

Committee Meeting Minutes

22 March 2017, 6.00pm – Yeronga Services Club, Corner Fairfield Rd and Kadumba St Yeronga

Attendance:

- Greg Martin (Secretary)
- Leanne Peacock (Treasurer)
- Paul Ash (Drivers Representative)
- Kevin Castles (Vice President) Available via phone.
- Steven Peacock (Junior Vice President)
- Maureen Capri (Membership Officer)
- Alf Capri (Technical Officer)
- Nigel Smeaton (Track Safety Officer)
- Dean Devisser (Junior Development Officer)

Apologies:

- Nicholas Rudzinski (President)
- Carol Russel (Race Secretary)
- Graham Castledine (Timing Officer)

Absent:

- Steve Vidler (General Committee)

Open:

1. **Guests:** Nil

2. **Previous Minutes** 25/02/2017

Moved by Maureen Capri; Seconded by Alf Capri and carried unanimously.

3. Roles and responsibilities of committee members

The Management Committee Position Descriptions document modified to include the new headers and footers but otherwise as presented at the last AGM was tabled and discussed by the committee. A motion was moved to accept this document as the true and correct definition of the various management committee positions and to refer only to this document to determine roles and responsibilities. This motion was moved by Steven Peacock; Seconded by Greg Martin and carried unanimously.



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Committee position de

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4. Business Arising:

	Agenda item	Description	Action
4.1	Drivers Representative	Resolution to Paul Ash's situation.	<p>Paul was invited by the committee to explain why he had posted information online that the committee believed had been sent to the club in confidence. Paul was also asked about his motivation for taking a role on the committee and his commitment with regard to the club. Paul was asked to show cause why his membership should be renewed and why he should retain his position on the management committee.</p> <p>Paul stated that with regard to the item posted online he had received it from another source and at the time did not consider that it could impact the club in a negative manor. Paul acknowledged the potential for harm and committed to be more diligent in the future. Paul informed the committee that he receives volumes of correspondence from club members and that he had been endeavouring to present a balanced view.</p> <p>Paul went on to express his devotion to IKC and to the sport of karting in general. He stated that his motivation for taking a role on the committee was to help move the club forward by engaging with the drivers and hopefully over time increasing the numbers on race day and the total membership base as well.</p> <p>The committee asked Paul to step outside so his answers could be considered at which time the committee discussed Paul's position at length and Alf Capri made a point that everyone should be given a 2nd chance and suggested Paul be put on a 3 month good behaviour trial and if he steps out of line his membership will be revoked. A motion to take a vote to accept Paul's request for renewal of membership on the basis of a 3 month trial was moved by Steven Peacock; Seconded by Dean Devisser and the committee voted unanimously to accept. A second motion to take a vote to reinstate Paul on the IKC committee as Drivers Representative was moved by Greg Martin; Seconded by Dean Devisser and the committee voted unanimously to re instate Paul to his committee position.</p> <p>Paul was then invited to rejoin the committee meeting in his role as Drivers Representative. Steven Peacock explained the committee's decision and discussed at length with Paul the expectations of all committee members in the way we conduct ourselves within the Karting community. Steven Peacock reiterated to Paul that the IKC committee are dedicated to matters that directly impact IKC and that on all other matters pertaining to other clubs, Karting Qld or Karting Australia IKC will take a neutral view</p>


