

Committee Meeting Minutes

Committee Meeting Thursday 5th of July 2017 6:30pm Yeronga Services Club, Corner Fairfield Rd and Kadumba St Yeronga

Attendance:

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

Apologies:

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

Absent:

- Steve Vidler (General Committee)

Open: 7:30

1. Guests: Bob Edyvean

2. Previous Minutes: 14/06/2017

Moved by Maureen Capri; Seconded by Alf Capri Carried; unanimously

3. Roles and responsibilities of committee members



Management
Committee position de




4. Business Arising:

	Agenda item	Description	Action
4.1	Reorganise the committee	The committee needs to reorganise to cater for the resent resignation of the President.	Kevin Castles agreed to fill the casual vacancy of President under the proviso that Steve Peacock performed the majority of the public speaking. The Committee will send out an email looking for expressions of interest to fill all the vacant roles on the committee.
4.2	Appointment of Admin Assistant.	Jo (Auld) Phillips looks like the most suitable candidate. Can we move forward on this and offer her the position?	The committee agreed that Jo Phillips would be a suitable candidate for the role. Greg Martin to contact Jo and discuss the details.

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4.3	IMP Meeting	The IMP meeting is tomorrow. Can we confirm who is attending and discuss any other issues.	Steve Peacock, Nigel Smeaton and Alf Capri will attend the next IMP meeting. Bob Edyvean has also agreed to go.
4.4	Cadet Training day	This day is scheduled for this weekend. Is it still going ahead? Do we need sup regs? Do we need a first aid officer?	Yes the Cadet Training day will go ahead between the hours of *am and 11am.
4.5	State Titles debrief	What went well? What needs improvement?	The meeting was a general success. The PA system worked well. There was a lot of rubbish to clean up, I was agreed that there should be mention of not over filling bins etc. at drivers briefing. The Grid Marshal asked to a lap counter to be visible from the out grid. The committee agreed that a lap counter should be installed in the out grid and potentially a bigger green one on the start finish line. Graham Castledine to arrange.
4.6	Next Race meeting 5th August IKC Round 5	<ol style="list-style-type: none"> 1. Supplementary Regulations 2. Officials 3. Trophies 4. Call out for Volunteers 5. Canteen and Bar 6. Volunteer armbands/vouchers 7. Volunteer gift cards 8. Track Maintenance 9. Working Bee 10. PA System 11. Commentator 12. Additional advertising and promotion 13. Garbage collection 14. Additional Toilets 15. Track sweeping. 16. Tech items 17. Volunteers lunches 18. Confirm entries 	<p>Carol Russel is preparing the sup regs.</p> <p>Maureen has arranged most of the officials.</p> <p>The trophies have been paid for. Greg Martin to chase up with Nic James.</p> <p>Greg Martin to call for Working Bee volunteers.</p> <p>The bar will need to be restocked.</p> <p>The cash in envelope method of paying for volunteer's lunches will continue at either \$20 or \$25.</p> <p>Leanne to arrange gift cards.</p> <p>The Track is in good order.</p> <p>Working bee will be organised.</p> <p>Geoff Salmon is the commentator for this round and can provide his own microphone etc. if the club has not organised anything by the time of the race meeting.</p> <p>Greg Martin to organise garbage collection on the Friday afternoon and Sunday morning.</p> <p>Additional toilets will not be required.</p> <p>Track sweeping will be performed on Friday night. Nigel Smeaton will organise.</p> <p>Greg Martin to confirm with Carol that she can confirm entries on the Friday night.</p>
4.7	Opportunity for new Caretaker	Rusty Ross's grandparents have expressed an interest in performing the role of live on site caretaker.	The committee would like to put this on hold until a clearer position can be confirmed with council. Greg Martin to notify Rusty Ross's Grandparents.
4.8	Payments and honorariums	Discuss ways to pay our volunteers without engaging them as employees.	The committee agreed with Steve Peacock's position with this. Steve to confirm his thinking with HR Law.
4.9	Track inspection and licence	<p>We have had our track inspected. When I quizzed John Grother about the licence this was the response (from Rob Ainge).</p> <p><i>Further to your recent track inspection please find attached your 2017 Track License.</i></p>	The club has now done all it can to be compliant. We have been informed that our licence is valid until January 1 st 2018.

