

# Committee Meeting Minutes

## Committee Meeting Thursday 12<sup>th</sup> of April 2018 Yeronga Services Club, Corner Fairfield Rd and Kadumba St Yeronga

**Attendance:**

- Scott Howard (President)
- Greg Martin (Vice President)
- Nigel Smeaton (Junior Vice President)
- Tanya Trost (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)
- Kevin Castles (general committee member)
- Joanne Phillips (Administration Assistant)

**Apologies:** Greg Martin, Daley Martin, Thomasina Devisser

**Absent:**

**Open: 7.18pm**

**1. Guests:**

**2. Previous Minutes:**



Committee Meeting  
Agenda 14-03-2018.

Moved by : Joanne Phillips    Seconded by Nigel Smeaton    Passed Unanimously

**3. Business Arising:**

	Agenda Item	Description	Action
3.1	SKC	Who will be attending. Whats on the agenda.	No agenda as yet. Scott is unavailable to go, Maureen will be going. At our next general meeting, it will be discussed.
3.2	Lighting Repairs	Update on the repairs and if we can claim insurance.	Lighting has all been repaired and it can be claimed under insurance. Tony feather will be writing a report for the claim. Also the light switches on the light post have been replaced. The cables have been upgraded. Scott to follow this up with Terry from our insurance company.

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3.3	Pro Tour	The checklist for pro tour. Scott has organised toilets and first aid.	IKC will provide a BBQ on Thurs, IKD will provide a BBQ FRI. Bar will need to be open : Thurs:5pm Fri: Between 4-4.30pm Sat:3pm Sun: 12.30. Greg needs to contact Lorelle for the canteen hours which will be Thurs: 6.30am- 5pm Fri:6.30am- 5pm Sat: 6.30am – 4m Sun 6.30am – 2pm A sign needs to be made up for the hours. 20kg Of sausages will need to be ordered.\$50 p/p for practice. Luke can do the BBQ on Friday. We need to find out the legislation for serving glass/bottles. Nigel to book the track sweeper for Wednesday and Saturday night. Tanya to organise a slasher for the back straight. Jo to contact the cleaners to keep an eye on supplies. Everyone to follow the Protour checklist.
3.4	Working Bee	Discuss	Going to form a maintenance committee. Nigel has the bolts for the tyre bundles and will purchase more if need be. Scott is organising all fuel and tools etc. We maybe looking at 50-60 people who are volunteering.
3.5	Affiliation form from KQ	Discuss	We received a new Affiliation form, Tanya will send to Scott
3.6	Club Day Challenge	Russell to discuss	Jo to check if points are up to date and follow up. Organise blank trophies and a sheet of stickers for the trophies. Russell to send the PDF proposal to Jo so it can be on the website.
3.7	Club Championship points update	Discuss. Who is updating the table.	Greg updates this.

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3.8	Meeting for Round 3	Are we having Cadet Beginners. Update on what has been organised and needs organising.	Cadet Beginners will be at this round and it will be explained on the website the Beginners are purely for demonstration so they will have one more round. We will follow the same template for Dash for Cash. Random Draw, all heats count, 2 extra laps for the final. Maureen will be at the track from 5pm to 7pm Friday night for pre-nominations. Put on website to get the pre-nominations in while Maureen is there. We still need a starter and scales marshall.
3.9	Come N Try Karts and Storage	Russel to discuss the upkeep and storage.	Luke has a comer he will donate. We have a new bar lock system only Nigel and Russell will have access. Dealers are happy to help if there are any issues on the days with kart setup or engines. We need Junior helmets. An inventory needs to be complete after the come and try day.
3.10	Track layout for future club rounds	Discuss when this will be implemented.	The track is not ready for any track changes now. More work needs to be done around the track and is the new layouts aren't a priority.
3.11	Club display at supercars at QR	Russell to discuss	Russell has spoken to Lee regarding this and he will have a look into it.
3.12	Sub committees	Discuss introducing sub committees eg, Events, Track, Promotions etc	Introduce sub committees such as maintenance and track committees to help share the work load.

#### 4. Other Business Arising

	Agenda item	Description	Action
4.1	Grants	There are a range of Grants Scott has come across.	Scott is applying for grants for the track, facilities and grandstand.