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4.2	Next Race Meeting	<ol style="list-style-type: none"> 1. Track safety. Ensure that the track has been inspected and that a new license has been issued. 2. Is anyone available to do nominations on the Friday night? 3. All volunteers in place? 4. Emergency track lighting? 5. Commentator confirmed? 6. PA system functioning, including roaming mic etc? 7. Trophies organized? 8. Alcohol for the bar? 9. All permits in place? 10. Supp Regs are suitable? 11. Food vouchers for volunteers arm bands etc. What is the process for supplying drinks and snacks to the volunteers? 12. Track sweeping. 13. \$50 gift cards 14. Setup Race Monitor 15. Internet signal strength affecting EFTPOS transactions 	<p>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.</p> <p>Greg Martin confirmed that Carol Russel will be available after 7:00pm to do the nominations.</p> <p>All volunteers are in place.</p> <p>Kevin Castles has arranged for an electrician to be on site on Monday the 27th of March Greg Martin to meet the electrician on site.</p> <p>The commentator has been confirmed and it will be Geoff Salmon for this round.</p> <p>The PA will have the usual level of coverage.</p> <p>Greg Martin Confirmed that Nic James has the trophies in hand.</p> <p>Lorraine Castles has organised Alcohol for the bar.</p> <p>Greg Martin confirmed that all permits are in place.</p> <p>Steve Peacock confirmed that Lorraine Castles has organised for the use of arm bands for the volunteers at this meeting.</p> <p>Nigel Smeaton has arranged for the track to be swept on the Friday night after practice.</p> <p>Steve Peacock to confirm with Nicholas Rudzinski whether or not the gift cards have been purchase and if so where they are.</p> <p>Greg Martin to find out the process for configuring Race Monitor on a race day.</p> <p>Graham Castledine to investigate alleged signal strength issues at the track that may be affecting internet connectivity.</p>
4.3	Next Race Meeting Responsibilities	<ol style="list-style-type: none"> 1. Who's doing the BBQ or organising a cook? 2. Who's organising the cash draw names in a hat etc? 3. Who's doing drivers briefing (Nick will be at the AKC)? 4. Friday night entries are they going ahead as Nick is at the AKC? 5. Big meet / Day so will be critical to start on time. Is this the role of the secretary of the meeting and who can we get to be that person. 	<p>The committee agreed that Steve Vidler should be responsible for the after race BBQ and if unable to cook it himself Steve will be the person responsible for finding someone else to cook.</p> <p>Maureen Capri will organise the cash draw.</p> <p>Steve Peacock will run the drivers briefing but the idea will be to keep it short and sweet and let the Clerk of the Course address the drivers with regard to driving standards.</p> <p>Carol Russel will do the Friday night entries. Pam Deissler may be able to help. Greg Martin to find out.</p> <p>Clerk of the Course responsible for ensuring that the day runs to schedule.</p>


