

Committee Meeting Minutes

Committee Meeting Wednesday 23rd of August 2017 6:30pm Yeronga Services Club, Corner Fairfield Rd and Kadumba St Yeronga

Attendance:

- Kevin Castles (President)
- Greg Martin (Secretary)
- Leanne Peacock (Treasurer)
- Graham Castledine (Timing Officer)
- Steven Peacock (Junior Vice President)
- Maureen Capri (Membership Officer)
- Alf Capri (Technical Officer)
- Nigel Smeaton (Track Safety Officer)
- Steve Vidler (General Committee)
- Dean Devisser (Junior Development Officer)
- Joanne Phillips (Admin Assistant)

Apologies: Carol Russel, Dean Devisser

Absent: Steve Vidler

Open: 7.25pm

1. **Guests:** Nil


2. **Previous Minutes:** Nil

Moved by Steven Peacock Seconded by Graham Castledine

3. **Business Arising:**

	Agenda item	Description	Action
3.1	New volunteers for the committee	<p>After we put the call out for committee members we have had the following responses:</p> <p>Russell Innes has contacted the committee by email detailing his previous experience with regard to motor racing club committee membership and administration.</p> <p>Brendon Murphy has contacted the committee by email and offered to fill the role of Drivers Representative.</p> <p>Colin Moyse has verbally offered to take a role on the committee potentially Drivers Representative.</p> <p>Megan Sharp contacted the committee via email to express an interest in the role of Race Secretary.</p> <p>Jo Mackay contacted the committee via email to express an interest in the role of Race Secretary.</p>	<p>Greg to contact Russell Innes and Brendon Murphy in regards their queries to discuss the committees concerns. The committee all agree it may be worth Russell or Brendon to take on a role as a member for the time being until the next AGM.</p> <p>The committee agreed there was no action to be taken for Colin Moyse.</p> <p>Greg to contact Megan Sharp in regards to take on the role for Race Secretary.</p> <p>The committee all agree for Megan to be the Race Secretary therefore there is no need for Jo Mackay.</p>

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3.2	Practice Monitors	<p>The Ross family were contacted regarding doing the practice monitor attached is their reply.</p>  <p>Re Caretaker position Ipwich Kart (</p>	<p>Greg to confirm what their plans are re living arrangements at the track with their caravan and to negotiate a deal.</p>
3.3	Next Race meeting 9th September IKC Round 6	<ol style="list-style-type: none"> 1. Supplementary Regulations 2. Officials (scales marshal) 3. Trophies 4. Call out for Volunteers 5. Canteen and Bar 6. Volunteer armbands/vouchers lunches 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 18. Create a list of race day tasks. Cleaning of the toilets, Making sure the toilet have paper all day, calling for the bins to be emptied, putting the bins out on the service road to be emptied and turning the track lights on. 	<p>Greg to put a call out for time keepers and flag control.</p> <p>The Committee all agree for the volunteer vouchers for lunch to stay at \$25.</p> <p>A working be will be organised for a Thursday night</p> <p>Greg and Joanne to organise a Race Day Manual</p> <p>QR will continue the garbage collection</p> <p>The Drag Strip have agreed to keep mowing the Lawns and the club to use their Track sweeper.</p> <p>The Race Secretary to be informed they will be needed the night before meetings to assist with pre nominations.</p>
3.4	Disclosure of financial position	<p>Discus weather we disclose our bank records to Shane Davidson's solicitors. We need to get back to our solicitors regarding this matter</p>	<p>The committee all agree not to disclose any information regarding our bank records. Kevin to contact the solicitors.</p>
3.5	Working Bee and track maintenance	<p>Consider running working bees at night in summer.</p> <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, 	<p>The committee all agree to try a working bee either a Thursday night or Saturday afternoon after a practice weekend to make it a social event to encourage the members to help.</p> <p>The Safety fence still needs doing.</p> <p>Kevin to make signs to resolve the issue with the air compressor being left on 24/7</p>

