

Committee Meeting Minutes

16 November 2016, 6.30pm – Orion Hotel 1 Main St Springfield Central

Attendance:

- Nicholas Rudzinski (President)
- Greg Martin (Secretary)
- Leanne Peacock (Treasurer)
- Graham Castledine (Timing Officer)
- Paul Ash (Drivers Representative)
- 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)

Absent:

- Carol Russel (Race Secretary)
- Steve Vidler (General Committee)

Open: 6:30pm

1. Guests: Nil

2. Previous Minutes: 26th October 2016

Moved by Nigel Smeaton; Seconded by Maureen Capri

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.

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

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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 works and working bee	<p>Track Safety office to work with Caretaker to ensure that any heavy earth works are performed before the working bee i.e. there are some spots on the Track that require cut and fill.</p> <p>It is anticipated that there will be a reasonable number of people attend this coming working bee so the ordering of landscaping supplies and a program of work will be essential to make the best use of resources.</p>	<p>Nicholas Rudzinski has spoken with Damian White who is the Ipswich City Council representative for the motor sport precinct. The council has concerns about the amount of rubbish that has accumulated on site. The council is prepared to help with the removal of the rubbish and may be able to provide a truck and possibly a front end loader. The removal of the tyres is a bigger problem and further investigation will be required.</p> <p>There has been a subsequent suggestion that maybe the tyre could be shredded and used as an alternative to bark.</p> <p>There was also discussion about the immediate works required before the next race meeting.</p> <p>See actions register for specific actions and person responsible.</p>
4.2	Upcoming Race Meeting	<p>This is the first race meeting run by the new committee so it is important that this meeting is run professionally and efficiently. Items to discuss include the following.</p> <ol style="list-style-type: none"> 1. Sub Regs 2. All officials and volunteers in place 3. Running of the canteen 4. Ordering of the trophies 5. Commentator 6. Nominations 7. Friday night practice 8. Program 9. Anything else to ensure the successful running of the meeting. 	<p>The committee is satisfied with the Sub Regs as they have been altered and are now considered suitable.</p> <p>The committee is satisfied that all officials and volunteers/paid support staff are in place for the upcoming race meeting.</p> <p>The committee discussed issues associated with the running of the canteen and the need for improved account keeping and book keeping practices.</p> <p>The trophies will be ordered by Nic James from the usual supplier in the usual manner.</p> <p>Geoff Salmon has been retained to perform the commentator duties for the upcoming round.</p> <p>The office will be open to receive nominations during the Friday night practice in an effort to streamline the process on Saturday morning.</p> <p>The bush fire brigade has been engaged the cook a BBQ on the Friday night before the race</p>

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			meeting. The race meeting program has been compiled by Geoff Salmon
4.3	Championship Classes	<p>The committee need to make a decision on what classes will be awarded championship trophies. This mainly concerns KA3.</p> <p>I believe a number of competitors were informed that KA3 would be considered a championship class after advice from Karting Queensland midway through the year.</p>	The committee consulted the Karting Queensland 2016 State regulations and determined that KA3 classes must be eligible to compete in a club championship. The committee subsequently ruled that all contested KA3 classes were eligible for club championship trophy presentations.
4.4	Presentation day Xmas Party	<ul style="list-style-type: none"> • There are many things to organise for the Presentation day. <ol style="list-style-type: none"> 1. Confirm details with the venue <ul style="list-style-type: none"> ▪ \$49 Buffet menu ▪ Tables of 8 or 9, 150 max ▪ Jumping castle ▪ Soft drinks provided in bowls of ice on tables to ease pressure on the bar. ▪ Finger food from 10:30am 2. Organising of the Trophies, I believe that Nick James is organising this through Queensland Trophy Distributers at Albion. 3. Organising Life Member Plates, I believe Ian Mather has offered to organise this. 4. Music, if we organise it costs about \$300 alternatively the venue can organise for about \$450 5. Photos. The official photographers are obliged to provide us with a selection of un-watermarked photographs to be displayed via PowerPoint during the day. We need someone to organise a way to display, projector etc. (possibly provided by the venue). 6. The committee will be issues with arm bands to access a bar tab, apparently this is preapproved to the value of \$2000. (Comments from the Treasurer) 	<p>The committee confirmed that the point outline in the adjacent were correct. These details need to be confirmed with the venue.</p> <p>It was confirmed by Nicholas Rudzinski that Nic James will organise the purchase of championship trophies through Queensland Trophy Distributers.</p> <p>It was confirmed by Nicholas Rudzinski that Ian Mather would organise the life member plates.</p> <p>Music was provided by Les Antrobus and band last year so the committee agreed that he should be engaged again this year if possible.</p> <p>Photographs taken at IKC over the year will be displayed on the big screen during the day. The committee agreed that these photos will be sourced from the various photographers who were present at race meetings over the last year.</p> <p>The committee discussed the issue of arm bands to allow access to a bar tab. I was agreed that \$2000 should be more than sufficient and that arm bands would only be issued to the committee and any attending life members.</p>
4.5	Practice	New procedure to ensure the balancing off the ledger at the end of each practice day.	Nicholas Rudzinski has a revised procedure to ensure that the monies taken at a practice day are

