

Committee Meeting Minutes

Committee Meeting Thursday 19th July 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)
- Luke Casuer (Track Safety Officer)
- Kevin Castles (General Committee)
- Russell Innes (Junior Development Officer/ Race Secretary)
- Joanne Phillips (Admin Assistant)
- Graham Castledine (Timing Officer)
- Daley Martin (Promotions Officer)
- Donna Cowie (Race Meeting Secretary)

Apologies: Maureen Capri, Alf Capri, Daley Martin, Luke Casuer, Donna Cowie

Absent:

Open: 6.42

1. **Guests:** Steve Peacock



2. **Previous Minutes:** Committee Meeting Minutes 22.5.18 .pd

Moved by Nigel Smeaton Seconded by Greg Martin

3. Business Arising:

	Agenda item	Description	Action
3.1	Roles & Responsibilities	What are the roles and responsibilities of Committee Members on Race Days	It has been discussed that a rotating roster needs to occur for the end of race meetings which includes turning off all the lights and locking all buildings and the gates. For the next Race Meeting Nigel will do the lock up on Saturday, Greg will do the lock up on Sunday. Roles need to be shared on race days.
3.2	Promotional Work	What promotional work has been done by the Promotional Officer for the club with the V8's coming to Ipswich	At the moment Daley has no promotional work as the club needs to set him a task on what work needs doing. Scott will email information for the SQ series so Daley can start promoting it.

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3.3	Internet	Access to the website for updating the weather station and camera	The website is limited to what we can actually do on the site. Greg doesn't have access to change the site. Joanne will put a call out on Facebook for web designers and look at getting a new web designer. Once the committee has picked a new designer, the members will be asked what they would like to see on the website.
3.4	Perimeter Fence	The fence needs repairs and perhaps a gate for access to parking	The fence repairs can be listed on the next working bee. There will be no gate for access to the parking area at the moment but the club can look at this in the future. Members need to be made aware they are not to pull the fence up behind Kaos.
3.5	Grand Stand Footings	The wooden footings on the grand stand need replacing	This will be fixed with concrete pavers which will replace the timber. It will be finished in one day by jacking up each side. Nigel and Scott will organise the pavers.
3.6	Flags & Radios	Some flags are not fit for purpose or are missing. There are not enough Radios to go around for essential positions	The green flag was missing which has now been found. All flags are accounted for and in ok condition. Graham will get a quote for the new radios and batteries. There will be 10 new batteries, 5 radios with chargers and headsets.
3.7	Welcome Packs	Onsite welcome packs for new members. Jo has attached a document which needs the Committees opinions.	There are gift packs which will be made. The committee have read the document Jo has created/edited and this will be printed off and put in gift bags with rule books from the Admin building. Jo will get the document printed out and take them to the track.
3.8	Hire Karts	There have been a number of people coming out to the track asking if we do hire kart on school holidays. Also an update with John Grothers proposal.	John Grother operates Fast Karts and is proposing to come to the track on School holidays. Members will be notified in advance on the days he will be operating. It would be ideal to offer hire karts at night. Scott will email the proposal of \$500 per day.
3.9	Update on Kart Shop	What is the latest update on DPE with the old Kart Shop.	Steve Macken spoke to Scott on Thursday 19 th , in regards to renting the old kart shop. At them moment the rate for the kart shop will be \$1500 per month. DPE will also offer \$5000 worth of products for the year. DPE will operate at the same hours the track is open.
3.10	Pest Control	Update on what is happening with Pest Control. Entries office stinks of mouse droppings.	The pest control has been completed and the company will come back in 3 months.