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		<p>presentation area etc)</p> <ul style="list-style-type: none"> • 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 • Continue 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 • Weed spray the edges of the gravel traps. • Air compressor is apparently running 24/7 again 	
3.6	Come N Try Day	When will we run our next come and try Day/Night	Looking at the middle of October, maybe a Thursday night
3.7	Junior Training Day	When will we run our next training day and will it be for Juniors or Cadets or both.	A Cadets Beginners day to be held in October
3.8	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.	Cameron Hatch to print the tickets
3.9	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. Are we still doing this given that the tyre disposal cost now includes pickup.	All agree for the trailer. Nigel will organise the invoice.
3.10	Cleaning Schedule and activates	The current arrangement with Tough Enough cleaning is to clean the toilets and do a rubbish pickup on the Thursday before a race meeting clean the toilets twice on a race day and then do another rubbish pickup and toilet clean on the Monday.	Greg and Joanne to organise quotes for a new company
3.11	Bin Collection	The club needs to formalise a schedule with QR.	The Practice Monitor will need to put the bins out Thursdays before Race Meetings
3.12	Running of non KA events	The club has been approached by Troy Boldy about running a non sanctioned (non KA) kart meeting at Easter next year.	Committee has all agreed no.
3.13	Canteen arrangements for SEK	The endurance guys have contacted the club and asked whether we can open the canteen for the SEK on the 16th of September.	The canteen will not be open

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3.14	SEK Round	<p>Craig Nissen contacted the club regarding the upcoming endurance meet which will be run on the 16th of September. He needs clarification on a number of points.</p> <ol style="list-style-type: none"> 1. The panel of fence between the in and out grids needs to be opened. 2. They need access to the tower on Friday so they can set up their timing equipment. 3. They need to be shown how to turn the track lights on. 4. The charge for track hire will be the same as last year. \$2500 5. They originally did not require the canteen to be open however now they are asking for it. <p>They have also asked a question about hiring the track at night. One view is that the LED lights probably don't draw much power so we could probably start offering to hire the track at night' this might be a money spinner for summer.</p>	Greg to email and confirm with Craig the fees
3.15	Canteen Convener	Lorraine Castles has once again reminded the committee that she will be unable to continue in the role.	The committee agree for Lorraine to get assistance from Lorelle
3.16	Use of club plant	Use of the club ute, trailer, tractor and other plant. Maybe we need a policy document.	The committee agree for no use of the clubs vehicles, trailers they are for the sole purpose of the club
3.17	Disabled Toilet	Modify the large toilet in the women's toilet block to be unisex by relocating the door.	Nigel and Steve will follow this up
3.18	Lap Counter	Graham Castledine was getting prices but was having trouble dealing with the supplier.	Graham will continue looking
3.19	Turn 7 issues	What are the options for fixing the turn 7 bumps?	Steve will get quotes from Keith Lewis to resurface turn 7
3.20	Improvements to pre-nominations	How to best improve the pre nominations and confirmation of nomination on the Friday night.	The Race Secretary will need to be at Friday night practice to encourage pre nominations. It will need to be from the master computer so the data is all synced and training will be needed.
3.21	PA equipment status	Is the grid marshals PA system now serviceable and has the aerial cable been relocated for the FM transmitter?	All is ok with the equipment. The PA systems are not allowed to be touched or adjusted.



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4. Other Business Arising:

	Agenda item	Description	Action
4.1			
4.2			
4.3			
4.4			
4.5			

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5. Reports:

Agenda item	Report by:	Content:	Action required:
5.1	President's report	Nil	
5.2	Treasurer's report	Nil	
5.3	Grants report	Nil	
5.4	Sponsorship report	Nil	
5.5	Track Safety report	Nil	
5.6	Membership report	Nil	
5.7	Junior Development report	Nil	
5.8	Drivers Representative report	Nil	
5.9	First aid	Nil	
5.10	Property and equipment	Nil	
5.11	Social report	Nil	
5.12	Marketing / Communications	Nil	
5.13	SKC Report		