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4.4	Race Meeting June 3	<p>Committee to decide on:</p> <ol style="list-style-type: none"> 1. Will there be a feature class? 2. Will this meeting be the Graeme Ackerman memorial? <ol style="list-style-type: none"> a. What classes will be the feature classes i.e. TaG and/or TaG Restricted. b. Project X are the sponsors for this event 3. What is the Trophy budget? 4. Is special sponsorship required? If so what marketing will the club do in the lead up? 5. What classes will be run (include discussion about 4strokes)? 6. Will we do a working bee the weekend before? 7. Organize officials for meeting. 8. Aim to submit Supp Regs at least a month before the meeting. 9. Advertise the meeting via Website, Facebook and Email mail out. 	<p>The committee agreed that the 3rd of June race meeting will be the Graeme Ackerman Memorial.</p> <p>Paul Ash will contact Elsa Ackerman to secure her involvement for the day.</p> <p>The committee confirmed that the feature classes will be TaG 125 Light and TaG 125 Heavy.</p> <p>Project X are the sponsors for this event. Steve Peacock will arrange the necessary advertising exposure for Project X.</p> <p>The Treasure Leanne Peacock confirmed that \$2500.00 would be a suitable budget for the trophies at this meeting.</p> <p>The committee discussed the classes to be run at this meeting. The committee agreed to only offer the classes agreed upon at the AGM. These classes will be the ones available for pre-nominations via CM:S. The committee agreed that anyone wishing to run in a different class of race day could be catered for at that time. There was a discussion about the running of endurance karts at this meeting. Nicholas Rudzinski had previously suggested that endurance karts should be run at this meeting and that the meeting should be conducted over a two day period. The committee was unanimous in a vote to not run endurance karts at this meeting. The committee felt that the Graeme Ackerman Memorial should be run in the standard one day format and that there would be insufficient time to include endurance karts.</p> <p>Cadet Beginner will be run at this meeting.</p> <p>There was further discussion regarding the running of endurance karts during our sprint kart race meetings. The committee was of the belief that that was a decision for the members and that it would be on the agenda at the next General meeting. Also on the agenda would be the proposal to run the occasional two day meeting.</p> <p>Carol Russel to begin working on the Supp Regs and officials for this meeting. The aim from now on is to have the Supp Regs posted and nominations open one month prior to the race meeting. The feature classes will have an additional 2 laps in the heats and an additional 3 laps in the final.</p> <p>One the Supp Regs have been posted the club will advertise via the Website, Facebook and Email mail out to try and attract greater numbers.</p>
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4.5	Pro Tour May 5-7	<p>What involvement is required by the committee? We have been supplied a set up Supp Regs to help complete.</p>  <p>2017 Rotax Pro Tour Round 3 Supplement</p>	<p>Maureen Capi provided a copy of the 2017 Rotax Pro Tour Host Club Application. From this document it can be seen that most items have been covered. Volunteers will need to be organised. Greg Martin to request help via the Mail Chimp service.</p> <p>The canteen will be open from lunch time on the Friday of Pro Tour. This will be the arrangement for all three day meets with the canteen opening in the mid morning on the Friday and closing on Sunday afternoon at the conclusion of racing.</p>
4.6	Finance Processes & Procedures	<ol style="list-style-type: none"> 1. Practice 2. Canteen 3. Bar 	<p>Leanne Peacock presented three new procedures to the committee for endorsement. These documents related to the correct accounting and handling of moneys associated with the running of Practice, the running of the Canteen and the running of the Bar. Steve Peacock presented a bar reconciliation sheet to aid the process. The committee agreed unanimously to endorse these documents and to operate in accordance with these procedures.</p> <p>It was further agreed by the committee that the person who signs the Sunday reconciliation sheet for practice would be charged with the responsibility of reconciling and banking all moneys associated with practice after the Sunday practice session has concluded.</p>
4.7	Bring a Mate	<ol style="list-style-type: none"> 1. Decision process on pricing and committee involvement 2. Ongoing plan for this program at IKC 	<p>The "Bring a Mate" program was discussed and in particular the agreed fees being reduced by the president Nicholas Rudzinski. The committee expressed annoyance at this action being taken without the discussion with or agreement of the committee. The previous decision had been to charge the Bring A Mate day out at our standard practice rate i.e. \$25 for members and \$40 for non-members (in this case Mates). This pricing was considered more than reasonable given the additional costs associated with running a "Bring a Mate" day. Nicholas Rudzinski made a decision as President of the club to reduce the normal practice fees without consultation with the committee. A report was given to the Committee from the practice monitor on the day that the decision to vary normal practice fee amounts confused those IKC members in attendance at the Bring A Mate day who were happy to pay the normal practice fee. The committee were upset that the decision to reduce the fees cost the club money. The committee agreed to discuss this with Nicholas Rudzinski at his earliest possible convenience.</p> <p>On the question of whether the club would continue to offer this program the committee decided to carry this over to a future meeting where a larger number of committee members will be present to discuss the program benefits.</p>



