

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 - 7th August, 2013

Item	Details
<i>Meeting commenced</i>	07/08/2013 – 7.35 PM (on-line videoconference)
<i>Meeting completed</i>	07/08/2013 – 12:30 AM
<i>Attendees</i>	Ashley Waardenberg (joined: 9:10PM), Jillian Samson, Richard Losper, John Martin, Don Ingram (chair)
<i>Apologies</i>	-
<i>Visitors</i>	Robin Petersen, Adam Stroud, John Brydon
<i>Minute Taker</i>	Management

Visitor Session	Details
Whitsunday Bundaberg	<p>Visitor Session - Whitsunday / Bundaberg</p> <ul style="list-style-type: none"> ● Whitsunday - Adam Stroud ● Bundaberg - Robin Petersen <p>Discussion of Preliminary Planning for closed State Titles at Whitsunday Motor Sports Complex September 2013</p>
	<p>Recap of issues at Bundaberg Titles</p> <ul style="list-style-type: none"> ● Entries <ul style="list-style-type: none"> ○ Closed 125 ○ Open 276 ● Issues to be noted for future events <ul style="list-style-type: none"> ○ Budgeting for costs <ul style="list-style-type: none"> ■ List expenses & compile spreadsheet for future budgeting ○ Make better use of AKA Marketing rep <ul style="list-style-type: none"> ■ Establish rapport with local media prior to contacting Lee ■ Plan use of AKA marketing early ○ Keep a lid on competitors early <ul style="list-style-type: none"> ■ Plan good team of officials <ul style="list-style-type: none"> ● competent grid marshals ● Run firmly to time table ● Extra hands ● Food for officials ● Reliable Radios required <ul style="list-style-type: none"> ○ Headset kits ○ Radio kits ■ 60 Volunteers on the ground at event <ul style="list-style-type: none"> ● 4 Techs at closed ● 6 Techs at open ○ Contact council special events section <ul style="list-style-type: none"> ■ Waste disposal ■ Extra bins (75) ■ Extra toilet blocks <ul style="list-style-type: none"> ● PRIORITY - Volunteers required to maintain ○ Setup the environment in advance to take advantage of the mentoring opportunities available for local officials ○ Do your own thing and optimise local advantages <p>Issues for Whitsunday Titles</p> <ul style="list-style-type: none"> ● Shortage of volunteers <ul style="list-style-type: none"> ○ Techs ○ TRAKSA system will be available but may require volunteers

	<p>Issues requiring AKAQ support</p> <ul style="list-style-type: none"> ■ Reliable Radios required <ul style="list-style-type: none"> ● Flightbox with special events kit ● Headset kits ● Radio kits <p>Further to our discussion on the weekend, we would appreciate the following to be added to the webinar agenda for next Wednesday please:</p> <ul style="list-style-type: none"> ● Discussion on PC requirements for the Qld Closed State Titles ● 3G connections available at tracks around the state ● Ability to remote access into timing system - VNC or similar
<p>Track Inspector South</p>	<p>NKC Agenda - Dropping the lux levels too low. 20 should be a functional minimum.</p> <p>Marshalling lights - only visible from one direction - not as useful if Officials on course cannot see the status of the lights.</p> <p>GC600 looking good. Inspection complete, accompanied by J Martin & C Robinson</p> <p>Discussion about flag point compliance with distances etc. (Toowoomba noted) - John has composed a letter to the Toowoomba Council on behalf of the Toowoomba Club in order to garner support for financial assistance to the club.</p>

