

KARTING

QUEENSLAND

Australian Karting Association Qld Inc T/A Karting Queensland

*President: Dr Ashley Waardenberg PhD - Senior Vice President: Don Ingram
Junior Vice President: Jillian Samson - Secretary: John Martin - Treasurer: Richard Losper*

Management Meeting Minutes - 27th February 2013

Item	Details
Meeting commenced	Wednesday 27th February - 7.30pm (on-line teleconference / videoconference)
Attendees	Ashley Waardenberg (chair), Jillian Samson, Richard Losper, John Martin
Apologies	Don Ingram
Visitors	Mark Hogan, Steven Pattel
Minute Taker	John Martin
Business Arising:	
Welcome	<p>Ashley welcomed everyone. Mark Hogan and Steven Pattel gave a detailed update of the NKC AGM and NKC Meeting that followed. Mark updated us with his report and that will be forwarded to SKC Members for their information. All items were discussed in detail and the update concluded at 9.10pm.</p> <p>The Management Meeting continued at 9.15pm recapping the discussions held with the NKC Delegates.</p>
President's Update	<p>At 9.33pm the meeting went in camera to discuss legal advice regarding financial transactions. In camera session concluded at 9.54pm</p> <p>Commission of Children: Ashley gave an update on his progress to date, advising that the policies will require some changes at club level and will need to be planned. Main strategies are for Commitment, Capabilities, Concerns & Consistency. Ashley to continue to develop the project.</p> <p>Office of Fair Trading: Ashley has looked into membership issues. The membership requirements are stated in the by-laws of the association, which clearly state the requirements of retaining membership. The by-laws should be put into a document and placed on the website for future reference. Don: to copy by-laws into a stand-a-lone document for reference.</p> <p>Constitution : Management decided to lodge changes to reduce costs, changes to be drafted by Ashley. Editable version will be required: to be sought from Graeme Hancock.</p> <p>Qantas Sponsorship : Ashley gave an update on the document being compiled with Shane Thirlwall from Mt. Isa. Richard to prepare a mini-budget to be</p>

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	included in the proposal.
Vice President's Update	-
Junior Vice President's Update	<p>2013 State Titles : Jill is assisting Bundaberg Kart Club with their Supreg's and Officials for the 2013 State Titles.</p> <p>Officials Training : Jill is also working with Chris Robinson organising Officials Courses. Jill has just completed Officials courses at Bundaberg and Gladstone With 16 attendees at Bundaberg and 10 at Gladstone.</p>
Treasurer Update	<p>Presentation of Financials: The financials are now being presented to the clubs by the 15th of the month.</p> <p>Richard is preparing a letter to be sent to the clubs regarding how the incomings and outgoings are handled so that clubs have a better idea of how to read and understand the reports.</p> <p>The financials are no better than previous. The number of race meetings postponed has put an additional strain on the States revenue.</p> <p>Banking Policy : Richard is to prepare a letter to advise the clubs of our banking policy.</p>
Secretary/Licensing Officer Update	<p>All licencing is up to date. All manuals have been distributed. SKC Notice of Intent has been distributed.</p> <p>John gave an update on the appointment of the Tribunes: Jill to also be involved.</p> <p>Conference Centre has been booked for the April, June and Oct AGM. A discount of \$10 per room has been negotiated with no extra charge for more than one person in the room. SKC members just need to inform reception when making bookings that they attending the Karting Meeting.</p> <p>The Race Officials and Technical Officials are continuing to be updated into CM:S so that we can remove the requirement of the duplication in spreadsheets. This has involved requesting and gaining approval for the functionality in CM:S to be modified to eliminate the spreadsheets.</p>

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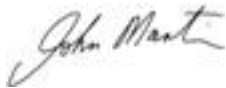
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	<p>Communication has been ongoing with other State Secretaries to enhance CM:S at a State Secretary level to fix bugs and make improvements that have been outstanding for three years. John has been working with the other State Secretaries documenting and giving feedback into modifying CM:S to preprocess credit card transactions when applying for and renewing licences and documenting automatic credit card processing for Pre Entry to Race Meetings to eliminate the need for the club to process the credit card transactions on the day. John will update everyone on further progress at the SKC Meeting in April.</p> <p>John recorded a timesheet for hours spent for the whole of February so that an analysis can be done of the workload of this position. Timesheet to be distributed to executive for review.</p> <p>National have advised that they will no longer be issuing lanyards or plastic holders for new licence holders.</p> <p>The short month of February (28 days) caught out a lot of clubs by not getting Supreg's in the CM:S system within the required time of 30 days. Clubs need to be conscious that they must have their request for their Race Meeting into CM:S within 30 days.</p>
Meeting Closed	10:42pm

Signed:



John Martin
Karting Queensland
State Secretary

6th March, 2013