



## **Australian Karting Association (QLD) Inc.**

### **State Karting Council Meeting Agenda**

**Saturday 31<sup>st</sup> May, 2014**

**Sunday 1<sup>st</sup> June, 2014**

**Hinkler's Conference Centre**

**528 Kingsford Smith Drive,**

**Hamilton. QLD 4007.**

**PH - 07 3268 6388**

**Commencing at 11.30am**

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**Meeting Opened at**

#### **Item 1 - Confirmation of attendance, proxies and apologies**

**Motion:** That the proxies, attendance and apologies be accepted.

**Proxies**

**Carried By**

**Attendance**

**Apologies**

Moved

Seconded

Voting

Motion

#### **Item 2 – Declaration of Pecuniary Interests**

#### **Item 3 - Acceptance of digital recorder**

**Motion:** That the digital recorder is accepted to assist with recording the minutes.

Moved

Seconded

Voting

Motion

#### **Item 4 - Open meeting to observers**

**Motion:** That the meeting be open to observers except where it relates to legal matters.

Moved  
Seconded  
Voting  
Motion

#### **Item 5 - Confirmation of Minutes**

**Recommendation:** That the minutes be accepted from the 22th February, 2014 State Karting Council Meeting be accepted.

Moved  
Seconded  
Voting  
Motion

#### **Item 6 – Business Arising from Previous Minutes**

#### **Item 7 - REPORTS**

**Item 7a – President – Ashley Waardenberg**  
**Item 7b – Senior Vice President – Don Ingram**  
**Item 7c – Junior Vice President – Jillian Samson**  
**Item 7d – Treasurer – Richard Losper**  
**Item 7e – Secretary/Licencing Officer – John Martin**  
**Item 7f – Officials Coordinator – John Lane**  
**Item 7g – State Technical Officer – John McCleverty**  
**Item 7h – Track Inspector North – Peter Thomas**  
**Item 7i – Track Inspector South – John Brydon**

**SKC Delegates Reports – Verbal (maximum 90 seconds)**

**Motion:** Acceptance of all reports

Moved  
Seconded  
Voting  
Motion

## **Item 8 – AGENDA ITEMS**

### **Item 8a – Karting Qld Executive – Submission of Agenda items.**

#### **Proposed Policy and/or inclusion as By-Law:**

#### **Agenda Items for a General Meeting, Background and Explanation**

##### Background

There have been instances of agenda items insufficiently described so as to result in confusion or uncertainty as to the subject matter, resulting in inefficient and ineffective use of the time generously contributed by Delegates and other participants.

##### Objective

Enhancement of the Effectiveness of Meetings

##### Proposal

For the purpose of conducting more effective and productive meetings and providing more opportunity for delegates to know and understand the agenda items and focus on the issues, it is proposed that in future all items submitted to the secretary as agenda items contain a clear and concise description of the item and include sufficient background and explanation to enable delegates to give preliminary consideration to the items prior to the meeting.

Further, it is proposed that the Secretary be empowered to call for further description, background and explanation, and to exercise discretion as to whether to include an agenda item that is;

- (a) not clearly and concisely described; and / or
- (b) does not include sufficient background and explanation; and / or
- (c) in the opinion of the Secretary is frivolous or vexatious.

It is proposed that this proposal is accepted as a standing policy of Agenda items for General Meetings and/or incorporated in the By-laws of the Association, which can be conducted at any general meeting.

#### **Motion:**

Moved :

Seconded :

Voting :

**Item 8b – Karting Qld Executive - Report from Governance Committee.**

**Motion: Karting Qld is to transition to a Company Limited by Guarantee.**

***History:***

Karting QLD moved to appoint a sub-committee to review the management structure of the Association. Over the past 6 months, this sub-committee has considered and reviewed multiple structures. As a result of this review, the sub-committee has unanimously voted to move to a company limited by guarantee model.

***Rationale:***

The Australian Sports Commission has issued mandatory Governance Guidelines for National Sport Organisations which includes National Bodies being established as a company limited by guarantee and the need to have strategic plans and operating budgets. This is to ensure that boards operate under sound principles thereby being effective in the facilitation of the success of the organisation. State Bodies we suspect will be next as the Office of Fair Trade has recently created a process to facilitate and encourage incorporated associations to move to companies limited by guarantee.

Becoming a company limited by guarantee requires more accountability, increased financial reporting requirements and less self-interest; reflecting a structure recently adopted by AKA Aust. Board members are replaced on a staggered system with a maximum term in office, thereby encouraging board renewal whilst retaining corporate memory.

Moved :

Seconded :

Voting :

Motion :

**Item 8c – Karting Qld Executive - Costing for Governance changes.**

**Motion: Karting Qld to accept the cost agreement provided by Heydons to establish a Company Limited by Guarantee.**

See Attached Agenda Item 8c.1 and Item 8c.2 – **in confidence and not for distribution.**

Moved :

Seconded :

Voting :

Motion :

**Item 8d – Karting Qld Executive - 2014/2015 Budget Review**

A proposed budget spreadsheet will be distributed as a separate cover.