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4.8	Sponsorship offer from Clay Industries	<p>Current member has offered sponsorship from his company Clay Industries</p> <ol style="list-style-type: none"> 1. Looking at providing a solar system for the club to reduce electricity bills 2. Is everyone happy for me to share billing information on electricity for the comparison and system choice requirements 3. Is everyone on board to have this type of sponsorship 	<p>Steve Peacock presented a sponsorship offer from the father of a Cadet 9 driver who has offered to install an electricity generating solar system to reduce the clubs daytime electricity usage.</p> <p>Clay Industries has requested copies of the clubs electricity accounts so that they can determine the size of the system required and the potential savings to the club.</p> <p>The committee discussed the proposal and agreed to make our electricity account information available to Clay Industries.</p>
4.9	Maintenance plan going forward	<ol style="list-style-type: none"> 1. Mowing, weeding / spraying and general maintenance duties 2. We need a contingency plan now we have removed the live on site caretaker 	<p>Dean Devisser offered to perform the general maintenance duties for \$200 a fortnight. The committee agreed to consider the proposal but to gather quotes to understand the total costs.</p> <p>The committee was informed by Dean Devisser that one of the club's mowers (John Deere) had been damaged when last used by someone to mow the site. The committee asked Dean Devisser to arrange to have the mower repaired by the Mower Medic.</p> <p>The committee was also reminded that the quad bike was damaged and needed to be repaired before the Rotax Pro Tour round in May. Dean Devisser offered to repair the quad bike and the committee agreed.</p>
4.10	Feathers outstanding credit	<p>The Feathers have shown interest in a sign should we consider offering to supply a sign on track in lieu of their remaining credit so we can get it off our books</p>	<p>The Feather family has expressed a desire to have a sign advertising their electrical business somewhere on the track. The club currently owes approximately \$1600 to the Feather family for electrical work. The club is paying this money back in the form of free practice and race day fees. This presents an accounting nightmare.</p> <p>Steve Peacock suggested that the club could offer a sign on the track in lieu of payment. To display a track sign for a year the club would normally charge \$2000 so this opportunity was seen as a win win.</p> <p>The committee agreed and requested that Steve Peacock negotiate a deal that would see a sign installed and the clubs debt wiped.</p>
4.11	Points Table	<p>Round 2 points have been posted.</p>  <p>IKC Round 2 Points Table Championship 2</p>	<p>Greg Martin notified the committee that the round two points had been posted.</p>
4.12	Mail Chimp	<p>Has everyone seen the emails that have been sent out with Mail Chimp. The reports show that about 60% of people are opening them.</p>	<p>Greg Martin gave the committee a run down on the newly created Mail Chimp facility. This facility now allows the club to send out bulk emails to all the members. This facility should greatly enhance the club's ability to communicate with its members.</p>


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4.13	Public access to Committee Meeting Minutes	The proposal is to make our committee meeting minutes publicly available on our website. This would help with transparency to our members and allow them to see our decision making process. Both KA and KQ make their meeting minutes available via their respective websites.	The committee discussed the option to make all the minutes of committee meetings publicly available via our website. The committee noted that it was a requirement in our constitution that these minutes need to be made available upon request from any financial member of the club. The committee took a vote and unanimously voted to make the minutes available via our website. The committee requested that Greg Martin attend to this.
4.14	Policies for approval	New policies submitted for committee consideration and approval.  IKC Policy Committee Benefits.pdf  IKC Policy Recognition of Achievements.pdf  IKC Policy Allowances and Entitlements.pdf	Greg Martin presented three new procedures to the committee for endorsement. These documents related to benefits, recognition and allowances associated with the club's operation procedures.. The committee agreed unanimously to endorse these documents and to operate in accordance with these procedures.
4.15	Gmail upgrade	Is everyone happy with the recent Gmail upgrade and has everyone started using the Google calendar and Google drive. http://gmail.ipswichkartclub.org.au http://calendar.ipswichkartclub.org.au http://drive.ipswichkartclub.org.au	Greg Martin gave a brief overview on the new features that the committee members can access now that the Google G Suite is fully functional. The general consensus is that these facilities will greatly improve the committee's ability to coordinate and provide a uniform response to member's queries.

