

Committee Meeting Minutes

19 January 2017, 6.00pm – Yeronga Services Club, Corner Fairfield Rd and Kadumba St Yeronga

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)
- Steve Vidler (General Committee)

Apologies:

- Dean Devisser (Junior Development Officer)

Absent:

- Carol Russel (Race Secretary)

Open: 7:00pm

Meeting Adjourned: 9:34pm

Meeting Reconvened: 23 January 2017, 6:30pm, via video conferencing

Apologies for reconvened meeting:

- Dean Devisser (Junior Development Officer)

Absent from reconvened meeting:

- Graham Castledine (Timing Officer)
- Steve Vidler (General Committee)
- Carol Russel (Race Secretary)

1. Guests (19/01/2017): Damien White (Ipswich Motorsport Park) , Jaxon Reihana (IKC Asocial Media Representative)

2. Previous Minutes: 15th December 2016

Moved by Nigel Smeaton; Seconded by Maureen Capri 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

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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,

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	Action
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>The Gravel Traps have been completed and the track is now compliant with KA's new Track Construction and Safety Guide.</p> <p>Batteries have been purchased for emergency lighting</p> <p>All other items to be addressed at next working bee.</p>

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4.2	IMP address	<p>Damien White to address the committee on a proposal to take ownership of our lease.</p>	<p>Damien White addressed the meeting. He gave the committee an overview of his back ground and the role of IMP.</p> <p>A rough proposal was put to the committee the details of which were:</p> <ol style="list-style-type: none"> 1. IMP wish to take over the lease that IKC currently have with Ipswich City Council. 2. In return there would be some commitment from IMP to upgrade the clubs facilities. 3. IMP would raise revenue from the site by <ol style="list-style-type: none"> 1. Building a storage facility on the site. 2. Running a hire kart business on the site. 3. Collecting all practice fees for the site. <p>When pushed for detail Damien White revealed that no money would be spent on the upgrading of facilities until income from the commercialisation of the site could fund these upgrades.</p> <p>It was also revealed that IMP would acquire a loan to build the storage facility of approximately \$700K and that only when the storage facility was returning a profit would any money be spent on upgrading of the track and it buildings. It was expected by IMP that this would be in around four years time.</p> <p>The committee expressed concern at the lack of substance and requested that Damien White provide a detailed proposal that the committee could consider and present to the members at a general meeting, assuming that the proposal had merit and befit for the members. Damien White agreed to this request.</p> <p>Damien White was also questioned by the committee on the responses from the management of the other motor racing complexes in the precinct. It was confirmed that at this stage neither Queensland Raceway nor Willowbank Raceway had engaged with IMP.</p>
4.3	Caretaker Update	<ol style="list-style-type: none"> 1. Mediation appears to have failed 2. Litigation appears likely 3. We have a quote from Tough Enough Services 	<p>Nicholas Rudzinski reported to the committee that the office of fair work had advised that in their opinion the caretaker was entitled to approximately \$16k in unpaid wages. Nicholas went on to say that in his opinion that number was closer to \$8k and that in good faith he had offered the caretaker \$10k. According to Nicholas the caretaker declined this offer as he believes that he is entitled to a pay out in the vicinity of \$150k</p> <p>Nicholas Rudzinski is seeking advice from the clubs solicitors.</p> <p>Tough Enough Services have provided a quote to supply cleaning services to the track on race days.</p>

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4.4	Committee members must have club membership	<ol style="list-style-type: none"> 1. The club constitution appears to indicate that all committee members must be club members and that membership of a committee member's dependent minor does not qualify. 	<p>Nicholas Rudzinski was of the opinion that to hold a position on the committee the elected committee member must be a member of the club at the time of the election and that being the guardian of a club member who is a minor does not qualify. Nicholas's suggestion was that if a member fell into that category they would be considered an honorary committee member until such time as a vote could be taken at a general meeting.</p> <p>This view was not held by all members of the committee and Greg Martin offered to look at the constitution in more detail to get a more accurate picture.</p> <p>No vote was taken as the constitution was not available for interpretation at the meeting.</p>
4.5	Race Meeting	<p>With a race meeting fast approaching the following needs addressing</p> <ol style="list-style-type: none"> 1. Working Bee: Working bee to be held on the 28th of January 2. Canteen: Rural Fire Brigade have offered to run the canteen. We need to ensure that the club holds the appropriate licenses and authorizations to sever food etc. 3. Trophies: The secretary will organize trophies for the next round. A budget of \$2000 has been allocated. 	<p>Working bee tasks have been identified and will be addressed on the day. A list can be found on the web site. Turns 2, 3, and 4 require a run off area to be ploughed.</p> <p>The Rural Fire Brigade have accepted an offer to run the canteen on our race days. Lorraine Castles has agreed to perform the role of canteen convener for the upcoming race meeting.</p> <p>Ipswich City Council sent a health inspector out to the club to inspect our canteen. The inspector was reasonably happy with the condition of the canteen and gave the club a small list of items to repair. The club committed to make those repairs before the first race meeting of the year.</p> <p>Greg Martin has engaged Nic James to order the trophies. A sheet of Cadet Beginner stick on plates has been organised for the Cadet Beginner medallions.</p>

5. Any Other Business Arising:

5.1	Water leak	The water leak has been located	Smeaton plumbing services have been engaged to rectify the problem
5.2	Track Incident Register	A register of race day incidents is to be kept to ensure that the new track safety measures are appropriate.	The track now complies with the new Track Construction and Safety Guide. The club is committed to safety and will keep a register of racing incidents so that any deficiencies in the new safety features can be identified and rectified quickly.

