

Committee Meeting Minutes

Committee Meeting Thursday 27th 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)
- Steve Vidler (General Committee)
- Dean Devisser (Junior Development Officer)
- Maureen Capri (Membership Officer)
- Alf Capri (Technical Officer)
- Leanne Peacock (Treasurer)

Apologies:

- Nigel Smeaton (Track Safety Officer)
- Carol Russel (Race Secretary)

Absent:

Open: 7:40

1. Guests: Nil

2. Previous Minutes: 05/07/2017



Committee Meeting
Minutes 05-07-2017.pdf

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

3. Roles and responsibilities of committee members



Management
Committee position document

The committee agreed to remove the roles and responsibilities section from the agenda and the minutes and only include this section for the AGM.

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4. Business Arising:

	Agenda item	Description	Action
4.1	Club payments to volunteers	Information from HR Law and decide a position going forward.	The committee asked Greg Martin to forward the letter from HR Law to the whole committee. Steve Peacock briefed the committee on the letter. The committee agreed that all volunteers that receive any form of remuneration sign an honorarium agreement. The letter suggested that there may be an issue with the bookkeeper however, the committee is of the opinion that as the work conducted by the bookkeeper far and away exceeds the remuneration expressed as an hourly rate there is no issue in this case.
4.2	Practice Monitors	Meet with Dean and Thomasina to discuss future arrangements for practice monitors	Thomasina and Dean informed the committee that they are closing their business and would no longer be able to accept payment for the volunteer role of practice monitor. They went on to state that they were happy to act as practice monitor during the day in return for free practice. Thomasina does not wish to continue to monitor the night practice and has asked the club to look for another option. Greg Martin to contact Rusty Ross's grandparents and ask if they are interested in the role of practice monitor.
4.3	IMP	Response to the IMP request for non-negotiables	Steve Peacock briefed the committee on the meeting that he, Nigel Smeaton and Alf Capri attended at Queensland Raceway. The meeting was convened by Queensland Raceway for the lease holders in the Ipswich Motorsport Precinct members of the council were also invited. The lease holder agreed to meet monthly and deal with the council as a collective unit. The club was offered financial support from Queensland Raceway to help with negotiations.
4.4	Trophies for final rounds	Confirm that Nic James has purchased all the remaining trophies and determine when they will be delivered to the club.	Greg Martin to confirm that all trophies have been purchased and facilitate the storage of the Trophies at the club.
4.5	State Titles debrief	What went well? What needs improvement?	Mainly positive feedback. The committee discussed the need for a check sheet to ensure everything is covered off for the successful running of race meetings of any size.
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 lunches 	<p>Volunteer lunch value to be increased to \$25. We will not be providing lunches for St Johns Ambulance staff.</p> <p>Graham Castledine asked for a purchase order to simplify the purchase of some new PA equipment. Leanne Peacock will use the account keeping software to raise an order.</p> <p>Greg Martin to organise garbage collection for the Friday and the Sunday.</p> <p>Greg Martin to confirm the Carol Russel that she</p>



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		<ol style="list-style-type: none"> 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. Confirm entries 	<p>will be available to take nomination confirmations on the Friday night.</p> <p>All other items are organised.</p>
4.7	Working Bee	<p>Working bee tasks</p> <ul style="list-style-type: none"> • Litter around the fence lines especially along the perimeter fence running along champions way • Weed spraying of fence lines and round spectator areas • Tyre wall construction for the area's suggested at the state titles (Nigel knows were) • Blow down all hard surfaces (In / Out grid, presentation area etc) • Move safety fences back as per Track Inspection report • Clean out the bar area, remove old coke fridge and put up the new shelves that are in there • Fix up the blue shade cloth around the grand stand • Make a start on painting the curbs • Clean up sticks and leaves fallen around the picnic area from the tree's • Replace the timber treads on the tables / chairs in the viewing area • Install pool gate type lock on three gates. • Weld 150mm x 100mm steel plate to fence post for the installation of the combination lock box. • Fill in the track edges where chewed out. • Wiper snipper along the fence in Champions Way 	<p>Kevin Castle will run the working bee. It is not expected that all items on the list will be achieved at the working bee. The unfinished items can be completed throughout the month or at the next working bee.</p>