5. Reports:

Agenda item	Report by:	Content:	Action required:
5.1	President's report Nicholas Rudzinski		
5.2	Treasurer's report Leanne Peacock	 Treasurers Report 22 Mar 17.pdf	Report was discussed and will be filed on the club's Google drive with the committee meetings documentation.
5.3	Grants report		
5.4	Sponsorship report Steve Peacock	 IKC Sponsorship Register 2017.xlsx	Register to be kept on the club's Google drive

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5.5	Track Safety report Nigel Smeaton		
5.6	Membership report Maureen Capri		
5.7	Junior Development report Dean Devisser		
5.8	Drivers Representative report Paul Ash		
5.9	First aid		
5.10	Property and equipment		
5.11	Social report		
5.12	Marketing / Communications		
5.13	Canteen and Bar	 Canteen Report - March 2017.pdf	Report was discussed and actions created. The report will be filed on the club's Google drive with the committee meetings documentation.

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6. Any Other Business Arising:

	Agenda item	Description	Action
6.1	Come and Try Day	<ol style="list-style-type: none"> Track safety incident Supply of X30 for senior come and try kart. Number of officials required to be present. 	<p>A track safety incident occurred at the last Come N Try Day on the 11th March 2017.</p> <p>The driver involved (Phoebe Gurney) showed only minor injury signs with a sore thumb after the initial incident and the officials on the day administered an ice pack which relieved the symptoms. The following day Steve Peacock contacted the drivers legal guardian David Gurney to follow up on Phoebe's status and he informed Steve that she was completely fine and looking forward to participating in the KA Junior Sprockets program in Qld later in the year.</p> <p>An incident report has been completed Greg Martin to file the incident report and notify the insurance company.</p> <p>Nicholas Rudzinski committed to supply an X30 engine for use on one of the Come and Try karts however this engine was not supplied and alternate arrangements had to be made.</p> <p>The committee agreed to look into the purchase of a Rotax engine and a larger seat to provide for adults wishing to get into karting.</p> <p>The standard supplementary regulations pro forma for come and try day stipulates that there is a minimum of two Officials in charge required at a Come and Try day. Nicholas Rudzinski has stated in the past that he doesn't believe that this is correct and would seek clarification. It was known prior to the Come and Try day that one of the officials name in the supp regs was unable to attend. Nicholas Rudzinski had stated that he would take care of it however on the day there was only one official present.</p>
6.2	First Aid Requirements	Confirmation of what level of first aid certification is required on practice days and what level is required at race meetings, Come and try days and Bring a Mate days.	<p>There was discussion around what level of safety accreditation was required for the different types of karting activities held at the track. .</p> <p>The committee was particularly concerned as to whether Donna Cowie's certification was suitable to be on the Supp Regs at a Bring a Mate day. There was also discussion about Donna's elderly parents and whether they would be able to help an injured karter in a timely manner or if they were appropriately First Aid trained. Steven Peacock suggested the Track Safety officer investigate what the required level of First Aid response / training is required along with level of equipment for all activities carried out at the track.</p> <p>Nigel Smeaton will investigate and get back to the committee with regard to the regulations & guidelines from KA.</p>

