

# Committee Meeting Minutes

**Committee Meeting Tuesday 22<sup>nd</sup> May 2018 7pm 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)
- Maureen Capri (Membership Officer)
- Alf Capri (Technical Officer)
- Joanne Phillips (Admin Assistant)
- Graham Castledine (Timing Officer)
- Donna Cowie (Race Meeting Secretary)

**Apologies:** Luke Casuer (Track Safety Officer) Kevin Castles (General Committee) Russell Innes (Junior Development Officer/ Race Secretary), Daley Martin (Promotions Officer)

**Absent:** NIL

**Open:** 7.04pm

**1. Guests:** NIL

**2. Previous Minutes:**



Committee Meeting  
Minutes 12.04.2018.pdf

Moved by: Nigel Smeaton      Seconded by Greg Martin

**3. Business Arising:**

	Agenda item	Description	Action
3.1	First Aid	Tanya to discuss	Tanya has received various enquires, from Member and Officials as to the validity of using QAS. Research has been undertaken on the benefits of each organisation.  QAS charge over \$1000 per day/one person. Our current First Aid representative Marnie, is a paramedic and has a team of qualified advanced care paramedics. Discussions were had, and it was decided that as a Club we are happy with the level

# Committee Meeting Minutes

			<p>of care being offered and we will be staying with our current suppliers. The added advantage is that they have race knowledge and passion and come in considerably cheaper than QAS or St Johns.</p> <p>Clubs are able to inform QAS about major sporting events such as motor racing, so Jo will inform QAS of future race meetings, to ensure we are placed as a priority.</p> <p>Queensland Raceway have previously conducted First Aid courses – Secretary has enquired and indicated that there are a number of Club Members who will be willing to attend a future First Aid course. It is recommended that all committee members attend a first aid course if offered.</p>
3.2	<b>Roles</b>	Discuss Roles of the committee members	<p>A new structure needs to be put in place for the race secretary role. Donna and Russell currently share the race secretary role. Donna has now been voted to have her role as the secretary of the race meeting. Donna will organise trophies, volunteers and assist with pre entries. Russell will organise supp regs and entries.</p> <p>Greg was looking after the canteen which now Tanya has accepted she will do and Jo will help out with data entry into the canteen spreadsheet.</p>
3.3	<b>Race secretary</b>	Discuss what needs to be in place for Race Days : race day procedure/formats	<p>We have a race day checklist which Nigel had for last year. We need to find this and edit to suit the roles for Russell and Donna. Maureen is emailing Jo the race secretary roles and responsibilities. This will be passed around for the committee members.</p> <p>To ensure the system is up and running prior to race meeting – Donna will boot the system up on Friday morning to ensure the download is working prior to taking race entries that night.</p> <p>Maureen has indicated that she would still like to organise the officials and Clerk of the Course for race meetings.</p> <p>Jo to draft the new Race Secretary Role Description and circulate prior to the next committee meeting for approval at the next meeting.</p>
3.4	<b>Canteen</b>	Discuss Canteen procedure and locks	<p>President and Secretary had a meeting with Canteen staff at the end of last meeting. There were a number of issues raised, with a request to attend the meeting tonight. Unfortunately they were unable to attend at the last minute.</p>

# Committee Meeting Minutes

			<p>Tanya to coordinate with canteen staff and organise the float and banking. Canteen staff will complete the stocktakes, before and after a race meeting. Jo will enter orders and stocktake into spreadsheets to enable more accurate records to be kept.</p> <p>Money count at the end of race meetings is to be conducted with at least one member of the Rural Fire Brigade and one member of the Ipswich Kart Club. Two people counting at all events.</p> <p>The Rurals have also enquired as to who has keys to the canteen and requested new locks.</p> <p>A discussion was had around trust, and members voted to leaving the current system in place. However – if a club member has a requirement to remove any stock, this is to be recorded on the spreadsheet – to keep the Canteen informed if any stock have been taken out. Jo to create a spreadsheet which will be placed in the Canteen, in the main canteen and in the back room. If ANY stock is taken – it must be recorded.</p>
3.5	<b>Old Kart Shop</b>	Discuss what will be happening with the old kart shop	Scott sent out an expression of interest to the dealers. No one has showed any interest as yet. The closing date for this is next Monday.
3.6	<b>Lights/ Lighting</b>	Lights for running at nights	<p>As we have been advised we can't race under lights Scott will find out if we are still covered for insurance on practice nights.</p> <p>A Member offered to provide a written report as to what he believed the Club would need to do to ensure compliance.</p> <p>At this stage there is no document which outlines exactly what the lights need to adhere to.</p> <p>Scott will ask for a quote to get the lights looked at as to what we need. Once we have what is needed, the committee will discuss the next steps required.</p> <p>An option might be to get portable lights for the next race meeting and have the track inspected. This is quite costly so will only be temporary for the next race meeting.</p>
3.7	<b>Mowers</b>	Update on mowers etc.	The club will apply for a \$15000 grant to use for mowers. The current mowers are broken which will cost more money in the end to fix.
3.8	<b>Sewerage Upgrade</b>	Scott to give an update on what is happening	A quote and design are being drawn up from Brett Howard for the sewerage upgrade which the council will need to approve. The grant money needs to be used so this is currently underway.