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		<ul style="list-style-type: none"> Weed spray the edges of the gravel traps. Mowing could be booked in for next Tuesday 	
4.8	Vintage Prix	<p>We need to look at the organisation of this meeting.</p> <ol style="list-style-type: none"> Supplementary Regulations Officials Trophies Call out for Volunteers Canteen and Bar Volunteer armbands/vouchers Volunteer gift cards Track Maintenance Working Bee PA System Commentator Additional advertising and promotion Garbage collection Additional Toilets Track sweeping. Tech items Volunteers lunches Confirm entries Will the track be open for practice on Wednesday night and Thursday? Track hire costs are nominally \$4500 	<p>The majority of items are in place for the Vintage Prix.</p> <p>Greg Martin will ensure that all volunteers are in place. The club will purchase gift cards for the volunteers and the Vintage Kart Club will reimburse IKC.</p> <p>Greg Martin to organise garbage collection for the event.</p> <p>The Vintage Kart Club has offered to pay \$1500 per day (\$4500). The committee will confirm that the takings for the meeting were as expected before invoicing the Vintage Kart Club.</p> <p>Any of the vintage members wishing to practice in the lead up to the meeting will be charged at IKC member prices.</p>

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4.9	Come N Try Karts	What is required to get them all track ready again?	The committee suggested that either Kevin Castles or Alf Capri get the karts and engines track ready, and charge the club accordingly. Dean Devisser has also offered to continue to work on the karts.
4.10	Come N Try Day	When will we run our next come and try Day/Night	The committee will discuss this at our next meeting.
4.11	Junior Training Day	When will we run our next training day and will it be for Juniors or Cadets or both.	The committee will discuss this at our next meeting.
4.12	End of Year Function	Greg Martin has made a temporary booking with the Lions Club for December 10, however we need to decide whether or not that is what we want to do or do we try something different.	The committee will discuss this at our next meeting.
4.13	Invoices from Big Law	<p>How do we want to handle it?</p> <ul style="list-style-type: none"> With regards to the Shayne Davidson legal fees the committee was of the understanding from Nick that KQ were covering these up to a point and then after that they were our responsibility. With regards to the legal fees relating to the lease section the committee wasn't aware that we had engaged a solicitor for this. <p>Regardless we will probably end up having to pay them as fighting the solicitor may not be a cost effective option. a potential course of action would be to:</p> <ul style="list-style-type: none"> Contact KQ to explain the clubs understanding from the previous president that KQ were paying the legal fees for the Shayne Davidson situation Contact Big Law and request copies of the work they carried out and the advice given regarding the lease as no one from our club has seen or is aware of them carrying out this work. <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Letter to Mr N Rudzinski 08.06.2017 </div> <div style="text-align: center;">  Letter to Mr N Rudzinski 08.06.2017 </div> </div>	<p>Leanne to contact Big Law and ask for a copy of the work they did as the club is not in possession of this documentation.</p> <p>The committee was of the opinion that the best thing to do was to pay the invoice and move on.</p>
4.14	SKC Agenda	Committee to review agenda so the IKC delegate has clear instructions.	The committee discussed the SKC agenda and agreed on a position for Maureen Capri to take on the various issues.
4.15	PA equipment Purchase	Graham Castledine has asked for a purchase order from the club so that he can go ahead and order a Sennheiser EW135 hand held radio system at a cost of \$899	As mentioned previously Leanne Peacock will raise a purchase order for Graham Castledine to purchase the required equipment.
4.16	September 6 race meeting	Finalise the race format, classes and officials so that the Supp Regs can be	This meeting is scheduled for the Cadet Titles. There will be qualifying at this meeting.