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4.2	Toilets	Update on what is happening with the toilet block.	The hot water is all hooked up and working. Nigel has ordered new toilets and basins. Hopefully the refurb will be complete before Pro Tour. We have had lots of donations for the blocks so we don't need to spend a lot of money. A disabled unisex toilet will be made from one of the female toilets. A hole will be cut in the wall so it can be accessed from outside the female toilet.
4.3	Keys/Shed	Keys are missing and the shed needs to be cleaned out.	We are missing a Master Key. The key register needs to be updated. The mower shed needs to have a massive clean out. Scott is contacting SP Tools for some sponsorship for Tools for the shed. Once we have new tools and supplies an inventory needs to be made. Nigel Smeaton to organise for the first aid room key to be changed to same key as the office - at working bee
4.4	AKC	What is happening with AKC next year	Ipswich may get AKC next year. A reason why we haven't had it is because of the facilities.
4.5	Grandstand	Look at replacing the Grandstand in the future.	Scott is looking into a grant for a new grandstand and the current one can be sold for scaffolding. For the time being we can look at replacing the wood underneath the poles. The sign on the grandstand to come down.
4.6	Shade Sail	Tech Shed shade sail	Alf has requested for the past 5 years for a shade sail outside the tech shade. Scott will be organising this. All agree to a shade sail for Alf.
4.7	Lease	Update on the Lease	Scott is applying for a Lease extension when we have the facilities back up to standard.
4.8	PO BOX	We have 4 PO Boxes which one will we use	Booval PO Box 577 will be the one to use from now. Jo will organise a redirection of all Po Boxes.
4.9	Insurance Claim	Update on what is happening with the Claim settled in November 2017	The claimant did receive a payout and the Invoice was sent in error to Ipswich Kart Club. KA will be paying this amount and Scott has

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			requested an extension to pay. Name of Clubs Lawyers – Committee advised of the Club’s solicitors and encouraged to call if there were any queries that warranted this type of information. Hall and Co – Shane Mc Intyre who is also a member of the Club.
4.10	Canteen	There are some purchases that need to be made.	A new cash register needs to be purchased so we can monitor sales for future ordering. All agree to a new register. Test and Tag needs to be done or Lorelle and the Fire Brigade walk out. Luke received quote, to be completed prior to Pro Tour. A new upright freezer needs to be purchased. All agree for the purchase and Scott will organise through Swindles. With a new register there should be one person responsible.
4.11	Pit Bay	Some outstanding pit bays need to be paid	Jo to put an announcement on the Website reminding everyone they have 7 days to pay for their bays. There is approximately \$3000 outstanding.
4.12	Practice	What is required of the monitors.	Once we have confirmation on the Practice monitors, Jo will list them on the calendar so we know who is out there. Stickers need to be ordered which will be placed on the nasa panel so the monitors can see who has paid etc. This was what the club did in the past and was very effective at keeping an eye on who’s paid etc. A printer/scanner needs to be purchased to keep in the practice hut so the Practice Monitors can scan and send the sign on sheets straight to Leanne. We all agree on the purchase and Graham will look for a printer/scanner. There needs to be a procedure in place for the Monitors so they are aware of what they are required to do.
4.13	Speedhive	Can this be run 24 hours	For speed hive to stay online all day/night we need to run the main computer. Graham will find out more information to see how we can run this.

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4.14	Roles	Is everyone aware of their roles or have any issues.	Everyone needs to check their roles and if there are any issues it needs to be addressed ASAP to Scott. Scott has asked for Greg and Thomasina to check their roles. As Race Secretary Thomasina needs to complete the Supp Reggs. Banking will stay the same.
4.15	Canteen	What hours should the canteen be open on club days	Jo to email Greg and CC Lorelle know of the hours. 6.30am to 6.00pm
4.16	Email to members	We need a list of trades in the club	Jo to email all members requesting their trades so we can use the members for repairs, maintenance etc.
4.17	Members Away	Maureen and Alf are away from 30 <sup>th</sup> April until 10 <sup>th</sup> May	Nancy will be filling Maureens position. Nancy will have the members phone and emails.
4.18	Come and Try	Follow up a week after	Jo to email the come and try drivers of their experience a week after. There will be a maximum of 2 days they can attend a come and try day.
4.19	Kev Davies	Hay Bails on the track	For safety reasons hay bails can no longer be used.
4.20	Tram Lines	Update on the Tram lines	Scott will inform everyone the procedure for the new lines. Jo will also put on the website the new procedure. Scott to email Jo the info.
4.21	Track Fund	When nominating the \$15 track fund box	Jo to put on the website about the voluntary \$15 track fund payment when pre nominating.

