

Committee Meeting Minutes

Committee Meeting Thursday 30thth of November 2017 6:00pm Yeronga Services Club, Corner Fairfield Rd and Kadumba St Yeronga

Attendance:

- Kevin Castles (President)
- Greg Martin (Vice President)
- Nigel Smeaton (Junior Vice President)
- Joanne Phillips (Secretary)
- Leanne Peacock (Treasurer)
- Graham Castledine (Timing Officer)
- Maureen Capri (Membership Officer)
- Alf Capri (Technical Officer)
- Luke Casuer (Track Safety Officer)
- Daley Martin (Promotions Officer)
- Russell Innes (Junior Development Officer)
- Thomasina Devisser (Race Secretary)
- Dean Devisser (general committee member)

Apologies: Greg Martin, Luke Casuer

Absent: Daley Martin

Open: 7pm

1. Guests:

2. Previous Minutes:



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Minutes 11-10-17.pc

Moved by Maureen Capri; Seconded by Dean Devisser Passed Unanimously

3. Business Arising:

	Agenda Item	Description	Action
3.1	SKC Meeting	Go through the agenda & calendar and informing Maureen how we would like to vote.	All agree to vote for Annette English. All agree for Maureen to get the general consensus on voting. All agree to move the race meeting in April to March 24 th 2018
3.2	Race Meeting 2nd December	Who will be there and what needs doing	Bins need emptying and cleaners. Jo will organise the bins and cleaners. Trophies are coming from Nic James. The track edges are getting done Friday night by Nigel.
3.3	Presentation Lunch	Who will be there, what needs to be done, who is looking after the championship points after last race meeting, have	Jo is looking after the points and will be there early to help

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		<p>trophies been organised and where are they and what are they for. Geoff Salmon and his wife are attending should we invite Kev Davies and wife</p>	<p>set up. Jo is looking into cheaper decorations. Kevin will be the MC. All agree to invite Kev Davies and wife. The trophies are getting organised by Leanne and delivered to Dean.</p>
3.4	Pro Tour Proposal	<p>Donald from IKD has contacted Kevin Castles with a proposal for next year. A decision needs to be made so Kevin can respond.</p>	<p>All agree to keep the track closed the Monday – Thursday before. All agree with the proposal. Date is 4-6 May 2018. Make sure each class gets a run under lights on Thursday so extend the time from 6.30 to 7.30pm. Offer a \$25 practice for Thursday only.</p>
3.5	Bar	<p>Someone needs to take over the bar duties as Lorraine can no longer do it as she already has the canteen and Matthew to take care of at the end of the meetings. Duties include carrying out a stocktake order, order new stock, set up the bar serve drinks, reconcile monies and bank money and replenish float</p>	<p>Russell has accepted in taking this on.</p>
3.6	Bank signatures	<p>Should be Treasurer, President and Secretary</p>	<p>The signatories need to be added for BankWest and BOQ for the following Secretary – Jo Phillips President – Kevin Castles</p>
3.7	Working Bees	<p>We need to set dates for 4 major working bees</p>	<p>Once the race calendar is confirmed we will book working bees in the calendar. They will be held on a Sunday. A sign needs to be made with the working bee dates on the practice office.</p>
3.8	General Meeting	<p>We need to set dates for at least 6 general meetings</p>	<p>Meetings will be added into the calendar and will be held on a Saturday 3pm after a Track Change</p>
3.9	Committee Meetings	<p>Set a day and when that suits everyone (eg. 3rd Thursdays every month)</p>	<p>Thursday nights after a race meeting.</p>
3.10	Commentators	<p>Who do we want to use</p>	<p>Kevin Castles to contact Kev Davies, Geoff Salmon and Trevor Beetham.</p>
3.11	Trophies 2018	<p>What do we want to do for trophies</p>	<p>Leanne has found a cheaper Trophy company who have dealt with the kart club in the past.</p>
3.12	Cleaning	<p>Can we find someone else as it cost over \$1200 for that last clean, that's too expensive</p>	<p>Jo has organised new cleaners and they will get confirmation to start next year,</p>
3.13	Promotions	<p>Daley do you have any plans for what you would like to do and how you would like to go about it</p>	<p>All agree for Daley to create posters etc and publish to the website for events</p>
3.14	Come and Try Dates	<p>Are we going to continue with these and what needs to be done.</p>	<p>For the time being there hasn't been enough interest so these will be put on hold until further notice.</p>
3.15	Cadet Training Days	<p>Do we intend of having these.</p>	<p>Russell will be focusing on organising junior development</p>

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			days with trainers after the race calendar is confirmed.
3.16	Replacement of Gantries		Nigel is looking for an electrician and Graham to send plans to Nigel. Dean has also said he can organise quotes too.
3.17	Finances for 2018	2018 Finances and Budget for Trophies for 2018 gift cards & officials canteen money process	Leanne has created a budget for 2018 and all agree. Leanne is looking for new ways for gift cards and the canteen money process as she doesn't feel comfortable doing it and would like someone to help or a new plan.

4. Other Business Arising

	Agenda item	Description	Action
4.1	Introducing C Grade licenses	To try encourage drivers to keep coming back C Grade licenses could be issues trophies	We will use the left over trophies and introduce this next year for the C grade licenses. This can be announced at the drivers briefing or general meeting to let drivers know. Look into delegating someone to let the drivers know after their final they are in line for a trophy
4.2	Lease	Negotiate longer lease	Kevin to speak to the council to organise a longer lease and to find out the lists of work that needs to be carried out from the inspection.
4.3	Grant	Extend the Grant	The grant needs to be used and look at using it for the sewerage
4.4	First Aid Certificates	Is anyone doing the First Aid course that was emailed	Thomasina and Dean would like to do the course.
4.5			

5. Reports

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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		

6. 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

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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
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
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
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
Clean up CMS Logins	The CMS logins for Ipswich Kart Club have not been review for a long time. Joanne Phillips to work with the State Secretary to remover the old ones and create new one for current committee members and practice monitors.	Joanne Phillips	30/12/2017
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
Purchase of Trailer 23/08/2017	Nigel to organise the invoice for Leanne Peacock	Nigel Smeaton	30/09/2017
Gantries Repair	Nigel is looking for an electrician and Graham to send plans to Nigel. Dean has also said he can organise quotes too.	Nigel Smeaton Dean Devisser	Ongoing

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Bank Signatories	Kevin and Joanne to organise their signatories	Kevin Castles Joanne Phillips	30/12/2017
Lease	Kevin to contact the council requesting a longer lease and to find out what maintainance is on their list	Kevin Castles	Ongoing
Grant	The grant needs an extension	Kevin Castles	Ongoing

7. Private Track Hire Register



8. Come and Try Register



9. Motion to accept new members

Moved by Joanne Phillips; Seconded by Kevin Castles Passed Unanimously

Other key dates

CLOSE Time: 11pm

Next Meeting –