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5.3	State Championships	<p>There is an upcoming video conference so we need to discuss our position on a couple of points.</p> <ol style="list-style-type: none"> 1. Classes to be run 2. Tyre Pooling 3. Entry Fee 4. Polo Shirts 	<p>IKC is happy to run the mandatory eight classes plus TaG restricted light and heavy/medium which still allows for two more classes if Mackay Kart Club has some other requirement.</p> <p>IKC is opposed to tyre pooling unless there is a reasonable profit margin in it as there is a significant amount of work in administering it.</p> <p>We believe that KQ sets the entry fee but will confirm at the video conference.</p> <p>We are not interested in a Polo Shirt for the championship and would prefer to create our own shirt for round two.</p>
5.4	Private Practice /Track Hire	<p>The club needs to finalise the policies and procedures associated with private track hire.</p>	<p>There are currently a couple of documents that pertain to this topic. The Track Usage Rules 2016 applies to any time the track is in use including when hired privately. This document is up to date.</p> <p>The Track Hire Policy 2012 can be found on our website this document is out of date and requires review. This document refers to two other documents the Use of Facility document and the Hire Agreement form. Greg Martin has been unable to locate these documents. Greg has agreed to draft up some new documentation.</p> <p>Leanne Peacock notified the committee that three people/organisations (JT Motorsport, Tim Farrell, GForce) had failed to pay the private track hire.</p> <p>The committee agreed that these people/organisations would not be able to hire the track until all monies owed were paid. In addition the committee resolved to only allow track hire if payment was made in advance.</p>
5.5	Practice Behaviour	<p>There have been reports of tampering with the lights and with the practice classes board on practice days.</p>	<p>The committee was informed that the father of driver Kade Vink has again been caught tampering with the red/green practice lights to allow his son to gain more track time during practice. The committee takes a very dim view of this and any further incidents will be dealt with in the form of a ban.</p> <p>Another incident was reported to the committee where it is alleged that someone altered the practice board without the knowledge of the Practice Officer. There is some suggestion that this was a simple miscommunication but never the less the committee is clear that this board cannot be altered without the knowledge and permission of the Practice Officer.</p>
5.6	Committee Meeting structure	<p>The intent is to alter the way our meetings are conducted to allow issues that are important to all members to be tabled and to limit the revisiting of issues that are in hand.</p>	<p>Greg Martin proposed that committee members report on their activities and achievements for the month and that business arising is reserved for new issues that have not been discussed or allocated. The committee was in general agreement so this format will be trialled at the next committee meeting.</p>

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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	Treasurer's Report	<p>Leanne Peacock provided a verbal report detailing the clubs finances for the previous month. The details were as follows:</p> <ul style="list-style-type: none"> The club currently has a balance of \$92k across its bank accounts that includes the grant amount of \$35k The expected expenditure for next month is \$16k which includes payments to KQ Practice has raised the club \$12k
6.3	Grants report Nicholas Rudzinski	Nil	
6.4	Sponsorship report Steve Peacock	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	

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6.12	Marketing / Communications	Nil	
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7. Correspondence Register:

7.1 Incoming

Date	Description	Action
15 December 2016	Invoice from The Mower Medicos #96 Mower service – amount owing \$800.91	To Treasurer for payment.
15 December 2016	Notice from Aurecon The Vodafone base station at Clarrie Halls Rd is scheduled for upgrade in mid-March 2017	To Committee.
16 December 2016	Distribution of Australian Karter Magazine from KA Email magazine	To Committee.
19 December 2016	Receipt Extreme Marquees #DO85369 Weight Plates – amount owing \$0.00	To Treasurer for records
19 December 2016	Request from IMP Damien White has requested to opportunity to address the committee regarding the transfer of the lease to IMP	Discuss at next meeting
20 December 2016	Notice of non compliance from IMP Damien White has issued IKC with a notice of non compliance pertaining to the live on site caretaker.	Discuss at next meeting
21 December 2016	Invoice from Shayne Davidson #57 Four weeks caretaking - amount owing \$600.00	To Treasurer for payment.
21 December 2016	Notice of introduction Participant's Licence from KA New requirement for drivers under 18 years of age.	To Committee.
22 December 2016	Invoice from Northside Kart Supplies #3967 Supply parts for Come and Try karts – amount owing \$111.50	To Treasurer for payment.
23 December 2016	Annual Return of an Association forms forward from The Office of fair Trading These form need completing and returning to the Office	To President and Treasurer to complete
30 December 2016	Notice from KA Risk Management The club has been advised that it may not meet the club affiliation standards.	President to address
01 January 2017	Advice of resignation of Sandra Johnson Sandra has advised that she will be retiring with her finish date to be 27 th of January 2017.	Discuss at next meeting
05 January 2017	Master Event Checklist from KQ KQ supplied a master event checklist for the upcoming state titles.	Discuss at next meeting
05 January 2017	Schedule of fees from KQ KQ supplied schedule of fees as agreed at recent SKC meeting.	Discuss at next meeting