## 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	

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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
<b>Repair Emergency lighting 15/12/2016</b>	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.	<b>Kevin Castles Greg Martin Nigel Smeaton</b>	<b>30/01/2018 Electrician to visited site on 31/03/2017 Some additional work required</b>
<b>Disabled toilet 14/06/2017</b>	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. <b>Update on the disabled toilet. A disabled toilet will be one of the female toilets. Scott has organised for a hole to be cut in the wall.</b>	<b>Scott Howard</b>	<b>1/05/2018</b>
<b>Track Repairs/ Maintenance 23/08/2017</b>	Steve to organise quotes for turn 7 issues. Nigel and Steve to organise a working bee either Thursday night or a Saturday after practice.	<b>Nigel Smeaton Luke Casuer</b>	<b>Ongoing</b>
<b>Gantries Repair 30/10/2017</b>	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	<b>Nigel Smeaton Dean Deviser</b>	<b>Ongoing</b>
<b>Lease 30/10/2017</b>	Kevin to contact the council requesting a longer lease and to find out what maintenance is on their list. <b>Update on the Lease, The Club will be applying for a lease Ensuring the facilities are up to standard will go a long way to assisting with this</b>	<b>Scott Howard</b>	<b>Ongoing</b>
<b>Grant 30/10/2017</b>	The sewerage grant needs an extension	<b>Kevin Castles Scott Howard</b>	<b>Ongoing</b>

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<b>Patrizzi Chassis 11/01/2018</b>	Daley to follow up the pick up of chassis	<b>Daley Martin</b>	<b>Ongoing</b>
<b>Insurance Claim 15/02/2018</b>	Jo will organise quotes for the insurance claim for the Trailer, Water Pump, Fence repairs and Plumbing <b>12/03/2018 Update, waiting for quotes on trailers, Jo has emailed the claim form to Kevin</b>	<b>Jo Phillips Kevin Castles</b>	<b>Ongoing</b>
<b>Pit Allocation and Signage 15/02/2018</b>	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	<b>Nigel Smeaton Kevin Castles</b>	<b>22/04/2018</b>
<b>No Smoking Signs 15/02/2018</b>	Signs need to be put around the Pits and Paddock for No Smoking	<b>Nigel Smeaton Luke Casuer</b>	<b>03/03/2018</b>
<b>Fairwork 12/04/2018</b>	Jo to look into the fairwork wages	<b>Jo Phillips</b>	<b>17/05/2018</b>
<b>Shade Sail 12/04/2018</b>	A shade sail is needed for the Tech Shed area	<b>Scott Howard</b>	<b>17/05/2018</b>
<b>Insurance claim for lights 12/04/2018</b>	Tony Feather needs to do a report for the insurance claim. Scott to put the claim into Terry.	<b>Scott Howard</b>	<b>17/5/2018</b>
<b>Bar and Lock for Come n Try Shed 12/04/2018</b>	A new bar and lock system needs to be installed on the come and try shed and an inventory needs to be made.	<b>Nigel Smeaton Russell Innes</b>	<b>17/05/2018</b>
<b>Toilet Refurb 12/04/2018</b>	We have all the supplies needed for the Toilet Refurb.	<b>Nigel Smeaton Scott Howard</b>	<b>17/05/2018</b>
<b>PO Box 12/04/2018</b>	We have 4 PO Boxes open that we are unable to close. Jo will organise a mail redirection to Booval POBOX 577	<b>Jo Phillips</b>	<b>17/05/2018</b>
<b>Printer/Scanner 12/04/2018</b>	A new network printer/ scanner needs to be purchased for the practice hut.	<b>Graham Castledine</b>	<b>17/05/2018</b>
<b>Grants for the club 12/04/2018</b>	Scott will be applying for any grants we can for the Facilities and Track.	<b>Scott Howard</b>	<b>Ongoing</b>



**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 Maureen Capri    Seconded by Luke Casuer    Passed Unanimously

## Other key dates

**CLOSE Time: 10pm**





*Home of Future Champions*

# Committee Meeting Minutes

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**Next Meeting –**

17<sup>th</sup> May 2018