President	Details
<i>Policies</i>	<p>Sandra Dicoski has volunteered to review and update the policies after being approached following the SKC meeting, however Sandra will be away until October.</p> <ul style="list-style-type: none"> ● <u>ACTION</u>: A list of policies is to be compiled and circulated to Management for determination as State matters (for Sandra) or to be forwarded to National as National matters. <p>SKC meeting: “Investigate AKA National Policy/others on Code of Conduct including discipline / penalties for the SKC Management & Delegate Behaviour including correspondence”.</p> <ul style="list-style-type: none"> ● AKA National Code of Conduct has been received - to be discussed by email and added to Policy list <p>Come and Try- QLD Policy/Procedures.</p> <ul style="list-style-type: none"> ● Policy and Calendar received from Gladstone and discussed ● It was noted that the timing was too tight - need minimum of 3 weeks (1) receive, (2) use (3) hand over. ● Ashley to contact Jenny with comments.
<i>Grants</i>	<p>Young Athlete Assistance Program</p> <ul style="list-style-type: none"> ● An application was made to the Young Athlete Assistance Program to have the State Open titles recognised. <p>Application has been <u>approved</u> - once the event is officially listed on website, John is to let members know.</p> <p>Richard raised Netball QLD grant structure which is commissioned. <u>ACTION</u>: Richard to follow up with Netball QLD and report back to Management</p>
<i>Constitution</i>	<p>Constitution has been edited up to July SKC resolutions.</p> <ul style="list-style-type: none"> ● John to look for a JP to finalise paperwork and submit <p>Update constitution to model rules as per SKC resolution.</p> <ul style="list-style-type: none"> ● Ongoing, a lot of inconsistencies have been noted. ● Malcolm Saunders has also offered to review - approved by management
<i>WHS & Bullying/Harassment</i>	<p>Dave Price is investigating WHS requirements for KartingQLD.</p> <p>Complaint has been received with regards to the lifting of karts from workplace health and safety QLD.</p>

	<ul style="list-style-type: none"> To be raised at NKC meeting and a memorandum directed to clubs after further clarification is received with regards to duty of care.
<i>VolunteeringQLD</i>	<p>Following discussion with Volunteering QLD, 16 hours is not literal, more specific to 16 hours every week, occasional events are ok.</p> <ul style="list-style-type: none"> NB: It is important to inform volunteers/potential volunteers that they could be asked to volunteer for events that span greater than 16 hours. Ashley to submit application
<i>Track Inspection reciprocate</i>	<p>Track Inspectors have been asked to reciprocate the inspection of their “home” club to remove and conflicts of interest and to provide a mutual ground for training/sharing of knowledge for consistency.</p> <ul style="list-style-type: none"> Agreed to by John Byrdon and David Price Dates to be identified <p>Reports have been received from John Brydon. Reports are outstanding from David Price (David is going to scan and email reports).</p>
<i>Townsville - bullying</i>	<p>In camera discussion.</p> <ul style="list-style-type: none"> Ashley to contact Townsville Kart Club and discuss further.
<i>Governance meeting</i>	<p>Ashley gave an update to the meeting at the NSW Institute of Sport at Olympic Park, hosted by Lander and Rogers/NSW Office of Communities and Australian Sports Commission.</p>
<i>Board update</i>	<p>Memorandum of Understanding - has been received from National office. Executive to review, comments to be appended to document for review by Solicitor and then distributed to members for final decision.</p>
<i>AGM</i>	<p>Ashley has a clash with the AGM due to potential visit to U.S. for a 2 week period.</p> <ul style="list-style-type: none"> Discussion around necessity to be at meeting Management elected that the presence was required and to move the date back. 1st of December identified - to investigate further and report back at next meeting.
<i>Website maintenance</i>	<p><u>Outstanding:</u> Proxy Form needs to be placed on website.</p>

Vice President	Details
<i>Utilising CAMS Officials</i>	Arising from SKC Meeting <ul style="list-style-type: none"> ● Don to Investigate after NKC meeting
<i>State Emails</i>	Chris Robinson <ul style="list-style-type: none"> ● a laptop session is being organised Mark Hogan <ul style="list-style-type: none"> ● no response John Brydon <ul style="list-style-type: none"> ● meeting arranged to sort out
<i>Investigate online voting systems</i>	<ul style="list-style-type: none"> ● Requires secret ballot mechanism ● Incorporate test in informal online SKC meeting ● Outcome - Survey Monkey appears suited to the task
<i>Video Conferencing</i>	<ul style="list-style-type: none"> ● Arrange Video Conference for full SKC as trial <ul style="list-style-type: none"> ○ Ensure all delegates have functional systems ○ Establish a key person and proven computer system at each club ○ ACTION - Don to move through the Clubs list ● Edit and redistribute Club weekly access calendar <ul style="list-style-type: none"> ○ excl weds & thurs ○ Edited version issued ● Budget consideration <ul style="list-style-type: none"> ○ Driver levy to cover SKC meeting expenses so that all clubs are on equal footing for expenses recovery regardless of location or membership ○ removing disadvantages of regional clubs? <ul style="list-style-type: none"> ■ view to reduce to 3 funded meetings with supplemental meetings via Nefsis ○ In progress ● Arrange for meeting with Track Inspectors for Weds 14-8-2013 <ul style="list-style-type: none"> ● NKC on following weekend so discussion & planning required ● Outcome - Completed
<i>Promotional material for Gold Coast 600</i>	<ul style="list-style-type: none"> ● Generate re-usable promotional material for Gold Coast 600 <ul style="list-style-type: none"> ○ Safety in youth theme -road safety tie in? <ul style="list-style-type: none"> ■ fatality-free-friday ■ darkness ■ numbers/stats? ■ In progress ○ Feasibility of reimbursement ○ Investigate a generic club marketing package with a safety angle to aid acceptance in admission to shopping centres