# Committee Meeting Minutes

3.9	<b>Free Practice Spreadsheet</b>	Discuss the spreadsheet	A spreadsheet needs to be created with members who are entitled to free practice and Donna needs to be kept updated. At the moment we have members saying they have free practice and having a spreadsheet will be able to confirm this. This goes for life members/passes as well. Maureen will give a list of life passes/members to Donna.
3.10	<b>Rule Change Requests</b>	A query has been received re the weights	They have been many enquires if we can request a rule change on the KA4 Weights. Jo will send out an email to Juniors for a vote on what they want. The vote will be as follows:  1. Weights stay the same  2. Weight change to Lights 128kg, Heavy 138kg  3. Run pro weight at 132kg or 138kg  Jo will let the committee know of the results when they come in. Maureen will send Jo the spreadsheet of Juniors.
3.11	<b>Pest Control</b>	Quotes for pest control	Tanya has contacted several pest control companies for quotes. There is currently a rat issues which needs to be looked at asap.
3.12	<b>Practice Monitor</b>	Discuss practice monitors	Donna and her mum are currently the practice monitors.  There was more interest in this position but at the moment the committee is happy with Donnas commitment and she enjoys it. Will need to inform previous applicants that the position has been filled.  Scott informed Donna that if she needs a break/ holiday, committee members would be able to help out when needed.  Practice stickers have arrived and will need to be issued after sign on at the practice hut. An updated procedure and new sign on sheet has been created which will be sent out to all committee members, feedback has been sought from Donna and will be updated to suit.  Donna currently helps out with the toilet clean. To save money Jo will contact the cleaners and change their schedule to a clean on Race days only for a few hours not the whole day as they have been doing.

# Committee Meeting Minutes

## 4. Other Business Arising:

	Agenda item	Description	Action
4.1	Engine Seals	Alf needs engine seals as the club has none left,	Alf to purchase Engine Seals from his supplier – approved to purchase a bundle of 500
4.2	Banking	BOQ has frozen the account	<p>Leanne has requested there be only 2 other signatories on the bank. All committee members voted that the President - Scott Howard and Secretary - Tanya Trost will be added as signatories as soon as possible, as there are bills that need to be paid.</p> <p>Questions were raised as to why people were logging into online banking. Tanya confirmed that she requested Jo to log in, to enable her to look up and check on canteen invoices etc to see what gets paid to where.</p> <p>Leanne stated if any committee members or members of the club would like any information on the financials to contact her.</p> <p>Discussions were also had around the practice of organising gift cards. Tanya has researched and found that as a Club, we are eligible for Corporate Gift Cards, which can be purchased via direct debit rather than the previous means, which was a little cumbersome. Tanya will set the Club up to enable corporate gift cards for the volunteers.</p>
4.3	Cleaning Committee	Can we organise a cleaning committee to save money	<p>Jo will send out an email with an expression of interest if any members would like to help out with cleaning duties to save the club money. Jo will also contact the cleaners regarding their cleaning schedule and also the prices on their products. A list of duties the cleaners perform will be attached in the expression of interest email. As Donna is happy for this to be included as part of the Practice Monitor Role there will no longer be a requirement for the current weekly clean. Jo will contact the current contractors and enquire as to prices for a weekly clean on race day and stock ordering while Donna will take over the weekly clean.</p>

# Committee Meeting Minutes

4.4	<b>Internet Issues</b>	The internet is playing up and this needs to be addressed asap	The main issues the Club seems to be having with entries and such is poor internet bandwidth. Graham and Greg explained a little of this. The club is currently with Vodaphone. We have lost some signal strength due to overgrown trees. Committee voted to approve Greg to organise and purchase a new Netgear Router, up to \$500.  Scott will contact his Telstra Business Manager to request a direct connect and enquire as to what plans they can offer.
4.5	<b>Come and Try</b>	We are in need of larger size helmets for the come and try days	Jo can put a post out on Facebook, to see if there are any members who might be willing to donate any helmets they don't use.
4.6	<b>Driving of cars in the pits</b>	It has been brought to the Committees attention that there needs mention of appropriate driving within the complex.	To be mentioned at Drivers Briefing
4.7	<b>Lease discussion</b>	Brief discussion	There is a Lease Committee who met with Ipswich City Council Representatives during the last week.