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		compiled.	
4.17	V8 Tyres for collection	Triple eight have 70 more tyres for us to collect. How do we plan on picking these up?	The committee will organise the collection of these tyres in the next week or so.
4.18	Top Rider Motorcycle training	Top Rider has contacted us to negotiate track hire for the purposes of rider training. We need to know exactly what they are proposing and what they expect to pay.	Greg Martin to request more information so the committee can make a decision.
4.19	DPE Raffle	We agreed at our last meeting to proceed with the DPE Kart give away raffle. We need to organise the printing of tickets.	Greg Martin to confirm details with Gaming and Liquor.
4.20	Purchase of Trailer of the removal of kart tyres	Nigel Smeaton has got quotes to purchase a trailer and has selected on for approximately \$2200. Can we give Nigel the go ahead to purchase?	The committee agreed to the purchase of a trailer for the transportation of the tyres. If the club can be invoice we can make payment via EFT.

5. Other Business Arising:

	Agenda item	Description	Action
5.1			
5.2			
5.3			
5.4			
5.5			

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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	
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	

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7. Correspondence Register:

7.1 Incoming and outgoing

From	Subject	Received
Karting Queensland Secretary	FW: National Technical Commissioner - Advertisement To Fill The Role in 2018	Tue 7/25
Keith Lewis	Invitation to a meeting of the Ipswich Motorsport Precinct Users Group	Tue 7/25
Paula Adkins	Invoice #5488/579; from Associated Scale Services	Tue 7/25
David Pahlke	RE: Meeting of IMP User Groups	Tue 7/25
Deon Attard	Re: Mackay Race meeting scheduled for Saturday August 5th has been moved to Sunday 12th of August	Mon 7/24
Keith Lewis	RE: Meeting of IMP User Groups	Mon 7/24
Keith Lewis	RE: Meeting of IMP User Groups	Mon 7/24
Allan King	Procedure for Thursday 10th August	Sun 7/23
Allan King	Re: Kart dealers at AVKP	Fri 7/21
Allan King	Re: Keys	Fri 7/21
Allan King	Re: Star Pickets	Fri 7/21
Allan King	Keys	Fri 7/21
Allan King	Star Pickets	Fri 7/21
Allan King	Re: Kart dealers at AVKP	Fri 7/21
Allan King	Kart dealers at AVKP	Thu 7/20
Functions	Christmas Function	Thu 7/20
allankin@tpg.com.au	AVKP Site Map	Thu 7/20
Karting Queensland Secretary	Constitution information for the SKC	Wed 7/19
Keith Lewis	Meeting of IMP User Groups	Tue 7/18
Castles Family	New Equipment for the Canteen	Tue 7/18
Karting Queensland Secretary	Trophies and results for Cadet 9 from QLD Kart Championship round 1	Tue 7/18
Karting Queensland Secretary	Advice to Clubs - Disciplinary outcome from Ipswich QLD Kart Championship	Tue 7/18
Dean Devisser	Invoice For Thomasina Devisser / Pam Hansen	Mon 7/17
Geoff Salmon	Program for the 5th August	Mon 7/17
KA Accounts	Invoice 00001718; From Australian Karting Association Ltd	Mon 7/17
Karting Queensland Secretary	RE: FW: V8 Supercars Karting Display Qld Raceway	Mon 7/17
Allan King	RE: FW: V8 Supercars Karting Display Qld Raceway	Sun 7/16
Karting Queensland Secretary	RE: FW: V8 Supercars Karting Display Qld Raceway	Sun 7/16
Amy Richardson	RE: Ipswich Kart Club - Volunteer Payments	7/14/2017
KAOS Karting	Invoice from Kaos Karting	7/14/2017
Allan King	RE: Ipswich supercars	7/13/2017
Paula Watkins	Re: Invitation - Coates Hire Ipswich Supersprint - City of Ipswich Corporate Suite	7/13/2017