	<ul style="list-style-type: none"> ■ We have no direct access to the public attention for new members ■ There is no standard marketing package available to clubs ■ A standard package could leverage the expertise of professional marketing advisors ■ Particular target areas are commercial areas with large passing traffic and also sports sign-on days ○ Don consulting with LEE.H - construct a package and a quote
Titles roster	<ul style="list-style-type: none"> ● Edit docs for Titles roster and place on web site <ul style="list-style-type: none"> ○ send to Ashley for website ○ Edited version issued (add to SKC/AGM agenda)
Luxmeter issue	<ul style="list-style-type: none"> ● Re-visit luxmeter issue <ul style="list-style-type: none"> ○ NKC conference proposal? - distance variation - percentage issue versus lux distribution (i.e. log scaling) ○ sporting grounds 50-100% - what distance? ○ Awaiting discussion with NKC
Race rule summary diagrams	<ul style="list-style-type: none"> ● Distribute race rule summary diagrams for comment <ul style="list-style-type: none"> ○ like a learners licence book ○ In progress
Officials training systems proposal	<ul style="list-style-type: none"> ● AKA Officials training systems including mentoring and use of video conferencing <ul style="list-style-type: none"> ○ training grants?? ○ put together potential training options ○ Community Building - Use regular task based meetings of groups (eg Officials, timing officers, club secretaries or treasurers) to build a statewide task based community in order to build cooperation & support for the roles. This may also diffuse the tribal boundaries which sometime form between various groups of clubs. ○ In progress
Protecting Officials at Major meetings	<ul style="list-style-type: none"> ● Perhaps we should follow the trend in the traffic branch and make use of small low-cost lapel worn HD cameras ● This has a number of benefits: <ul style="list-style-type: none"> ○ There is a record of what is said and who is present ○ Everyone knows that the conversation is recorded so it tends to dispense with the nonsense as everything said is on the record ○ It prevents malicious attacks against Officials ○ It prevents false accusations of attacks by Officials ○ If you can't say it on camera then it probably shouldn't be said anyway... ● noted for future consideration

Driving Standards	Interacting with the Community <ul style="list-style-type: none"> ● The professional driving quest and gaining the support of the community ● The cost of ignoring standards out on the roads <ul style="list-style-type: none"> ○ Coupling this to participation in the sport as a display to Government of the benefits of the sport and the desire to encourage professionalism
KFE Class	Don spoke about seizing the initiative and to formulate a base for an innovative approach to a cost contained electric class. <ul style="list-style-type: none"> ● requires further investigation

Jnr Vice President	Details
<i>in camera officials matter</i>	Jill gave an update to complaint process. Jill to think about processes that could be recommended for officials.