# Committee Meeting Minutes

**Reports:**

Agenda item	Report by:	Content:	Action required:
5.1	<b>President's report</b>	Nil	
5.2	<b>Secretary Report</b>	Secretary Report Attached Correspondence in and out attached	For noting For noting
5.3	<b>Treasurer's report</b>	Pro Tour	
5.4	<b>Grants report</b>	Nil	
5.5	<b>Sponsorship report</b>	Nil	
5.6	<b>Track Safety report</b>	Nil	
5.7	<b>Membership report</b>	New members tabled by Membership Officer	Approved
5.8	<b>Junior Development report</b>	Report is attached as Russell was absent	For noting
5.9	<b>SKC Report</b>		

# Committee Meeting Minutes

## 5. 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>Upute 22/5/18 A quote is coming as additional work is required</b>	Kevin Castles Greg Martin Nigel Smeaton	Ongoing, additional work required
<b>Disabled Toilet</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. 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	Scott Howard	01/05/2018
<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>To be taken off the Action register and added to the working bee register 22/05/18</b>	Nigel Smeaton Luke Casuer	Ongoing
<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>Graham will email the plans to Scott</b>	Nigel Smeaton Dean Deviser	Ongoing
<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. Update on the Lease, Scott will be applying for a lease extension once we have the facilities back up to scratch  <b>To be taken off the action register and added as a General Agenda item</b>	Scott Howard	Ongoing
<b>Grant 30/10/2017</b>	The sewerage grant needs an extension  <b>The grant money will be spent asap with plans currently getting drawn up for council approval as discussed at Lease Meeting</b>	Scott Howard	Ongoing
<b>Patrizzi Chassis 11/01/2018</b>	Daley to follow up the pick up of chassis  <b>Winners have picked up their chassis – to be removed from Action Register</b>	Daley Martin	Completed
<b>Insurance Claim 15/02/2018</b>	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  <b>Jo to contact Dean for police report numbers for the claim</b>	Jo Phillips	Ongoing
<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	Nigel Smeaton Kevin Castles	Complete
<b>No Smoking Signs 15/02/2018</b>	Signs need to be put around the Pits and Paddock for No Smoking  <b>Taken off action register and added to the working bee register</b>	Nigel Smeaton Luke Casuer	03/03/2018



# Committee Meeting Minutes

<b>Fairwork 12/04/2018</b>	Jo to look into the fairwork wages	Jo Phillips	Complete
<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>Update 22/05/2018 Claim has been accepted</b>	Scott Howard	Complete
<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.	Nigel Smeaton Russell Innes	Complete
<b>Toilet Refurb 12/04/2018</b>	We have all the supplies needed for the Toilet Refurb. <b>Update 22/05/2018 Toilet Refurb has started</b>	Nigel Smeaton Scott Howard	Complete
<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>Update 22/5/2-17 All PO Boxes have been closed. All mail needs to be sent to PO BOX 577 Booval 4304. Everyone needs to use this PO Box in their email signatures.</b>	Jo Phillips Tanya Trost	Complete
<b>Printer/Scanner 12/04/2018</b>	A new network printer/ scanner needs to be purchased for the practice hut	Graham Castledine	17/05/2018 Complete
<b>Grants for the club 12/04/2018</b>	Scott will be applying for any grants we can for the Facilities and Track. He is currently getting a quote for demountable/modular toilet block	Scott Howard	Ongoing

## 6. Private Track Hire Register



Track Hire  
Register.docx

## 7. Come and Try Register



April 2018 Junior  
Come and Try Day, F



2018 Senior Come  
and Try Interest.xlsx

## 8. Motion to accept new members

Moved by Maureen Capri ; Seconded by Scott Howard

### Other key dates

- Next Race Meeting 30/06/2018

**CLOSE Time: 10.39pm**

**Next Meeting – 14/06/2018 6pm (TBC)**