

Committee Meeting Minutes

Committee Meeting Wednesday 14th of March 2018 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: Dean, Thomasina

Absent: Kevin

Open: 7.30pm

1. Guests:

2. Previous Minutes:



Committee Meeting minutes 15-02-2018.

Moved by Luke Casuer ; Seconded by Nigel Smeaton Passed Unanimously

3. Business Arising:

	Agenda Item	Description	Action
3.1	Facebook Page	New Privacy settings to discuss. Kevin	Greg will work out a new Facebook page for the club and look at giving each committee member their own log in so when posting members know who is posting etc.
3.2	Communication with members	We need suggestions on how to improve communication with members	Send out more mail chims. Jo will send out a mail chimp with information on the general meetings.
3.3	General Meetings	Dates, day and times need to be agreed on and published on Facebook and the website	Jo will list the dates confirmed on the website, Facebook and mail chimp. The meetings will be held at the track. Dates decided are: Saturday 14 th April 4.30pm

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			<p>Saturday June 16th 4.30pm Saturday 18th August 4.30 Thursday 25th October 6.30pm Saturday 24th November 4.30pm is the AGM/GM</p>
3.4	Track Report	Discuss and Action	<p>Lights need to be done, corners need the top knocked off. For Pro Tour we need more tyre barriers for the cut through section, CIK Start Grid and formation line. Luke has organised a quote for the painting to be done which will happen on a Monday so it will be set by Wednesday practice. We have 5 different track layouts we can use, this will be added to the newsletter.</p>
3.5	Electrical Works at the track	Discuss what is required	<p>Luke now has the list from Nigel and will organise quotes for all the electrical repairs.</p>
3.6	Come and try days	Russell to discuss	<p>It will be Cadets/Juniors only Sunday 15th April 8 am-12pm. The vintage track will be used. Luke will be the first aid officer. Maureen & Alf can be stewards. Russell to contact Carlos Rolfo in regards to race suits. We will have a limit to 25. Jo will send out information via newsletter, website and Facebook.</p>
3.7	Club day challenge implementation	Russell to discuss	<p>Everything is in place. We need the proposal put on the website. Greg will follow this up.</p>
3.8	Practice monitors / Caretaker	We need someone urgently	<p>We have had some interest. It's decided to share the position. The position is \$15 p/hour. Greg will contact Kel Ferrall, Marty Tones to offer. Daley Martin is also available Wednesday Nights, Friday nights.</p>
3.9	Get in the grants scheme	Kevin to discuss	<p>Jo to find out more information.</p>
3.10	Ka4 Junior Weights	Discuss	<p>Greg will contact Annette English to ask if we can</p>

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			change the weights for the members.
3.11	Medical/ First Aid	Kevin has sourced new first aid officers	Kevin has sourced a new company that charge \$500 per officer. This can save up to \$400 per meeting. Kevin to confirm and book.
3.12	New bank account for track funds	Discuss	The Bank West account will be used for Track Funds.
3.13	Swap meet	Are we going to look into this	Look at running this on December holidays.

4. Other Business Arising

	Agenda item	Description	Action
4.1	Trailer	Dean was looking at a trailer for \$2200	Organise Dean to purchase the trailer and send Leanne a invoice for payment.
4.2	Injury Claim	What is happening with the claim	Greg has contacted the fraud squad. They seem to think it isn't legit. There are some red flags. Greg will contact KQ and KA to seek more information. Fraud squad said not to pay anything or contact the parties involved until further information.
4.3	Lap Counter	Graham to update	The lap counter needs to be reprogrammed and Graham will update it.
4.4	Mowing	Offers on mowing	Peter North has offered to help the club with mowing if we have the slasher etc. The committee will consider this in the future when a slasher is purchased.
4.5	SKC	Discuss what is happening as it's Presidents only.	Jo to send out to members what they want raised on the agenda. Jo will get the information from the members and pass to Kevin.

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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. Actions Register

Issue	Detail	Committee member responsible	Timeframe for resolution
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 Nigel Smeaton	30/01/2018 Electrician to visited site on 31/03/2017 Some additional work required
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	30/01/2018
Lodge change of committee details	Greg Martin to lodge change of committee details with the office of fair trade.	Greg Martin	31/08/2017 Complete
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 Luke Casuer	Ongoing
Gantries Repair 30/10/2017	Nigel is looking for an electrician and Graham to send plans to Nigel. Dean has also said he can organise quotes too. Applying for a safety grant to get the gantries fixed	Nigel Smeaton Dean Deviser Jo Phillips	Ongoing
Lease 30/10/2017	Kevin to contact the council requesting a longer lease and to find out what maintenance is on their list	Kevin Castles	Ongoing
Grant 30/10/2017	The grant needs an extension	Kevin Castles	Ongoing
Toilets 30/10/2017	Nigel to arrange to look at the toilets due to complaints	Nigel Smeaton	Ongoing Complete
Patrizzi Chassis 11/01/2018	Daley to follow up the pick up of chassis	Daley Martin	Ongoing
Insurance Claim 15/02/2018	Jo will organise quotes for the insurance claim for the Trailer, Water Pump, Fence repairs and Plumbing 12/03/2018 Update, waiting for quotes on trailers, Jo has emailed the claim form to Kevin	Jo Phillips Kevin Castles	Ongoing
Trophies 15/02/2018	Jo to look for Trophy companies who deliver and fit within the Trophy budget	Jo Phillips	Ongoing
Sponsorship 15/02/2018	Daley to search for sponsorship for the Social Round	Daley Martin	24/03/2018
Pit Allocation and Signage 15/02/2018	Kevin Castles to contact Cameron Harch for some signage for the allocated bays. Bays will need to be painted so drivers know where they can set up etc	Nigel Smeaton Kevin Castles	22/04/2018
No Smoking Signs 15/02/2018	Signs need to be put around the Pits and Paddock for No Smoking	Nigel Smeaton Luke Casuer	03/03/2018

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7. Private Track Hire Register



Track Hire
Register.pdf

8. Come and Try Register/



Come and Try
Interest.xlsx

9. Motion to accept new members

Moved by Luke Casuer ; Seconded by Joanne Phillips Passed Unanimously

Other key dates

CLOSE Time: 10pm

Next Meeting – 12th April 2018