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6.3	Canteen Operation	Various points associated with the operation of the canteen during race meetings require clarification.	<p>The committee discussed and agreed upon the general hours of business of the canteen and bar.</p> <p>In the case of a three day meeting for example Pro Tour or AKC, the canteen will open in the mid morning on the Friday and close on Sunday afternoon at the conclusion of racing. The bar will be open at the conclusion of racing on all three days.</p> <p>In the case of a two day meeting for example the Southern Zone series, the canteen will open in the late afternoon on the Friday to serve hamburgers and sausages; it will close on Sunday afternoon at the conclusion of racing. The bar will be open at the conclusion of racing on Saturday and Sunday.</p> <p>In the case of a one day meeting for example a round of the club championship, the canteen will open in the late afternoon on the Friday to serve hamburgers and sausages; it will close on Sunday afternoon at the conclusion of racing. The bar will be open at the conclusion of racing on Saturday and Sunday.</p> <p>The supply of food to the officials and volunteers during a race meeting. The currently agreed practice will be to issue coloured arm bands to the officials and volunteers so that they can receive food and drink during the day. A reconciliation sheet will be created for the canteen staff so that the exact amount of food and drink supplied can be accounted for. Lunch orders will be taken in the morning and Lorraine Castles has agreed to deliver the lunches to officials and volunteers who cannot leave there post during the meeting. Generally drinks will be supplied via the canteen however, in the case of the grid marshal or any official/volunteer stationed near the Out Grid there will be drinks available in the Grid office fridge. A reconciliation form will be adjacent to the fridge so the officials/volunteers can mark off what has been consumed.</p>
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6.4	Meeting with IMP	On the 20 th of March Nicholas Rudzinski and Steve Peacock meet with Andrew Roach and Linda Spigot from IMP	<p>Steve Peacock reported to the committee on the key points discussed</p> <ul style="list-style-type: none"> • IMP want to work with IKC to put an offer together that we can presented to members on the redevelopment of the facility • IMP requested that IKC provide four members to form a working group to complete a master plan. • IMP have a significant (\$1.4M estimated) in funding to be spent on IKC's facilities over the next 12month period. • IMP expected to recoup this money over a 10 year period. Steve stated that in the IMP meeting the council indicated that they may be able to push that out to a 15 year return on investment • IMP went on to discuss ways of generating revenue which included the installation of storage sheds at the facility. Curiously IMP were under the belief that the club only required 12 practice days a year. Steve Peacock confirmed that he corrected that misinterpretation and made sure the council were aware of the total practice days per week that the circuit is open. • IMP confirmed that whilst they didn't want to recover our lease as such they did want to renegotiate the terms and convert it to a license to operate. Steve confirmed to the committee that he asked for clarification in terms of the length of that agreement and various other aspects suggesting that it should be a long term arrangement potentially 20 years. IMP were apparently not averse to that arrangement and suggested that a 10 year deal with a 10 year option was certainly feasible. • IMP asked IKC to state a list of non-negotiables so that more meaningful negotiations could take place. The IKC representatives talked about access to the facilities for the members to practice, autonomy and control of the race meeting calendar, and what components of the club's revenue were not negotiable. • Steve Peacock indicated that he thought IMP appeared to be very well informed with regard to the estimated level of IKC's financial position although some of their information suggested that the club was substantially more financially buoyant than is actually the case as they were using assumptions on member numbers and race meeting entrants of around 600 people. • The discussion moved to the topic of recovering revenue and Steve Peacock suggested to IMP that there were other yet unexplored revenue streams for instance charging a small fee for camping during a race weekend providing that
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			<p>powered sites were available.</p> <ul style="list-style-type: none"> IMP than asked directly what the club was looking for in terms of facilities upgrades. IMP committed to building a club house that would be located on the perimeter of the site and be available for other groups to use when the track was not in use. IMP committed to resurface the track as required and widen it in some sections as per a separate conversation they had had with Nicholas Rudzinski. They also suggested that the upgrading of the toilet and shower facilities was quite a simple and low cost activity as these structures are prefabricated and dropped onto a concrete pad on site. At this point Nicholas Rudzinski stated that the club had received a \$35,000 grant from the Liquor and gaming Office under their Community Benefit fund and that the club would be happy to hand that money to council to co fund the toilet block upgrade as this is a key priority for the club. IMP suggested that they would be more than happy to help IKC spend that money and Andrew Roach was going to get one of his staff to make contact with Nick to make the arrangements. Steve Peacock reported that IKC again stated that the committee could not make any decisions around the IMP proposal as ultimately the decision would have to be made by the members of the club. Steve Peacock went on to confirm with IMP that if in the minds of the committee an agreement could be reached that would benefit the clubs members; the committee would be happy to take that to a general meeting and urge the support of the members.
6.5	IMP's Proposals	Discussion around Steve Peacock's report from the IMP meeting.	<p>The committee discussed this meeting at length and could see some real opportunities to improve the facilities and benefit the members.</p> <p>The committee's general belief was that IKC would have to negotiate clinically and determinedly to realise the opportunities that were on offer.</p> <p>There was a consolidated view in the committee room that the club's bargaining power had been somewhat diminished. The committee felt there seems to be a free transfer of information between the President Nicholas Rudzinski and staff at IMP prior to this meeting. It seemed apparent to the committee that some of IKC's financial records / position around practice fee revenue generated per year and the number of members we have had been shared with IMP and that the conduit for that communication was Nicholas Rudzinski as he was the sole person dealing with IMP prior to the meeting that Steven Peacock attended</p> <p>The committee were very upset to hear that during the meeting with IMP Nicholas Rudzinski offered to hand over the Gambling Community Benefit Fund</p>