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		<p>Please note that under the agreement from the April SKC meeting the recent track inspection will remain current and valid for your 2018 license which will be issued as at Jan 1st, 2018.</p>	
		  <p>TRA IPSWICH 2017 with distances.docx 2017 - Track Licence - IPSWICH.pdf</p>	
4.10	New Members	 <p>Ipswich Members Spreadsheet 2017- 2018</p>	<p>Moved by Greg Martin Seconded by Nigel Smeaton Carried Unanimously</p>
4.11	Vintage Prix	<p>We need to look at the organisation of this meeting.</p> <ol style="list-style-type: none"> 1. Supplementary Regulations 2. Officials 3. Trophies 4. Call out for Volunteers 5. Canteen and Bar 6. Volunteer armbands/vouchers 7. Volunteer gift cards 8. Track Maintenance 9. Working Bee 10. PA System 11. Commentator 12. Additional advertising and promotion 13. Garbage collection 14. Additional Toilets 15. Track sweeping. 16. Tech items 17. Volunteers lunches 18. Confirm entries 	<p>The Vintage Prix has been Organised by Allan King and most things are already sorted out.</p> <p>We will need to organise the following:</p> <ol style="list-style-type: none"> 1. Canteen and Bar 2. Garbage collection 3. Access to the facility for the organizers (keys) 4. Contact the kart shops to confirm their attendance and inform them that their normal spot will not be available. <p>Some items that need clarification</p> <ol style="list-style-type: none"> 1. Volunteer Gift cards 2. Track sweeping 3. PA system 4. Volunteer lunches 5. The entry process

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5. Other Business Arising:

	Agenda item	Description	Action
5.1			
5.2			
5.3			
5.4			
5.5			

6. Reports:

Agenda item	Report by:	Content:	Action required:
6.1	President's report	Nil	
6.2	Treasurer's report	Nil	
6.3	Grants report	Nil	
6.4	Sponsorship report	Nil	
6.5	Track Safety report	Nil	

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6.6	Membership report	Nil	
6.7	Junior Development report	Nil	
6.8	Drivers Representative report	Nil	
6.9	First aid	Nil	
6.10	Property and equipment	Nil	
6.11	Social report	Nil	
6.12	Marketing / Communications	Nil	

7. Correspondence Register:

7.1 Incoming and outgoing

From	Subject	Received
Karting Queensland Secretary	IMPORTANT RE: Qld Tech Training Course 12th and 13th August	7/5/2017
Karting Queensland Secretary	IMPORTANT: Last Call for Agenda Items	7/5/2017
kevin.davies	Evening greg.	7/5/2017
Karting Queensland Secretary	Vintage Kart Prix Supregs	7/5/2017
WeTransfer	allankin@tpg.com.au sent you files via WeTransfer	7/5/2017
Allan King	Australian Vintage Kart Prix 2017	7/5/2017
Karting Queensland Secretary	2017 Track License	7/4/2017
Membership Officer	Starionary for States	7/4/2017
Membership Officer	RE: REMINDER: Notice of SKC Meeting and Call for Agenda Items	7/4/2017
Paula Adkins	Invoice #5487/578; from Associated Scale Services	7/3/2017
Peter Scott	FW: Artists impression Kart Track	7/3/2017
Ipswich Country motel	Folio PEATY 29/06/2017	7/3/2017
Jo Auld	Position	7/3/2017
Julie Boyd	Invoice from TOUGH ENOUGH CLEANING & PROPERTY MAINTENANCE	7/2/2017
Ipswich Country motel	Folio GROTHER 30/06/2017	7/2/2017
Sport recreation	FEES AND CHARGES 2017/2018 - IPSWICH CITY COUNCIL	6/30/2017
Reception	QA Report	6/30/2017