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		Formalise a procedure for track bookings and provide a register and calendar entry.	properly accounted for and that all cash is banked in a timely manner. The committee agreed to implement this procedure from this day forward.																										
4.6	Committee response to recent Karting Queensland Disciplinary action	<p>President to address committee.</p>  <p>Letter from KA to State Associations 10</p>	The committee discussed the most recent memorandum from KA outlining disciplinary action to be taken against Mr J McCleverty, Mr R van Doorn, Mr N Scullion and Ms Diana Smith. Whilst the committee may have personal feeling or opinions with regard to this action, it was agreed that as elected IKC committee representatives the committee would abide by the decisions made and offer no public comment on the matter.																										
4.7	SKC Agenda	<p>Discuss the agenda and agree on our clubs response.</p> <p>Discuss the Race Calendar and agree on our clubs response.</p>  <p>2017 DRAFT Calendar Version 1.xl</p>  <p>2017 DRAFT Calendar for Referen</p>  <p>SKC AGM AGENDA - Constitution with 26th - 27th Novembestrike outs 14 August</p>	<p>With regard to the KQ proposed calendar the committee has identified the date for the IKC 2017 racing calendar to be presented at SKC. The dates are as follows.</p> <p>Preliminary race dates:</p> <table> <tr><td>Round 1</td><td>04/02/2017</td></tr> <tr><td>Round 2</td><td>4-5/03/2016 SQ Series</td></tr> <tr><td>State Rd 1</td><td>7-9/04/2017</td></tr> <tr><td>Pro Tour</td><td>5-7/05/2017</td></tr> <tr><td>Round 3</td><td>3/06/2017</td></tr> <tr><td>Round 4</td><td>15/07/2017</td></tr> <tr><td>Round 5</td><td>5/08/2017</td></tr> <tr><td>Vintage</td><td>12-13/08/2017</td></tr> <tr><td>Round 6</td><td>2/09/2017</td></tr> <tr><td>State Cup?</td><td>29/09 – 1/10/2017 – Sacrifice round on the 7/10/2017.</td></tr> <tr><td>Round 7</td><td>4/11/2017</td></tr> <tr><td>National Cup?</td><td></td></tr> <tr><td>Round 8</td><td>9/12/2017</td></tr> </table> <p>The committee is interested in the State and National Cup events and would like more information and the opportunity to host one or both of those events.</p> <p>The committee discussed the agenda items for the upcoming SKC and agreed to vote the following way.</p> <p>Item 10a – Proposed by Gladstone</p> <p><input type="checkbox"/> GKC propose that for Club competition race meets that qualifying NOT be compulsory for 9 or more entrant and that the option of random draw is available;</p> <p>In general committee agrees however there are concerns about safety when there is disparity between drivers ability. The delegates would need to be satisfied that the practice was safe</p> <p><input type="checkbox"/> GKC proposes that given the conviction against current KQ Life Member Mr John Lane in relation to fraud that his Life Membership be revoked;</p> <p>Agreed</p> <p><input type="checkbox"/> GKC would like feedback on the previous meetings agenda item around keeping TAG125 Restricted given how strong a representation the class has in regional Qld;</p> <p>Agreed</p>	Round 1	04/02/2017	Round 2	4-5/03/2016 SQ Series	State Rd 1	7-9/04/2017	Pro Tour	5-7/05/2017	Round 3	3/06/2017	Round 4	15/07/2017	Round 5	5/08/2017	Vintage	12-13/08/2017	Round 6	2/09/2017	State Cup?	29/09 – 1/10/2017 – Sacrifice round on the 7/10/2017.	Round 7	4/11/2017	National Cup?		Round 8	9/12/2017
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			<p>□ GKC proposes that our State Regulations be amended to reflect the rulebook at a Zonal level in relation to B grade licence holders racing TAG Restricted ie you cannot race TAG Restricted at a Zonal level on a B grade licence you must be a C grade licence holder; Agreed</p> <p>Item 10b– Proposed by Rockhampton 1. Engine builders have registration with Karting Australia and have engine seals, which are fitted to engines they are responsible for. (Please refer to the attached email from Warren Baker.) The committee has no position on this and the delegates would need to understand the issue further before voting. 2. State title return to original status of one round for Queensland – due to limited numbers of karters supporting the Championship as a whole and the smaller numbers of nominations in the second round of the Championship. (Please refer to the attached email from Warren Baker and the statistical data from the 2016 Queensland Kart Championship Rounds 1 and 2.) Agreed 3. Karting Calendar for Queensland needs major events well-spaced throughout the karting year. (Refer to email from Judy Simonds – attached.) Agreed 4. Karting Australia and Karting Queensland need to listen to the voices of the karters. (Stephen Peatey will address this topic.) Agreed providing the topic is address logically.</p> <p>Item 10c – Proposed by Management Develop a Scope for the tender of the Junior Development Program The delegates will participate in this process.</p> <p>Item 10d – Proposed by Management Engine numbers to be entered into CMS to help detect and stop the distribution of stolen motors and stop the restamping of imported motors In general the committee is in agreement with anything that deter theft so would support the inclusion of engine numbers in CMS if it would be beneficial. Imported engines could be stamped with Australian numbers so the committee is unsure if this measure would be useful.</p> <p>Item 10e – Proposed by Management Fuel testing needs to be updated as the current methods are not detecting the cheating. Consider purchase of a Gas Chromatograph Agreed</p> <p>Item 10f – Proposed by Whitsunday</p>
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			<p>Discuss Come & Try Trailer program for 2017 The delegates will discuss</p> <p>Item 10g – Special Resolution Proposed by Toowoomba (See attached) Consider Special Resolution to alter the Constitution of Australian Karting Association (QLD) Inc. Items 1-35 Delegates will consider providing this is just a modernisation of the constitution.</p> <p>Item 10h – Proposed by Toowoomba (See attached) Secure Pay Account Insufficient detail to comment on. Delegates will require further information.</p> <p>Item 10i – Proposed by Townsville (See attached) Review the 2017 calendar draft format The committee believes that Townsville has misinterpreted the rules as 8 club rounds are permitted.</p> <p>Item 10j – Proposed by Management Delegates to break into Zonal Club groups and set draft 2017 Calendar Our Committee has prepared a calendar for our delegates to table</p> <p>The clubs responses to the SKC agenda were moved as a motion by Maureen Capri and seconded by Steven Peacock</p>
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5. Any Other Business Arising:

5.1	Social Media	The committee is aware that the clubs social media presence is in desperate need of rationalisation. It is proposed that the club appoint a social media representative. This position would be a non paid position and would not be a committee member. In time this position may grow into the role of Promotions Officer, however this is not the immediate intention.	Steven Peacock put forward Jaxon Reihana's name as a person suitable to fill this role. As rectifying the clubs social media presence is a matter of urgency the committee moved to appoint Jaxon to the role of social media representative. Steven Peacock has agreed to work closely with Jaxon to address the clubs identified requirements.
5.2	Dates for DD2	Some DD2 drivers have suggested that they would only require three round in our calendar next year due to expense and timing	Steven Peacock has had discussions with a DDR driver who stated that three rounds per year would be sufficient and a round near Pro tour would be ideal. Two of the dates proposed were 03/06/2017 and 07/10/2017

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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 will update the committee with regard to the status of the Safety Grant Application.  TM Ipswich Grant response 8.11.16.pdf	The club's grant application has not been approved as the submission does not fit the guidelines of the program. KA however is of the view that if IKC presents plans that are within the guidelines KA could include them in their 2016 program.
6.4	Sponsorship report	Nil	
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	
6.10	Property and equipment	Nil	
6.11	Social report	Nil	
6.12	Marketing / Communications	Nil	

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7. Correspondence Register:

7.1 Incoming

Date	Description	Action
15 August 2016	Offer of potential sponsorship from Matt Jones CEO of OVO Telecommunications	To Secretary to reply
07 October 2016	Invoice from Crane Hotline #Statement period ending 30/09/2016 – amount owing \$2176.64	To Treasurer for payment
12 October 2016	Payment Receipt from Kaos Karting #1012 \$300.00	To Treasurer for recording
22 October 2016	Invoice from KA #Statement 01/07/2016-30/09/2016 - amount owing \$2988.20	To Treasurer for payment
26 October 2016	Invoice from Shayne Davidson #55 5 x weeks plus working bee – amount owing \$850.00	To Treasurer for payment
30 October 2016	Invoice from Kevin Davies #15 Commentary and presentations – amount owing \$300.00	To Treasurer for payment
01 November 2016	Invoice from Crane Hotline #CHL47088 18T Franna Hire – amount owing \$528.00	To Treasurer for payment
02 November 2016	Invoice from St John Ambulance #008129 – amount owing \$720.00	To Treasurer for payment
02 November 2016	Maintenance Float Balance sheet and invoice reminder from Shayne Davidson	To Treasurer for recording
07 November 2016	Invoice from Crane Hotline #Statement period ending 31/10/2016 – amount still owing \$528.00	To Treasurer for recording
07 November 2016	Christmas holiday Shutdown Form from Waste Services Ipswich City Council	To Secretary to respond
07 November 2016	Invitation to community breakfast to celebrate international Volunteer Day from Ipswich City Council	To Secretary to distribute
08 November 2016	Grant Response from KA	To Secretary for recording
10 November 2016	Notice of Discipline of Members from KA	To Secretary for recording and distribution
13 November 2016	Invoice from KA #0401 Co-delegate Flight Expenses - amount owing \$464.85	To Treasurer for payment
13 November 2016	Invoice from KA #0402 Loan Payment - amount owing \$5000.00	To Treasurer for payment
15 November 2016	Changers to Competition Rules from KA	To Secretary for recording and distribution
16 November 2016	Audited financial Statements from KQ	To Secretary for recording and distribution
16 November 2016	Further amendments to QLD Draft Calendar from KQ	To Secretary for

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		recording and distribution
16 November 2016	Nominations for Management Committee from KQ	To Secretary for recording and distribution

7.2 Outgoing

Date	Item	Note
08 November 2016	Secretary responded to Matt Jones CEO of OVO Telecommunications regarding his offer of sponsorship	OVO will organise a meeting to discuss further.

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8. Actions Register

Issue	Detail	Committee member responsible	Timeframe for resolution
Track clean up	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	Steven Peacock has offered to find a solution for the removal of tyre from the site. Kevin Castles has since proposed the possibility of shredding the tyres and using them as a bark substitute.	Steven Peacock Kevin Castles	01/02/2017
Working bee	Kevin Castles is to liaise with Nigel Smeaton to ensure that the track is suitable and safe for racing at the next meeting. Kevin is to conduct a track inspection and identify the items requiring immediate attention. Nigel is to formulate a works program and coordinate the volunteers and the caretaker to ensure that all goods are ordered and that all work is carried out before the next race meeting. Greg Martin is to call for volunteers via social media and compile a list of attendees.	Kevin Castles Nigel Smeaton Greg Martin	26/11/2016
Financial control of the canteen	Nicholas Rudzinski to inform the canteen convener that due to increased rigour with regard to the auditors bookkeeping requirements, detailed balance sheets need to be presented. These balance sheets need to be substantiated with receipts for food purchased. Details from the sales register need also be provided. Details of all wastage and shrinkage need to be provided for reconciliation at the end of the race meeting. No one is to be paid on the day from the till. All wages are to be paid once an invoice is received. The Treasurer is to ensure that all book keeping requirements are met.	Nicholas Rudzinski Leanne Peacock	02/12/2016
Details of cost associated with the purchase of the Southern Series Trophies	Greg Martin to contact Nic James with regard to the purchase price of trophies for the Southern Series. It is alleged that other clubs in the reign believe that IKC did not spend the agreed amount on the trophies for this series. Greg Martin to investigate and put the record straight.	Greg Martin	02/12/2016
Race programs	Nicholas Rudzinski to arrange of the printing of race programs in sufficient numbers prior to the race meeting.	Nicholas Rudzinski	02/12/2016
Engine seals	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
Music for Presentation day	Maureen Capri to contact Les Antrobus to see if his band is interested in performing at the presentation day again this year.	Maureen Capri	28/11/2016
2016 Photos from IKC	Greg Martin to contact the various photographers and collect as many images as possible for display during the course of the presentation day.	Greg Martin	02/12/2016
Practice procedures	Nicholas Rudzinski to ensure that new procedures are in place to provide for accurate record keeping particularly with regard to free practice. In addition the safe and secure handling of cash money is to be reinforced.	Nicholas Rudzinski	20/11/2016
State and National Cup race meetings	Nicholas Rudzinski to investigate the opportunity to host a State or National Cup meeting this year. These events are listed in the proposed state calendar. Nicholas Rudzinski and Maureen Capri are to gather more information and put a case at the upcoming SKC for IKC to host one or both of these events.	Nicholas Rudzinski Maureen Capri	26/11/2016

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Social Media Representative	Steven Peacock to notify Jaxon Reihana of his appointment to the position as social media representative.	Steven Peacock	17/11/2016
Social Media transformation	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
KA safety grant program	Nicholas Rudzinski to liaise with Tony Manson to find a way of participating in KA's 2016 track safety grant program.	Nicholas Rudzinski	31/12/2016

Other key dates

- State Karting Council Meeting 26th to 27th November 2016

Close Time: 10:30pm

Next Meeting – 14 December 2016, 6.00pm TBA