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6. Correspondence Register

From	Subject	Received
Greg Martin	Warwick Racing Incident	8/21/2017
Greg Martin	RE: Oscar comley	8/21/2017
Karting Queensland Secretary	RE: Warwick incident update	8/21/2017
Karting Queensland Secretary	Warwick incident update	8/21/2017
Lee Hanatschek	CONFIDENTIAL - Karting Australia Timing System	8/21/2017
Karting Queensland Secretary	FW: warwick incident	8/21/2017
Karting Queensland Secretary	FW: warwick incident	8/21/2017
Karting Queensland Secretary	FW: Warwick Racing Incident	8/21/2017
accounts	St John Ambulance Australia Queensland Limited: INVOICE #044850 (Customer Ref. Nbr. Maureen Capri) is now available	8/21/2017
accounts	St John Ambulance Australia Queensland Limited: INVOICE #044849 (Customer Ref. Nbr. Maureen Capri) is now available	8/21/2017
Greg Martin	RE: Caretaker position Ipswich Kart Club	8/20/2017
Karting Queensland Secretary	SKC & Management Meeting Minutes	8/17/2017
Secretary IKC	Re: Caretaker position Ipswich Kart Club	8/17/2017
Karting Queensland Secretary	FW: Karting Australia Disciplinary Tribunal Outcomes 15th Aug 2017	8/17/2017
Karting Queensland Secretary	Club Championship Points at Zonal Meetings	8/16/2017
Greg Martin	FW: Stationary order	8/16/2017
Karting Queensland Secretary	FW: Financial Reports	8/15/2017
Greg Martin	Private track hire at Ipswich today	8/14/2017
Karting Queensland Secretary	Updated track inspection	8/11/2017
Greg Martin	RE: Intro	8/11/2017
Greg Martin	RE: Incident during Practice 25/06/2017	8/11/2017
Greg Martin	RE: Enduro meet.	8/11/2017
Secretary IKC	Re: Vintrage Prix and Pit allocations	8/10/2017
Greg Martin	RE: Incident during Practice Ipswich 25/06/2017	8/10/2017
Karting Queensland Secretary	FW: EXCITING TIMES FOR KARTING AUSTRALIA	8/9/2017
Secretary IKC	Fwd: Incident during Practice 25/06/2017	8/9/2017
Karting Australia	EXCITING TIMES FOR KARTING AUSTRALIA	8/9/2017
JSW Powersports	YOU'RE INVITED!	8/9/2017
Greg Martin	RE: Karts through time display	8/9/2017
Greg Martin	RE: track inspection TRA Willowbank June 2017	8/8/2017
Greg Martin	FW: track inspection TRA Willowbank June 2017	8/8/2017
Karting Queensland Secretary	FW: KNSW Disciplinary Tribunal Outcomes	8/8/2017
Karting Queensland Secretary	Incident during Practice Ipswich 25/06/2017	8/8/2017
Vice President IKC	Ipswich Kart Club	8/7/2017
Secretary IKC	RE: IKC Committee	8/7/2017
Secretary IKC	RE: 2018 Karting Australia National events	8/7/2017

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Julie Boyd	Invoice from TOUGH ENOUGH CLEANING & PROPERTY MAINTENANCE	8/7/2017
Barry & Leesa Cunningham	re: Karts through time display	8/6/2017
Jamie Boreham	S&J Media - Interior Train Advertising - August Special	8/4/2017
Karting Queensland Secretary	FW: Accredited Photographers	8/4/2017
Fiona and Tony	Warwick Thanks you	8/4/2017
Secretary IKC	RE: Track Layout	8/3/2017
Secretary IKC	RE: Transponder Hire	8/3/2017
Vice President IKC	FW: Tax Invoice No. 5182	8/3/2017
Keith Lewis	IMP user group meeting, 1pm Thursday at Willowbank Raceway Board Room	8/3/2017
Karting Queensland Secretary	FW: Advice to States - Outcome KA Disciplinary Tribunal 1st Aug 2017	8/2/2017
Allan King	FW: Track Layouts	8/2/2017
Allan King	FW: Circuit Layout H	8/2/2017
Ipswich City Council	Nominate Now - Ipswich Sports Awards 2017	8/2/2017
Lee Hanatschek	2018 Karting Australia National events	8/2/2017
Allan King	Track Approval	8/2/2017
IKC Treasurer	RE: 170078: Ipswich Kart Club Incorporated - Amendment to Lease :	8/2/2017
Sarah Neideck	RE: FW: Shayne Davidson	8/2/2017
Sarah Neideck	FW: Shayne Davidson	8/2/2017
Evan Gale	Improving Communication At Your Karting Club - Team App	8/2/2017
Deon Attard	Re: Mackay Race meeting scheduled for Saturday August 5th has been moved to Sunday 12th of August	8/1/2017
Secretary IKC	RE: Keys to Circuit gate & Scrutineering shed	7/31/2017
Secretary IKC	FW: IKC News	7/31/2017
Wayne Wendt	RE: IMP Users Group meeting 3rd August 1pm Willowbank Raceway Board Room	7/31/2017
Keith Lewis	RE: IMP Users Group meeting 3rd August 1pm Willowbank Raceway Board Room	7/31/2017
Wayne Wendt	RE: IMP Users Group meeting 3rd August 1pm Willowbank Raceway Board Room	7/31/2017
Karting Queensland Secretary	FW: State Government Grants	7/29/2017
Karting Queensland Secretary	FW: Items from SOC Teleconference	7/29/2017
Functions	RE: Christmas Function	7/27/2017
Wayne Pulley	RE: Incident during Practice 25/06/2017	7/27/2017