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John Grother	track inspection TRA Willowbank June 2017	6/30/2017
Annette English	Invoice INV-0498 from Australian Karting Association QLD Inc for Ipswich Kart Club Inc	6/29/2017
Annette English	Invoice INV-0496 from Australian Karting Association QLD Inc for Ipswich Kart Club Inc	6/29/2017
Annette English	Invoice INV-0495 from Australian Karting Association QLD Inc for Ipswich Kart Club Inc	6/29/2017
Treasurer IKC	Re: Invoice INV-1741 from TrophyMaker.com.au for Ipswich Kart Club Inc	6/29/2017
Karting Queensland Secretary	REMINDER: Notice of SKC Meeting and Call for Agenda Items	6/29/2017
TrophyMaker	Invoice INV-1741 from TrophyMaker.com.au for Ipswich Kart Club Inc	6/29/2017
Donna Cowie	Re: FOR THE COMMITTEE'S REVIEW & CONSIDERATION...	6/29/2017
Track Safety Officer IKC	Re: Tech Shed	6/28/2017
Graham Castledine	RE: PA System Revamp and Upgrade	6/28/2017
South West Sport Rec	Start Playing Stay Playing Excellence Awards	6/28/2017
Trophymaker.com (trophies)	RE: Sponsorship for state champs.	6/28/2017
Trophymaker.com (trophies)	RE: Sponsorship for state champs.	6/28/2017
Trophymaker.com (trophies)	RE: Sponsorship for state champs.	6/28/2017
Leisa Liggett	RE: Willowbank - The Kart Club Proposal	6/28/2017
IKC Treasurer	BOQ Payments & Bank signatories	6/28/2017
IKC Treasurer	FW: Invoice from TOUGH ENOUGH CLEANING & PROPERTY MAINTENANCE	6/28/2017
Treasurer	FW: Associated Scale Services	6/28/2017
graham castledine	Re: PA System Revamp and Upgrade	6/27/2017
Treasurer IKC	Fwd: Invoice INV-3222 from Pronto Fire Services	6/27/2017
Dean Devisser	Invoice For Thomasina Devisser / Pam Hansen	6/27/2017
graham castledine	INV00018715.pdf Wireless Microphone Hire	6/27/2017
Trophymaker.com (trophies)	State champs trophy plate artwork for your approval	6/27/2017
KA Accounts	RE: Ipswich Kart Club: Payment Error	6/27/2017
Trophymaker.com (trophies)	RE: Sponsorship for state champs.	6/27/2017
Nicholas Rudzinski	FW: IKC Administrator Role	6/27/2017
geoff Salmon	Program	6/26/2017
Gordon Cooper	Coopers Photography	6/26/2017
Trophymaker.com (trophies)	RE: Qty for order	6/26/2017
Trophymaker.com (trophies)	Qty for order	6/26/2017
Nicholas Rudzinski	RE: Track Safety Inspection	6/24/2017
Nicholas Rudzinski	FW: Willowbank - The Kart Club Proposal	6/24/2017
KAOS Karting	RE: Invoice from Kaos Karting	6/23/2017
KAOS Karting	Invoice from Kaos Karting	6/23/2017
WP Hosting	Domain Renewal Confirmation	6/23/2017
WP Hosting	Invoice Payment Confirmation	6/23/2017
Karting Queensland Secretary	FW: Disciplinary Tribunal Outcomes 20th June 2017	6/22/2017

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Trophymaker.com (trophies)	RE: Quote QU-0099 from TrophyMaker.com.au for Ipswich Kart Club Inc	6/22/2017
Trophymaker.com (trophies)	RE: Quote QU-0099 from TrophyMaker.com.au for Ipswich Kart Club Inc	6/21/2017
Secretary IKC	RE Investigation into recent Social Media allegations	6/21/2017
aaronmegan@bigpond.com	Re: Race secretary position	6/20/2017
Donna Cowie	Expression of Interest for the Race Secretary Position...	6/20/2017
JNR Vice President	RE: Admin assistant	6/20/2017
Dean Devisser	Re: Admin assistant	6/20/2017
Karting Queensland Secretary	Vintage Kart Prix Promo Video	6/20/2017
aaronmegan@bigpond.com	Race secretary position	6/19/2017
Josephine Mackay	Race Secretary Position	6/19/2017
Vice President IKC	RE: Admin assistant	6/19/2017
Nicholas Rudzinski	RE: Admin assistant	6/19/2017
Treasurer IKC	Re: Admin assistant	6/19/2017
Track Safety	RE: Admin assistant	6/19/2017
Vice President IKC	RE: Admin assistant	6/19/2017
Secretary IKC	Admin assistant	6/19/2017
Raydonna	Re: Race secretary	6/19/2017
Raydonna	General Meeting - Reminder to members	6/19/2017
Raydonna	Race secretary	6/19/2017
Jo Auld	Re: Position Vacant	6/17/2017
Karting Queensland Secretary	RE: Fuel bottles	6/16/2017
Karting Queensland Secretary	RE: Fuel bottles	6/16/2017
JNR Vice President	Race Secretary - Position Description	6/16/2017
WP Hosting	Customer Invoice	6/16/2017
Karting Queensland Secretary	Fuel bottles	6/15/2017
sales@stickswithyou.com.au	Remaining trophy invoices for final rounds	6/14/2017
Nicholas Rudzinski	Track inspection	6/14/2017
IKC Treasurer	RE: Officials Food Tally Round 4	6/14/2017
Castles Family	Officials Food Tally Round 4	6/14/2017

