

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 - 18th September, 2013

Item	Details
<i>Meeting commenced</i>	18/09/2013 – 7.45 PM (on-line videoconference)
<i>Meeting completed</i>	18/09/2013 – 12:00 AM
<i>Attendees</i>	Ashley Waardenberg (chair), Richard Losper, John Martin, Don Ingram (joined: 8:45PM)
<i>Apologies</i>	Jillian Samson
<i>Visitors</i>	Lee Hanatchek (left meeting at 8:19PM)
<i>Minute Taker</i>	Management

Visitor Session	Details
Lee Hanatcheck/Race of stars	<ul style="list-style-type: none">● Working to establish further commitment from V8's with regards to organisation of drivers● ProAm - Income likely to be lower and budget is to be reviewed● Entries to date<ul style="list-style-type: none">○ John gave an update - 28 confirmed/paid entries & 75 shirt orders● Xtreme have been good to work with - especially with facilities/track standards that required attention● Aim to see 5,000 people attend the event● Lee. H. to send update on agreement between V8's, Xtreme and KartingQLD through

President	Details
<i>Policies</i>	<p>List of policies have been circulated to the Management.</p> <ul style="list-style-type: none"> ● Ashley to send list of policies to Sandra (including Code of Conduct) ● Seek clarification from National Board with regards to some policies <p>Come and Try- QLD Policy/Procedures.</p> <ul style="list-style-type: none"> ● Ashley has been in contact with Jenny who has provided an updated calendar. ● Some minor changes to be done and circulated.
<i>Grants</i>	<p>Young Athlete Assistance Program</p> <ul style="list-style-type: none"> ● Application has been approved ● John to send notice to all clubs ● Ashley to put on website <p>Netball QLD uses an external body for grant applications.</p> <ul style="list-style-type: none"> ● Richard to follow up again (who they are using)
<i>Constitution</i>	<p>Update constitution to model rules as per SKC resolution.</p> <ul style="list-style-type: none"> ● Still ongoing - time permitting
<i>WHS & Bullying/Harassment</i>	<p>Position of KartingQLD is still being determined with Workplace Health and Safety QLD.</p> <ul style="list-style-type: none"> ● It has been established that KartingQLD is a PCBU ● The extent of requirements at different levels is still being establish ● Ashley to contact National Board with regards to WHS standing and plans from the National body, especially with regards to KartingNSW putting together a handbook (outcome from NKC meeting).
<i>VolunteeringQLD</i>	<p>Application has been approved.</p> <ul style="list-style-type: none"> ● Code of practice to be circulated to all clubs and placed on website
<i>Track Inspection reciprocate</i>	<p>Carried over</p> <ul style="list-style-type: none"> ● Dates to be identified <p>Track inspection reports - have been received from David Price</p>
<i>Board update</i>	<p>Memorandum of Understanding - has been sent to Lawyer for review and alterations/comments received.</p>

	<ul style="list-style-type: none"> ● Amended MOU to be sent to National in principle
2013 AGM/SKC Meeting	<p>Discussion and setting of timelines:</p> <ul style="list-style-type: none"> ● Meeting - <u>1st December (Sunday)</u> ● Notice of intent & calling of agenda items (SKC Meeting - after AGM) - <u>23rd September</u> <ul style="list-style-type: none"> ○ Agenda items deadline - <u>5pm AEST 11th November</u> ● Calling of Nominations - <u>1st October</u> <ul style="list-style-type: none"> ○ Closes - <u>5pm AEST 11th November</u> ● Budget to be circulated - <u>7th October</u> ● SKC/AGM Agenda to be distributed - <u>15th November</u> ● Audit report to distributed with AGM Agenda - <u>15th November</u>
Utilising CAMS Officials	<ul style="list-style-type: none"> ● Investigate with National Body
Website maintenance	<u>Outstanding:</u> Proxy Form needs to be placed on website.

