for inclusion in Ipswich Festival Booklet	Discuss at next meeting
1 December 2016	Notice from Ipswich Motorsport Precinct Notice of non compliance with regard to the lease and tenancy agreement	Discuss at next meeting
3 December 2016	Invoice from KQ #0406 Practice Licence - Anson Q5902- amount owing \$122.00	To Treasurer for payment

Committee Meeting Minutes

3 December 2016	Invoice from KQ #0411 Raceday Admin Levy, Qld Driver Levy, National Driver Levy- amount owing \$3100.00	To Treasurer for payment
5 December 2016	Statement from Crane Hotline For period ending 30/11/2016 – amount outstanding \$528.00	To Treasurer for payment
6 December 2016	Notice from KA Notice of KA's risk management program launch	Secretary to distribute to committee.
6 December 2016	Request from Mackay Kart Club Mackay Kart club wishes to open up dialog with regard to promotional apparel for the state titles.	Secretary to distribute to committee.
7 December 2016	Expression of interest from Kev Davies Wishes to be considered for the role of Commentator next year.	Discuss at next meeting
8 December 2016	Invoice from All Business Office Products Depot #230590 Office products various – amount owing \$339.63	To Treasurer for payment
8 December 2016	Invoice from Extreme Marquees for marquee weight plates #D085359 Folding marquee weight plates - \$427.20	To Treasurer for payment
8 December 2016	NASS Photograph Photos provided for the clubs presentation dinner	To Secretary for display on presentation day
8 December 2016	Kev Davies Photos provided for the clubs presentation dinner	To Secretary for display on presentation day
9 December 2016	Ian Ward Sports Photography Photos provided for the clubs presentation dinner	To Secretary for display on presentation day
9 December 2016	Greg Coomb Photography Greg Coomb declined to provide photos	Discuss at next meeting
9 December 2016	Request from Ipswich Events Corporation Request for logos and high resolution images	To Secretary to action
12 December 2016	Notice from KA Office closure 22 nd December to 8 th January	To Secretary to note
13 December 2016	Invoice from St John Ambulance #012572 Attendance of December 3 rd Race meeting – amount owing \$552.50	To Treasurer for payment
14 December 2016	Lions Football Club Richlands Received an email letter of Thanks and an other to rebook for next year	Secretary to distribute to committee.
14 December 2016	Unpaid Invoices from St John Ambulance #000061 and #002221 Attendance of various Race meetings – amount owing \$5645.25	To Treasurer for payment
14 December 2016	Ipswich Motorsport Precinct Damien White has confirmed that Ipswich City Council will all the tyres, plastic barriers and also facilitate the removal of some trees. They will also group all the metal in the one location for the club to remove.	To Secretary to note

Committee Meeting Minutes

8. Actions Register

Issue	Detail	Committee member responsible	Timeframe for resolution
Track clean up 16/11/2016	Nicholas Rudzinski to liaise with council to find a suitable solution and timeframe to clean up the site. This may involve the supply of heavy equipment from the council as offered.	Nicholas Rudzinski	01/02/2017
Removal of tyres 16/11/2016 15/12/2016	Ipswich City Council will remove tyres, plastic barriers and remove some trees. They will also sort out scrap metal. Nicholas Rudzinski to organise this and hand over information to Kevin Castles to move forward with.	Nicholas Rudzinski Kevin Castles	01/02/2017
Engine seals 16/11/2016	Alf Capri can access a supply of engine seals that are identical minus the AKA logo but half the price. Greg Martin to investigate whether there is any impediment to using these seals.	Greg Martin	01/02/2017
Social Media transformation 16/11/2016	In conjunction with the requirements of Nicholas Rudzinski and Greg Martin, Steven Peacock is to work with Jaxon Reihana to transform the club's social media presence into something similar to what would be expected from any incorporated business.	Steven Peacock Nicholas Rudzinski Greg Martin	01/01/2017
Clear rubbish out of Container 15/12/2016	Kevin Castles and Nigel Smeaton to organise the caretaker to remove all rubbish from the container.	Kevin Castles Nigel Smeaton	01/02/2017
Move old track lights to compound 15/12/2016	Kevin Castles and Nigel Smeaton to organise the caretaker to move the old track lights to the compound area.	Kevin Castles Nigel Smeaton	01/02/2017
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
Advertise Track closure 15/12/2016	Greg Martin to advertise track closure times to members via facebook and web site	Greg martin	19/12/2016
Repair of Come and Try Karts 15/12/2016	Dean Devisser to organise to get come and try karts serviceable and to arrange for Project X to straighten the Exprit cadet kart	Dean Devisser	04/01/2017
"Come and Try" and Junior development program 15/12/2016	Dean Devisser to organise to get these programs running again this includes planning when and how and getting volunteers of all types involved.	Dean Devisser Steve Vidler	04/01/2017
Meeting formats to accommodate Cadet Beginners and Open Performance 15/12/2016	Nicholas Rudzinski to send out a discussion email to resolve this issue	Nicholas Rudzinski	24/12/2016

Committee Meeting Minutes

Sub Regs and Nominations 15/12/2016	Nicholas Rudzinski to arrange with Carol Russel to get at least three set of sub regs done and submitted. Nic also to arrange for Carol to run Nominations on Friday nights	Nicholas Rudzinski Carol Russel	24/12/2016
Canteen Convener 15/12/2016	Nicholas Rudzinski to organise for the employment of a canteen convener	Nicholas Rudzinski	24/12/2016
Meeting with Caretaker 15/12/2016	Nicholas Rudzinski and Kevin castles to meet with the caretaker to discuss options going forward with regard to relocation and duties.	Nicholas Rudzinski Kevin Castles	16/12/2016
Rekeying of site 15/12/2016	Nigel Smeaton to arrange for the look smith to rekey the site as per his quote.	Nigel Smeaton	01/02/2017
Use of Commentators 15/12/2016	Nicholas Rudzinski to notify the two commentators of the committee's decision	Nicholas Rudzinski	24/12/2016
Web login details 15/12/2016	Nicholas Rudzinski to provide web login detail to Greg Martin so that Greg can update the web site.	Nicholas Rudzinski	24/12/2016
Update email service 15/12/2016	Nicholas Rudzinski to provide all login details to Greg martin for hosting and DNS providers. Greg martin to configure Google Mail/Apps for the club	Greg Martin Nicholas Rudzinski	24/12/2016
Trophy evaluation 15/12/2016	Leanne Peacock to provide the details of previous Trophy invoices to Greg Martin. Greg or Leanne to arrange for various trophy supplies to tender.	Leanne Peacock Greg Martin	24/12/2016
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
IMP presentation 15/12/2016	Nicholas Rudzinski to arrange for Damian White to present to the committee the advantages of the club surrendering its lease.	Nicholas Rudzinski	01/02/2017

Committee Meeting Minutes

9. Private Track Hire Register

Date	Hired by	Names of all drivers	Invoice detail	Payment received
??/11/2016	G Force	Benjamin Deissler		
28/11/2016	Greg Martin	Daley Martin, Samuel Poulsen		
30/11/2016	G Force	3 x Drivers names unknown		
07/12/2016	Pacific Kart sports	Scott Howard		
13/12/2016	Pacific Kart sports	Scott Howard		

New Members

A list of new members was presented to the committee and a motion was moved by Steven Peacock to accept the new members the motion was seconded by Maureen Capri and carried unanimously.

Other key dates

- First Race meeting of the year Saturday February 4th 2017

CLOSE Time: 10:14pm

Next Meeting – TBA