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3.11	Maintenance	There are maintenance issues that need attending to before the next race meeting.	The shower heads need replacing and the disabled door needs to be done. Nigel will organising the access.
3.12	Come N Try	Is there a confirmed date for a Senior and Junior Come N Try Day	The confirmed date will be the 28 th July. It will be combined Senior and Juniors with 16 confirmed already. Scott has applied for a \$7500 grant which the club will use to purchase two 4SS karts, helmets, race suits and gloves.
3.13	Committee Positions	Committee Positions for next year and any interested members.	Greg will step down as Vice President and Jo will be leaving as Administration Assistant. At the moment all committee members will re-run for the positions next year. Greg will help out with the IT for the club.
3.14	Club Rounds 5 and 6	What is the race format and Key officials for round 5 and 6	Tanya will organise sausages with the canteen convenor for the next round. Round 5 is the Cadets and round 6 is the King and Queen Nationals. The cadet will run qualifying and the normal race format.
3.15	Junior Weight Vote	Jo has complied all the votes which is attached with the agenda	The vote was sent out twice and the weight will stay the same due to inclusive votes. There wasn't enough votes to be able to request a rule change.
3.16	SEK 12 Hour	Discuss the SEK 12hour on the 25 th August	Craig Nissen has booked in the 25 th August. Track Layout B will need to be used because of the lights at night. He will be charged \$2500 and can have the track on the Friday before from 5pm-9pm at no charge. All members will be informed. Russell has offered to open the bar.

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4. Other Business Arising:

	Agenda item	Description	Action
4.1	Business Plan	Steve Peacock to discuss IKC Business Plan	A business plan has been drawn up which will be emailed to all committee members to discuss. The council wants the club to utilize the track and facilities to the best of its ability. The council would like to see more access for the public, commercialised more such as hire karts and the kart shop. The plan that has been drawn up meets the councils requirements and addresses their areas of concern. Ideally the club and the council will work together to create revenue and profit for both organisations. It has been outlined in the plan for Ipswich Kart Club to stay as the sole trader. The Club is looking for a 10 year extension on the lease. The council believe the facilities at the club are run down.
4.2	CMC	Discuss the damage from CMC	Scott and Peter Scott who was mediating for CMC had a meeting to discuss the damage to the road and pit area at the club. There was a discussion regarding laying bitumen in the whole pit area. Scott will discuss with Matt from CMC about the repairs and the possibility of using the facilities for next years CMC
4.3	Grants	Scott will update the committee on the current grants applied and in process	Scott has spoken to Scott from Finding Fundings. The Sewerage Upgrade grant of \$31800 will be changed to use for machinery and maintenance products for the club. This needs to be spent by November 2018. Updating the sewerage system at the moment will not benefit the club as it will be a waste of the grant money as the club has applied for a \$150000 grant for the construction of the amenities block which will be approved by December 2018 and will be available in January 2019.
4.4	Canteen	Update on the orders/ stocktake of the canteen	Jo has created a spreadsheet to keep a track of the orders and stocktakes for the canteen. This will be emailed to Lorelle to use in the future and Jo will not be entering the data. This is the canteen convenors responsibility as they are paid to monitor and run the canteen.
4.5	Mobile Eftpos	Does the bar require a separate eftpos machine.	The bar requires a separate eftpos machine, Scott believes there is a third machine at the club so he will look into this.

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4.6	Social Media	Members comments on Facebook	It has been raised about Kev Davies posts on Facebook having a negative effect on the club. Scott has addressed this in messages but will also speak to Kev in person at the next round.
4.7	AKC and Pro Tour 2019	Update on what the plans are for 2019	Karting Australia have emailed Scott in regards to having two AKC rounds at the club next year. This all looks promising and Scott will keep the club updated.

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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
Disabled Toilet	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 Nigel Smeaton	01/05/2018
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	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 emailed Dean for report numbers on 16/07/2018 and will give the details to Scott	Jo Phillips Scott Howard	Ongoing

7. Private Track Hire Register



Track Hire Register.docx

8. Come and Try Register



April 2018 Junior Come and Try Day, F



2018 Senior Come and Try Interest.xlsx

9. Motion to accept new members

Moved by _____ ; Seconded by _____

Other key dates

- Next Race Meeting 4th & 5th August 2018, SQ Titles

CLOSE Time: 10.35pm

Next Meeting – 19/08/2018 6pm (TBC)