Vice President	Details
State Emails	Chris Robinson <ul style="list-style-type: none"> ● a laptop session is being organised - ongoing John Brydon <ul style="list-style-type: none"> ● has been sorted out
Gold Coast 600 Promotional Material	<ul style="list-style-type: none"> ● ongoing
Luxmeter Investigation	<ul style="list-style-type: none"> ● Kit ordered per track inspector as per NKC resolution ● ACTION: clarification to be sought from National with regards to current Lux meters purchased by QLD & limitations on use of existing meters by clubs
Race Rule Documentation (with Jill Samson)	<ul style="list-style-type: none"> ● Distribute race rule summary diagrams for comment <ul style="list-style-type: none"> ○ like a learners licence book ○ Outcome - In progress ○ carried over
Video conferencing	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 <ul style="list-style-type: none"> ○ Don to organise with John to send a bulk email and organise key persons Video Conference calendar <ul style="list-style-type: none"> ● calendar being worked ad-hoc based on club availability and outstanding issues. <ul style="list-style-type: none"> ○ Mt. Isa, Whitsundays and Mackay have been invited and ran successfully ○ Cairns notified inability to participate due to technical inaptitude Use of Video Conferencing for training <ul style="list-style-type: none"> ● trial officials training (as per Secretary minutes). ● training proposal has been drafted
Grants	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

	<p>Seizing the initiative</p> <ul style="list-style-type: none"> • The KFE class - Formulate a base for an innovative approach to a cost contained electric class <p><u>ACTION:</u> create a document summarising opportunities and identify persons interested in assisting in fruition</p>
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<p>Jnr Vice President</p>	<p>Details</p>
<p><i>Not present</i></p>	

Secretary	Details
<i>Yamaha Report</i>	John to send directly to CEO as a result of carrying over an agenda item from the SKC meeting.
<i>Come and Try</i>	Ipswich has queried charging of attendees for Come and Try events. <ul style="list-style-type: none"> ● John sought clarification with regards to follow up from Insurance ● Clarification to be sought from Insurance <ul style="list-style-type: none"> ○ Can attendees be charged at Come and Try days?
<i>Expression of Interest for 2016 Nationals in QLD</i>	John to email National body seeking requirements for hosting a National event. <ul style="list-style-type: none"> ● This is to then be distributed to clubs; and ● Ask for expressions of interest
<i>Suppreg's for Gold Coast 600</i>	Have been approved and placed on website.
<i>Officials Schools</i>	Mackay have requested an officials school: <ul style="list-style-type: none"> ● Don gave an update: Mackay is keen to be involved in officials school by video (Mt. Isa is also keen to be involved). ● Don to liaise with Chris Robinson and Jill Samson ● Alternative is to set a date for an officials school in person
<i>Sportsman Enduro update</i>	NSW have run their first event last weekend. <ul style="list-style-type: none"> ● ProKart licence holders have been joining existing KartingQLD clubs and obtaining AKA licences ● John to follow-up on technical specification requirements
<i>Constitution changes</i>	Amended constitution has been lodged with OFT. <ul style="list-style-type: none"> ● Receipt to be forwarded to Treasurer.
<i>Tribunal outcomes</i>	A tribunal was held on the 16th September via video conference. <ul style="list-style-type: none"> ● Don gave update to technical aspects and areas that require improvement, however overall worked well. ● Outcomes to be forwarded to National body for distribution.

Treasurer	Details
2013 Audit	<ol style="list-style-type: none"> 1. Request sent to AKA National to confirm loan and general account balances as at 30/6/2013. Completed and received from National 2. AKAQ to check the asset register and report back to the auditor <ol style="list-style-type: none"> a. Assets and locations/values were discussed and list finalised for auditor. Done and sent to auditor. 3. Auditor to produce a draft report by end of September <ol style="list-style-type: none"> a. pending further documentation required. 4. 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>Richard has created a budget with the projected income/expenses and a breakdown.</p> <p><u>Set date to review budget - 25th September.</u></p>
Club Issues	<p><u>ACTION:</u> Richard still to contact Peter Thomas from Charters.</p> <p>Vintage have an outstanding amount that also requires follow-up.</p> <ol style="list-style-type: none"> 1. Received information from secretary regarding email address to send invoices to. Still have to send the invoices.
NKC Chargeback	<p>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)</p> <p><u>ACTION:</u> Richard to provide details to John Martin to make request to National.</p>
AKAQ officials and executive benefits	<p>Review of inspectors, officials and executive financial matters:</p> <ul style="list-style-type: none"> ● financial reimbursement policy to be created/updated ● qualify expenses associated to position ● build into position descriptions <p><u>ACTION:</u> add to policies that need to be developed/reviewed.</p>
Track inspections	<p><u>ACTION:</u> John to forward list of Track inspections to Richard for billing.</p>

Signed:



John Martin
Karting Queensland

State Secretary