Home of Future Champions

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			<p>grant money without that decision being discussed with the committee.</p> <p>Many members of the committee were of the belief that Nicholas Rudzinski seems to be making increased levels of decision making on a range of things without any prior discussion or consultation of the committee.</p> <p>All members of the committee raised concerns around issues they felt were not allowing the committee to function as a group of people working as a team towards the greater good of the club.</p> <p>Some members of the committee felt that the current president seems to be trying to run the club as a business that he is the manager of rather than a consultative team.</p> <p>Members of the committee expressed concern for the level of involvement Nicholas Rudzinski is having with many areas of the club and some suggested he not take any further part in negotiations with IMP and that he should not contact anyone from that organisation directly and all correspondence should be directed through the appropriate channels.</p> <p>Some members of the committee raised concern as to the level of focus the president has on IKC and that Nicholas Rudzinski's position within Karting Australia nearly always blurs his decision process on what's best for IKC. Some members were concerned with the priority of IKC to the current President and serious concern was raised at the decision for the president to choose a round of the AKC championship over that of an IKC club day. Discussion was had at length to the fact our club days require the president to be focused on IKC and running our club days not being distracted with clerk of course duties at either IKC or AKC rounds.</p> <p>The committee agreed to speak to Nicholas Rudzinski regarding this matter at the earliest possible convenience.</p>
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7. Correspondence Register:

7.1 Incoming

Date	Description	Action
27 February 2017	Invoice from Sticks with You #INV-1093 Trophies for round 2	To Treasurer for payment
27 February 2017	Letter from WKC Letter confirming their approval of the Molecule sponsorship deal for the SQ series.	To Committee for information
28 February 2017	Letter from CCKC Letter confirming their approval of the Molecule sponsorship deal for the SQ series.	To Committee for information
28 February 2017	Letter form T&LVKC Document relating to the affiliation requirements of KA	To Committee for information
1 March 2017	Quote from Refrigerated Rental & Sales 2 Door Display Fridge – quoted amount \$1795 + GST	To Treasurer for actioning
1 March 2017	Unpaid Invoices from St Johns #000061 and #002221 from August and September last year – amount owing \$5037.50	To Treasurer for payment.
1 March 2017	Letter from QLD Vintage and Historic Karting Event document for the upcoming Australian Vintage Kart Prix 2017	To Committee for information
2 March 2017	Notice from KQ Information regarding the “Bring a Mate” program including flyer, disclaimer form and Supp Regs pro forma	To Committee for information
5 March 2017	Invoice from Donna Cowie #0021 Practice officer duties – amount owing \$225.00	To Treasurer for payment.
8 March 2017	Notice from KQ Notice of the failure to affiliate by T&LVKC and TKRC	To Committee for information
12 March 2017	Invoice from Donna Cowie #0022 Practice officer duties – amount owing \$225.00	To Treasurer for payment.
12 March 2017	Letter form TKRC Letter describing the rebuilding of the facilities after cyclone Yasi (2011) and expressing dismay with regard to de-affiliation.	To Committee for information
13 March 2017	Invoices from Thomasina Devisser #10021, #10022, #10023 Practice officer duties and oil for come and try karts – total amount owing \$610.00	To Treasurer for payment.
14 March 2017	Notice from KQ Preliminary notice for AKA AGM	To Committee for information
14 March 2017	Notice from KQ Proposed updated constitution to be voted on at the next SKC.	To Committee for information