**Motion -**

Moved :

Seconded :

Voting :

Motion :

### **Item 8e – Developing a Future Plan for the future of Karting QLD**

Preparatory documentation for delegates will be distributed as a separate cover.

### **Item 8f – Carried over from last SKC Meeting** **Raised by Cooloola (see attached document)**

Motion: Karting Queensland employ a professional bookkeeper.

The payment of the bookkeeper to come from the fee we give to current Treasurer as an honorarium.

Responsibilities of bookkeeper:

- The bookkeeper to be responsible for maintaining books to a standard required by auditors.
- The bookkeeper to issue all invoices within 5 working days of their occurrence.
- The invoices to be itemized.
- Preparation and submission of BAS reporting

**Reason:** This brings the accounts up to date with the current policy of Karting Queensland which currently seems lacking.

### **Item 8g – Carried over from last SKC Meeting.** **Raised by Cooloola (see attached document)**

Motion: All clubs be given read only access to the MYOB data base so they can generate reports at any time of the clubs need.

**Reason:** Brings the financial governance of the associations books to a professional level. We won't then have each new treasurer bring his view on what is the correct way to manage the association books. Clubs will be able to have easy access at any time to view the associations and their own financial position. No more apologies for late invoices due to work commitments, holidays or other matters as this is the basis of the bookkeeper's employment. No imminent increase in cost to Karting Queensland.

### **Item 8h – Items raised by Brisbane Kart Club**

See attached document with proposed Agenda items from Brisbane Kart Club, items 1 – 15.

### **General Business – Items**

**Meeting Closed at**

**SUBMITTED**

**AGENDA**

**ITEMS**

Agenda Item 8g & 8g :-



IA -18266

President: Mr. Jon Galos;

Secretary: Mr. Ralph van Doorn JP - Treasurer: Mrs Elizabeth Harris  
PO Box 782 GYMPIE QLD 4570 Tel: 0418 547 265 Fax: 07 3800 4895

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Secretary  
PO Box 782  
GYMPIE QLD 4570  
Tel: 0409 832 082 – 0418 547 265  
[Email:sec@cckc.org.au](mailto:sec@cckc.org.au)

Secretary AKA Qld Inc  
Saturday, 25 January 2014  
AGENDA ITEMS – SKC 11/2

Enclosed agenda items for meeting SKC 11 Feb 2014

**Motion: 1**

Karting Queensland employ a professional bookkeeper.  
The payment of the bookkeeper to come from the fee we give to current Treasurer as an honorarium.

Responsibilities of bookkeeper:

- The bookkeeper to be responsible for maintaining books to a standard required by auditors.
- The bookkeeper to issue all invoices within 5 working days of their occurrence.
- The invoices to be itemized.
- Preparation and submission of BAS reporting

**Reason:**

This brings the accounts up to date with the current policy of Karting Queensland which currently seems lacking.

**Motion: 2**

All clubs be given read only access to the MYOB data base so they can generate reports at any time of the clubs need.

**Reason:**

- Brings the financial governance of the associations books to a professional level.
- We won't than have each new treasurer bring his view on what is the correct way to manage the association books.
- Clubs will be able to have easy access at any time to view the associations and their owns financial position.
- No more apologies for late invoices due to work commitments, holidays or other matters as this is the basis of the bookkeeper's employment.
- No imminent increase in cost to Karting Queensland.

Ralph van Doorn JP(Qual)  
Secretary  
Cooloola Coast Kart Club

**Agenda Item 8h :-**

*Brisbane Kart Club Inc*

*Putting the fun in Karting*

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**P.O. Box 897**  
**Browns Plains MC 4118**  
ABN 41 302 583 463

Administration & Statutory Compliance  
Director  
Ralph van Doorn JP  
Ph: (07) 3800 3773 Mob: 0418 547 265  
Email ;sec@brisbanekartclub.com.au  
Web: www.brisbanekartclub.com.au

AKAQ Secretary  
Email: secretary@kartingqld.com.au

*Tuesday, 13 May 2014*

*John,*

*The following items are forwarded as agenda at the forthcoming AKAQ Inc. General Meeting :*

1. Review current budget and change as determined by the members.
2. Review accounting processes.
3. Proceed with Agenda held over from Cooloola re bookkeeper
4. Review Secretary contract payment,
5. Discuss and resolve AKAQ TDF holdings and availability.
6. Table Brisbane Kart Club Cheque (for Affiliation) and associated correspondence.
7. Post Office box / mail security
8. Table all invoice payments and incomes for the Race of Stars event and minutes approving payments.
9. Report on item 8j – SKC Minutes
10. Report on item 8k – SKC Minutes
11. Full Report on Item 8n – and outcome – SKC Minutes
12. Roster as per 9e
13. EOI – 9h
14. Come and Try Directive as per MM1501
15. Constitution status OFT – table submissions and approvals and circulate approved changes.