Secretary	Details
<i>Yamaha Report</i>	To be submitted to Board for consideration. <ul style="list-style-type: none"> ● documentation to be brought to NKC meeting.
<i>Come and Try</i>	Ipswich has queried charging of attendees for Come and Try events. <ul style="list-style-type: none"> ● Donations were discussed ● Clarification to be sought from Insurance
<i>Expression of Interest for 2016 National in QLD</i>	From JULY SKC MEETING: 9h – Next National Titles are in QLD in 2016. Secretary to send out email asking for expressions of interest. <ul style="list-style-type: none"> ● John to ask National if there is procedure and application form prior to sending to clubs. ● RAISE AT NKC MEETING + Mt. Isa Dirt Track Nationals in 2014
<i>State titles roster</i>	JM to email clubs with State Title Roster to clubs as per SKC direction. <ul style="list-style-type: none"> ● as discussed by Don ● ACTION: to be added to next general meeting <ul style="list-style-type: none"> ○ remove from by-laws and maintain as a policy
<i>Gold Coast 600</i>	<ul style="list-style-type: none"> ● Draft Supregs sent to Lee on 29/7 ● John to arrange email to clubs on 31st July reminding closing date for nominations Friday 2nd July in addition to confirmation of “B” grade only and entry cost. ● Management is to get along to meeting to be present and to network with the V8 Supercars Management ● Flights approved for Don Ingram to attend ● Ashley has discussed with Lee to arrange an informal meeting with the view to arrange a formal meeting in November as a follow up regarding future potential.
<i>Emerald Officials school attendees</i>	John gave update to officials school <ul style="list-style-type: none"> ● two without email addresses/DOBs ● a column needs to be added with Licence number/status to form <ul style="list-style-type: none"> ○ new form (Jill to work on) ● Jill had sent out requests for information, but is still waiting for all to respond. Once collated Jill will send to John.
<i>Development of Sportsman Enduro Class (Originally Pro Kart)</i>	<ul style="list-style-type: none"> ● John is to continue to liase with KartingNSW and representative of ex-ProKart drivers for introduction of meetings this year (no longer than 6 hours). <ul style="list-style-type: none"> ○ Ex Pro Kart drivers have been advised to apply to AKA clubs for membership and apply for AKA Licences.
<i>Constitutional Changes</i>	John to arrange for the changes to be signed by JP and lodge.

Treasurer	Details
Qantas Budget	Qantas sponsorship budget <ul style="list-style-type: none"> ● On hold till AGM/SKC meeting. <ul style="list-style-type: none"> ○ Send to the new AKA board to qualify grant positions.
GJ Walsh Outstanding Issues	The new auditor has communicated directly with GJ Walsh and obtained all available records <ul style="list-style-type: none"> ● Status: Closed
2013 Audit	<ol style="list-style-type: none"> 1. Letters sent to banks, clubs and other debtors to confirm balances as at 30/6/2013 2. Request sent to AKA National to confirm loan and general account balances as at 30/6/2013 3. AKAQ to check the asset register and report back to the auditor 4. Auditor to produce a draft report by end of September 5. Auditor to advise when we can roll the MYOB file over to the new year <p>Note: we cannot produce any new year financial reports till the MYOB file is rolled over.</p>
2013/2014 Budget	<p>Budget items raised by SKC for inclusion</p> <ol style="list-style-type: none"> 1. QLD State Open Championships Fund 2. Travel/Accommodation Fund for club delegates to attend SKC Meetings 3. Championship Fund 4. Training budget 5. AKAQ Radio's for major events - after experiences at Bundaberg State Titles 6. Come and Try Trailer review and budget 7. Advertising/Promotion 8. State-wide series (discussion continued into QLD Karter of the year) 9. Closed titles sponsorship and series - Closed State Titles winners get free entry to Open State Titles 10. Track Inspections 11. Track development fund 12. Recording Equipment 13. Officials Travel funds (with review of reimbursement policy) 14. Mentoring Program <p>Draft budget forecast created, to be reviewed by Executive.</p>
Charters Towers club Issues	Towers club account is in arrears. <ul style="list-style-type: none"> ● Treasurer to communicate with the club to discuss and advise of outcomes.

<i>NKC Chargeback</i>	John McCleverty queried expense for NKC Co-Delegate to attend <u>AGM in August 2012</u> and whether it has been charged back to National. Executive to follow up with National (JULY SKC Meeting). <ul style="list-style-type: none"> ● Richard to communicate with John Martin and get advice from National office.
<i>Vintage Club</i>	Vintage club will send 2 delegates to the National Committees Conference - AKA National to pay for one as normal and the costs for the other is to be invoiced to the Vintage club.
<i>Grant writer contacts</i>	Richard to follow up with Netball Qld to obtain grant their contact.
<i>Financial matters</i>	In camera session. <ul style="list-style-type: none"> ● Outcome: Matter has been reported to the police and an incident number obtained.
<i>AKAQ officials and executive benefits</i>	Review of benefits made available to inspectors, officials and executive <ul style="list-style-type: none"> ● financial reimbursement policy to be created/updated ● qualify expenses associated to position ● build into position descriptions <ul style="list-style-type: none"> ○ Richard to draft a policy

Signed:



John Martin
Karting Queensland

State Secretary