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Paula Watkins	Re: Invitation - Coates Hire Ipswich Supersprint - City of Ipswich Corporate Suite	7/13/2017
allankin@tpg.com.au	Layout for AVKP 2017	7/13/2017
allankin@tpg.com.au	Layout for AVKP 2017	7/13/2017
allankin@tpg.com.au	FW: Ipswich supercars	7/13/2017
Karting Queensland Secretary	RE: FW: V8 Supercars Karting Display Qld Raceway	7/13/2017
accounts	St John Ambulance Australia Queensland Limited: INVOICE #040642 (Customer Ref. Nbr. Maureen Capri) is now available	7/13/2017
Karting Queensland Secretary	FW: V8 Supercars Karting Display Qld Raceway	7/12/2017
Karting Queensland Secretary	RE: Agenda for SKC Meeting	7/12/2017
Waste Services Requests	Ipswich Waste Service - Staffing Update	7/12/2017
Amy Richardson	RE: Ipswich Kart Club - Volunteer Payments	7/12/2017
Peacock, Steven J	FW: Lease J on SP234918 - Ipswich City Kart Club	7/12/2017
Karting Queensland Secretary	Agenda for SKC Meeting	7/12/2017
Karting Queensland Secretary	RE: IMPORTANT: Delegates for SKC	7/12/2017
Geoff Salmon	Program for the 5th August	7/12/2017
JNR Vice President	Ipswich Kart Club - Volunteer Payments	7/12/2017
Paula Watkins	Invitation - Coates Hire Ipswich Supersprint - City of Ipswich Corporate Suite	7/12/2017
nicole.denman@ipswich-commercial.com.au	Canceled: IMP Stakeholder Meeting	7/11/2017
nicole.denman@ipswich-commercial.com.au	Canceled: IMP Stakeholders Meeting	7/11/2017
nicole.denman@ipswich-commercial.com.au	Canceled: IMP Stakeholders Meeting	7/11/2017
Dean Devisser	Invoice For Thomasina Devisser / Pam Hansen	7/11/2017
Karting Queensland Secretary	FW: May 2017 Profit & Loss	7/10/2017
SecurePay	SecurePay Partner Update: New Unique Referrer URL	7/10/2017
Karting Queensland Secretary	RE: IMPORTANT: Delegates for SKC	7/9/2017
Allan King	Motorfest 2017	7/9/2017
Karting Queensland Secretary	IMPORTANT: Delegates for SKC	7/9/2017
geoffsalmon@optusnet.com.au	New Email Address	7/8/2017
Allan King	FW: container	7/7/2017
Annette English	Statement from Australian Karting Association QLD Inc for Ipswich Kart Club Inc	7/7/2017
Annette English	Invoice INV-0512 from Australian Karting Association QLD Inc for Ipswich Kart Club Inc	7/7/2017
Allan King	Vintage Kart Prix	7/7/2017
Allan King	Re: Motorfest Traders Manual	7/7/2017
kevin.davies	RE: Evening greg.	7/7/2017
Julie Boyd	Invoice from TOUGH ENOUGH CLEANING & PROPERTY MAINTENANCE	7/6/2017

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g.salmon6@bigpond.com	Race Report 2017 Queensland Championship Round 1	7/6/2017
Allan King	Motorfest Traders Manual	7/6/2017
Vice President IKC	FW: Tax Invoice No. 5114	7/6/2017
Ipswich Country motel	Folio PEATY 29/06/2017	7/6/2017
Ipswich Country motel	Folio GROTHOR 30/06/2017	7/6/2017

8. Actions Register

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	Nicholas 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
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	Greg Martin	01/08/2017

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	and make it available.		
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 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
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
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
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 Complete
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 Complete
Clean up CMS Logins	The CMS logins for Ipswich Kart Club have not been review for a long time. Greg Martin to work with the State Secretary to remover the old ones and create new one for current committee members and practice monitors.	Greg Martin	09/09/2017
Lodge change of committee details	Greg Martin to lodge change of committee details with the office of fare trade.	Greg Martin	31/08/2017

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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: 10:45pm

Next Meeting – xxxxx 2017, 6.00pm (TBC)