Yours,  
Ralph van Doorn JP  
Admin & Statutory Compliance  
Secretary  
Brisbane Kart Club Inc.



**PREVIOUS**

**SKC**

**MINUTES**

**FEB 2014**



## Karting Queensland

### STATE KARTING COUNCIL MEETING MINUTES

Tuesday 11th February, 2014

Meeting Opened at : 7.33pm

#### Item 1 - Confirmation of attendance, proxies and apologies

Proxies - Nil Carried By –

#### **Attendance**

<u>CLUB</u>	<u>Attendee</u>	<u>Position</u>
BUNDABERG	Robin PETERSEN	Delegate
BUNDABERG	Ken LANDT	Co-Delegate
CAIRNS	David Harris	Delegate
CAIRNS	Annette DODGE	Co Delegate
CAIRNS	Mark HOGAN	Co-Delegate
EMERALD	Brett AIRD	Delegate
EMERALD	Shane NIXON	Co-Delegate
GLADSTONE	Malcolm SAUNDERS	Delegate
IPSWICH	Maureen CAPRI	Delegate
IPSWICH	Ian MATHER	Co-Delegate
MACKAY	Karla OGILVIE	Delegate
MACKAY	Nicole HEHIR	Co-Delegate
MACKAY	David EDGAR	Co-Delegate
MT.ISA	Shane THIRLWALL	Delegate
MT.ISA	Annette ENGLISH	Co-Delegate
ROCKHAMPTON	Mat DICINOSKI	Delegate
TOOWOOMBA	John LANE	Delegate
TOWERS	John McCLEVERTY	Delegate
TOWNSVILLE	Rob AINGE	Delegate
TOWNSVILLE	Steve PATEL	Co-Delegate
WARWICK	Alf CAPRI	Delegate
WHITSUNDAYS	Adam Stroud	Delegate

#### MANAGEMENT COMMITTEE

President	Ashley WAARDENBERG
Sen Vice President	Don INGRAM
Junior Vice President	Jill SAMSON
Treasurer	Richard LOSPER
Secretary	John MARTIN
Officials Co-Ordinator	John LANE
State Technical Officer	John McCLEVERTY

## **VISITORS**

Greg Robertson QLD Endurance Karting  
Lochie Lawrence QLD Endurance Karting

## **APOLOGIES**

Brisbane Ralph van DOORN  
Cooloola John GALOS

**Motion:** That the proxies, attendance and apologies be accepted.

Moved : Mt Isa

Seconded : Mackay

Voting - For - 13 Against - 0 Abstain - 0

Motion : Carried

## **Item 2 – Declaration of Pecuniary Interests**

Alf Capri  
Adam Stroud

## **Item 3 - Acceptance of digital recorder**

**Motion:** That the digital recorder is accepted to assist with recording the minutes.

Moved :

Seconded :

Voting - For - Against - Abstain -

Motion :

## **Item 4 – Acceptance of Previous SKC Minutes**

Moved : Bundaberg

Seconded : Ipswich

Voting - For - 13 Against - 0 Abstain - 0

Motion : Carried

## **Business arising from those minutes**

Cairns – Regarding fees 6.b

Cairns queried the extra fee increase after the budget was set.

Other clubs accepted that when National increased or decreased fees that it would be passed on.

**Motion:** That a policy is created that fees set at the AGM will be adjusted during the year if any increase or decrease is set by National.

Moved : Toowoomba

Seconded : Ipswich

Voting - For - 13 Against - 0 Abstain - 0

Motion : Carried

Management – Re-imburement of Officials Costs – Item 6h

**Motion:** No further payments be made pending direction from Board and Insurer, and the person involved be notified.

Moved : Toowoomba

Seconded : Bundaberg

Voting - For - 13 Against - 0 Abstain - 0

Motion : Carried

### **Item 5 – AGENDA ITEMS**

#### **Item 5a – Raised by Cooloola (see Agenda)**

- carried over to next SKC meeting due to Cooloola's absence.

#### **Item 5b – Raised by Cooloola (see Agenda)**

- carried over to next SKC meeting due to Cooloola's absence.

#### **Item 5c – SEKQLD Endurance Regulations (see Agenda)**

Motion: To accept the SEKQLD Regulations for SEK Competition submitted subject to ratification by National.

Moved : Gladstone

Seconded : Rockhampton

Voting - For - 13 Against - 0 Abstain - 0

Motion : Carried

Ashley gave update from AKA Ltd conference. It was proposed that we incorporate into the next face to face SKC Meeting a session to perform a similar SWOT analysis of Karting Qld with the view to develop a five year plan.

**Meeting Closed at 9.30pm**