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19 March 2017	Invoice from Donna Cowie #0023 Practice officer duties – amount owing \$232.50	To Treasurer for payment.
19 March 2017	Invoice from Thomasina Devisser #10021 Practice officer duties – amount owing \$450.00	To Treasurer for payment.
20 March 2017	Supp Regs from IKD IKD have forwarded a partially completed set of Supp Regs for us to complete for the upcoming Pro Tour.	To Committee to action

7.2 Outgoing

Date	Item	Note
7 March 2017	Secretary forwarded Supp Regs for Come and Try Day to State Secretary	For Come and Try day on March 11
15 March 2017	Secretary forwarded Supp Regs for Bring a Mate Day to State Secretary	For Bring a Mate day on March 18
16 March 2017	Secretary forwarded Supp Regs for IKC round 3	For race meeting on April 1

8. Actions Register

Issue	Detail	Committee member responsible	Timeframe for resolution
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
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 visit site on 31/03/2017
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 Complete
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
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

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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
Come and Try Karts 25/02/2017	Dean Devisser reported that all karts are in good order however it would be useful to have another senior kart available. IKC has a kart but not a suitable engine. Nic Rudzinski offered the use of his X30.	Nic Rudzinski	10/03/2017 This engine was not supplied
Update Policies 25/02/2017	Greg Martin agreed to work through the club policies. The Committee Benefits policy will be updated and present it at the next committee meeting.	Greg Martin	22/03/2017 Completed Then on going
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
Track Licence	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
Gift Cards	Steve Peacock to confirm with Nic Rudzinski that the Gift Cards have been purchased and if so where they are.	Steve Peacock Nic Rudzinski	01/04/2017
Race Monitor	Greg Martin to find out the process for configuring Race Monitor on a race day.	Greg Martin	01/04/2017 Completed
Internet Signal Strength Issues	Graham Castledine to investigate alleged signal strength issues at the track that may be affecting internet connectivity.	Graham Castledine	13/04/2017
Friday Night Nominations	Carol Russel will be available after 7:00pm on Friday the 31 st of March to do the nominations.	Carol Russel	31/03/2017
Graeme Ackerman Memorial	Paul Ash to contact Elsa Ackerman to secure her involvement for the day.	Paul Ash	14/04/2017
Sponsorship for the Graeme Ackerman Memorial	Steve Peacock will arrange the necessary advertising exposure for Project X.	Steve Peacock	28/04/2017
Volunteers for Pro Tour	Volunteers will need to be organised. Greg Martin to request help via the mail chip service.	Greg Martin	01/05/2017
Mower Issues	Dean Devisser to arrange to have the mower repaired.	Dean Devisser	13/04/2017
Repair Quad Bike	Dean Devisser to repair the quad bike prior to the May round of the Rotax Pro Tour.	Dean Devisser	04/05/2017
Post Committee Meeting Minutes on the club's website	Greg Martin to make all committee minutes publicly available via our website	Greg Martin	31/03/2017 Completed
Safety Incident	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	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

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9. 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
27/03/2017	Steve Peacock	Adam Mercer	Free Track Hire	Nil
27/03/2017	Greg Martin	Daley Martin	Free Track Hire	Nil
27/03/2017	Dean Devisser	Leorra Devisser, Annabelle Rolfo, Alice Buckley	Free Track Hire	Nil
05/04/2017	Evoke Lighting	Ben Faulkner, Brady Mitchell, Annabelle Rolfo, Declan Mathews	\$400	
17/04/2017	Kris Walton	Kris Walton	\$300	

New Members

Moved by _____; Seconded by _____

Other key dates

- Next Race meeting 1st of April
- Rotax Pro Tour 5th – 7th of May

CLOSE Time: 10:48pm

Next Meeting – 17/04/2017, 6.00pm (TBC)