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05 January 2017	Invoice from WP Hosting #WPH331742 Domain renewal – amount owing \$49.90	To Treasurer for payment
07 January 2017	Pro Forma State Championship Supplementary Regulations from KQ KQ supplied for the upcoming state titles.	Discuss at next meeting
07 January 2017	Invoice from KQ #INV-0422 Lewald Licence renewal – amount owing \$226.00.	To Treasurer for payment
07 January 2017	Invoice from KQ #INV-0423 Cooper Licence renewal – amount owing \$226.00.	To Treasurer for payment
07 January 2017	Invoice from KQ #INV-0427 Raceday Admin Levy, QLD Driver Levy, National Driver Levy – amount owing \$2867.60	To Treasurer for payment
08 January 2017	Statement from KQ 8/01/2017 – amount outstanding \$8319.60.	To Treasurer for payment
09 January 2017	Invoice from G.Gordon Transport #070 Removal of Septic Waste – amount owing \$1400.00.	To Treasurer for payment
10 January 2017	Race day Documentation from KQ KQ supplied Club Completion, Pro Forma Club Sup Regs, Pro Forma State Sup Regs.	Discuss at next meeting
12 January 2017	Officials Report from KQ KQ supplied latest officials report	To Committee
13 January 2017	Certificate of compliance from KA KA supplied SecurePay's certificate of compliance.	Secretary to file
14 January 2017	Offer to supply earthmoving equipment from DTE Group DTEGroup has offered to supply equipment and labour at our next working Bee.	Discuss at next meeting
17 January 2017	Request for club details from QLD Government Sports and recreation services south west region have requested club details.	Secretary to action
17 January 2017	Advice of enhancements to CMS from KQ Documents supplied.	Race Secretary to note
17 January 2017	Advice of Tribunal outcome from KQ Dominic Attard appeal upheld.	To Committee
17 January 2017	Request to supply State Championship contact from KQ State Championship planning central contact required.	To Committee
17 January 2017	Homologation Updates from KQ Updates supplied for KA100 and X30.	To Committee
17 January 2017	Invitation to sports and recreation conference from QLD Government Sports and recreation services south west region have forwarded invitation to attend.	To Committee

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7.2 Outgoing

Date	Item	Note
15 December 2016	Graham Castledine contacted Aurecon to ascertain when the base station at Ebenezer would be upgraded.	The Vodafone 4G service is suffering signal path problems .
15 December 2016	Caretaker forwarded bin collection form to Ipswich City Council.	No bin collection over Christmas.
16 December 2016	President contacted Damien White to open discussions with IMP	IMP is interested in taking over our lease.
19 December 2016	Junior Vice President contacted DPE to arrange for a Kart to be offered as a raffle prize	DPE offers karts at close to cost for this purpose.
23 December 2016	Secretary contacted the Office of fair Trading with regard to lodging the annual return of an association	No return has been lodged since 2012 .
12 January 2017	Treasure contacted GM Hollyhock to arrange bank transfer or emergency lighting batteries	Replace emergency lighting batteries.
12 January 2017	Graham Castledine contacted Andrew Holden of Nautech to get a quote to repair/replace the track lighting gantries	Gantries require some attention.

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 Completed
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 Completed
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 Completed
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 Completed

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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 Completed
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 Completed
“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 Completed
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
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 Complete
Rekeying of site 15/12/2016	Nigel Smeaton to arrange for the lock 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 Complete
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 Completed

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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 Completed
Track Hire policy	Greg Martin to draft a new track hire policy and associated documentation.	Greg Martin	01/03/2016
Water leak	Nigel Smeaton to organise the repair of the water service	Nigel Smeaton	01/03/2017
Track incident Register	Nigel Smeaton and Paul Ash to compile a track incident register to high light where accidents occur during racing and recommend improvements where required.	Nigel Smeaton Paul Ash	On going
Committee reports	All committee members to compile a short report on what has been achieved in their area of responsibility over the last month. Greg Martin will include these reports in next month's agenda	All Committee members	Before next meeting TBA
Eligibility of committee members	Greg Martin examine the club constitution and present his findings to the committee with regard to eligibility of members to be on the committee.	Greg Martin	Before next meeting TBA

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		
19/12/2016	Edge designer Homes	Tyler Greenbury, Lee White		
02/01/2017	Zcorse	Kris Walton		
10/01/2017	Howards Concrete	Scott Howard, Troy Bretherton, Craig Lowndes		
25/01/2017	Chaz Mostert	Chaz Mostert, Craig Lowndes		



Home of Future Champions

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New Members

A list of new members was presented to the committee and a motion was moved by Greg Martin 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: 8:53pm 23/01/2017

Next Meeting – TBA