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7. 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	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 and make it available.	Greg Martin	01/08/2017

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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
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. Nigel and Steve to look at building the walls	Kevin Castles	01/10/2017
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
Track Repairs/ Maintenance 23/08/2017	Steve to organise quotes for turn 7 issues. Nigel and Steve to organise a working bee either Thursday night or a Saturday after practice.	Nigel Smeaton Steve Peacock	Ongoing
New Volunteers for the Committee 23/08/2017	Greg Martin to email and advise the volunteers the committee's response.	Greg Martin	30/9/2017
Practice Monitors 23/08/2017	Greg Martin to email the Ross Family and negotiate a deal	Greg Martin	30/9/2017
Next Race Meeting 6 September 23/08/2017	Greg Martin to put a call out for time keepers, flag control. Greg Martin and Joanne Phillips to organise a Race Day Manual. The volunteer lunch vouchers will stay at \$25	Greg Martin Joanne Phillips	09/09/2017
Disclosure of financial position 23/08/2017	Kevin will be responding to the solicitors in regards to this matter.	Kevin Castles	30/09/2017
Come N Try Day 23/08/2017	Looking for a date in the middle of October on a Thursday	Greg Martin	20/09/2017
Junior Training Day 23/08/2017	It will be held for Beginner Cadets in October	Greg Martin	01/10/2017

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DPE Raffle 23/08/2017	Raffle tickets to be made up from Cameron Hatch	Greg Martin	30/09/2017
Purchase of Trailer 23/08/2017	Nigel to organise the invoice for Leanne Peacock	Nigel Smeaton	30/09/2017
Cleaning Schedule 23/08/2017	Joanne Phillips and Greg Martin to look for new cleaning company and organise quotes	Greg Martin Joanne Phillips	30/09/2017
Bin Collection 23/08/2017	Bin collection will ne needed before Race Meetings so the Practice Monitor will need to organise the bins.	Greg Martin	30/09/2017
Running of non KA events 23/08/2017	Greg Martin to email Troy Boldy the committee says no for the track hire at Easter	Greg Martin	30/08/2017
SEK Round 23/08/2017	Greg Martin to confirm with Craig Nissen the track fees and booking	Greg Martin	30/08/2017
Canteen Convener 23/08/2017	Lorraine Castles will stay on the canteen and be organising Lorelle to assist with delivers	Lorraine Castles	30/08/2017
Lap Counter 23/08/2017	Graham Castledine is still looking for Lap counters	Graham Castledine	Ongoing
Improvements to pre-nominations 23/08/2017	Training will be needed for the Race Secretary to get pre nominations when drivers are signing in on the practice day before the race meeting	Maureen Capri Megan Sharp	30/09/2017

9. Private Track Hire Register



Track Hire Register.pdf

10. Come and Try Register



ComeNTry.xlsx

11. Motion to accept new members

Moved by Greg Martin; Seconded by Maureen Capri

Other key dates

- Next Race Meeting 9th September



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CLOSE Time: 10.45pm

Next Meeting – September 2017, 6.00pm (TBC)