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Actions Register

8. Issue	Detail	Committee member responsible	Timeframe for resolution
Social Media transformation 16/11/2016	Greg Martin and Steven Peacock to transform the club's social media presence into something similar to what would be expected from any incorporated business.	Steven Peacock Greg Martin	01/01/2018
Repair Emergency lighting 15/12/2016	Kevin Castles to inspect the emergency Track lighting and arrange for some control circuitry to allow for the lights to come on automatically in the event of a power failure. Greg Martin to get the electricians to come back and complete the work.	Kevin Castles Greg Martin	01/02/2017 Electrician to visited site on 31/03/2017 Some additional work required
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. Kevin Castles to gain access to this register.	Kevin Castles	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
Internet Signal Strength Issues 20/04/2017	Graham Castledine to investigate alleged signal strength issues at the track that may be affecting internet connectivity.	Graham Castledine	13/04/2017
Results Display TV 20/04/2017	Nicholas Rudzinski has offered to bring a TV to the club for the displaying of race results. Steve Peacock will purchase a new TV	Steve Peacock	01/05/2017 Complete
Poor Internet connectivity 20/04/2107	Greg Martin to investigate any options available to improve our network connectivity.	Greg Martin	02/06/2017
IMP Correspondence 05/04/2017	Nicholas Rudzinski to provide all correspondence between himself and IMP and house this information on our network drive. Nicholas Rudzinski conferment this information was now on the network drive. This did not happen. Greg Martin to search for this correspondence and make it available.	Greg Martin	01/08/2017
Office of Fair Work Correspondence 05/04/2017	Nicholas Rudzinski to provide all correspondence between himself The Office of Fair Work and Shayne Davidson and house this information on our network drive. Nicholas Rudzinski conferment this information was now on the network drive. This did not happen. Greg Martin to search for this correspondence and make it available.	Greg Martin	01/08/2017

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PA System 18/05/2017	Graham Castledine to investigate PA issues and organise for the repair. Nicholas Rudzinski to arrange for the purchase of a roaming microphone and associated equipment. This did not happen the committee has asked Graham to proceed with the purchase of this equipment.	Graham Castledine	05/08/2017
Trophies for State Titles 18/05/2017	Greg Martin to contact Mackay to get details of trophies. We may not use the same supplier depending on the information provided.	Greg Martin	31/05/2017 Complete
Volunteers for State Titles 18/05/2017	Greg Martin to put a call out to volunteers.	Greg Martin	31/05/2017 Complete
Track Inspection and Final Sign Off 18/05/2017	John Grother to inspect the track in June. Nicholas Rudzinski to follow this up and ensure that this happens. The club has been notified that the track has been inspected and that it's licence is valid until January 1 st 2018	Greg Martin	31/05/2017 Complete
Letter for Tom Williamson 18/05/2017	The secretary will draft a letter for the committee to approve and the president to sign. Nicholas Rudzinski would not sign the letter until after he had modified it. This didn't happen the committee believes that too much time has now passed so this letter will not be sent.	Greg Martin	31/05/2017 Complete
Provision of combination lock box for gate key 18/05/2017	Nigel Smeaton to purchase and install a combination lock box to house the gate key.	Nigel Smeaton	31/05/2017 The combination lock box has been purchased and is awaiting installation.
Letter regarding Junior Sprockets 18/05/2017	The secretary will draft a letter for the committee to approve and the president to sign. Nicholas Rudzinski would not sign the letter until after he had modified it. This didn't happen the committee believes that this letter should still be sent to KA.	Greg Martin Kevin Castles	31/05/2017
General Meeting 18/05/2017	Greg Martin to organise a general meeting for the 24 th of June	Greg Martin	31/05/2017 Complete
Removal of Tyres 18/05/2017	Nigel Smeaton will investigate the options for tyre removal. Matt Wooler has offered to do it.	Nigel Smeaton	31/05/2017 Complete
Plumbing Repairs 18/05/2017	Nigel Smeaton to arrange for plumbing repairs to be carried out at the track.	Nigel Smeaton	31/05/2017
Letter to KA 18/05/2017	The secretary will draft a letter for the committee to approve and the president to sign. The letter will be sent as per the A1 process as it contains concerns raised by our members.	Greg Martin	31/05/2017 Complete

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Calibration of Scales and provision of backup scales 14/06/2017	Greg Martin to organise the calibration of our scales and the hire of an additional set of scales for the state tiles.	Greg Martin	28/06/2017 Complete
Disabled toilet 14/06/2017	There is no disabled toilet at the track. The club needs to look at installing a disabled toilet prior to any potential upgrade from IMP. Kevin Castles to investigate.	Kevin Castles	01/10/2017
Letter to the President of Karting Queensland 14/06/2017	The club received a letter from KQ asking for full disclosure with regard to knowledge of sexual harassment allegations of a minor by any member of the committee and in particular the Secretary and the Junior Vice President. The committee instructed Greg Martin to write a letter of reply.	Greg Martin	16/06/2017 Complete
Appointment of Admin assistant 05/07/2017	The committee agreed that Jo Phillips would be a suitable candidate for the role. Greg Martin to contact Jo and discuss the details.	Greg Martin	28/07/2017
Email to the members about Committee vacancies 05/07/2017	There are a number of unfilled vacancies on the committee. Greg Martin to send an email calling for expressions of interest.	Greg Martin	28/07/2017

9. Come'N'Try Register



ComeNTry.xlsx

10. Private Track Hire Register



Track Hire Register.pdf

Other key dates

- Next Race meeting 5th August 2017

CLOSE Time: 10:45

Next Meeting – xxxxx 2017, 6.30pm (TBC)