

Australian Karting Association (Qld) Inc.

State Karting Council Meeting

MINUTES



Venue

Hinkler's Conference Centre
Quality Hotel Airport International
528 Kingsford Smith Drive,
Hamilton. QLD 4007

6th & 7th April, 2013

State Karting Council Meeting Minutes – April 2013

Meeting Opened at 11.34am

Item 1 - Confirmation of attendance, proxies and apologies

Proxies - Townsville

Carried By – Whitsundays (Adam Stroud)

Attendance :-

<u>CLUB</u>	<u>Attendee</u>	<u>Position</u>	
BRISBANE	Dale FRANZ	Delegate	Sat Only
BUNDABERG	Robin PETERSEN	Delegate	
CAIRNS	Mark HOGAN	Delegate	
COOLOOLA	Kym COOMBER	Delegate	Sat Only
EMERALD	Brett AIRD	Delegate	
GLADSTONE	Sandra DICONOSKI	Delegate	
GLADSTONE	Malcolm SAUNDERS	Co Delegate	
GOLD COAST	Bluey DEAN	Delegate	
IPSWICH	Maureen CAPRI	Delegate	
IPSWICH	Ian MATHER	Co Delegate	
MACKAY	Damian BRASHER	Delegate	
MACKAY	David EDGAR	Co Delegate	
MT. ISA	Shane THIRWALL	Delegate	
MT. ISA	Annette ENGLISH	Co Delegate	
MT. ISA	Paul SIDNELL	Observer	
ROCKHAMPTON	Mark JAMIESON	Delegate	
TOOWOOMBA	Trevor WHITE	Delegate	
TOWERS	John McCLEVERTY	Delegate	
TOWNSVILLE	Adam STROUD	Proxy	
VINTAGE	Neil COLEMAN	Delegate	
WARWICK	Alf CAPRI	Delegate	
WHITSUNDAYS	Adam STROUD	Co Delegate	
WHITSUNDAYS	Stacey HADLOW	Delegate	

MANAGEMENT COMMITTEE

President	Ashley WAARDENBERG
Sen Vice President	Don INGRAM
Jnr Vice President	Jillian SAMPSON
Treasurer	Richard LOSPER
Secretary	John MARTIN
State Technical Officer	Terry SHEEDY
State Officials Co Ordinator	Chris ROBINSON
NKC Delegate	Mark HOGAN

VISITORS

Observer	Melissa HENDERSON	
Observer	Greg LLOYD	Sat Only

Apologies – David Price, John Brydon, Steven Pattel

Brisbane Kart Club Membership Status

President addressed the meeting regarding the membership enquiry arising from the last SKC meeting. Legal advice was presented to the council that determined that Brisbane Kart Club was not entitled to full membership. The advice was run through in detail and questions addressed from the floor.

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

Moved - Towers
Seconded - Bundaberg
Voting – For – 15 Against – 0 Abstain - 0
Motion Carried

Item 2 – Declaration of Pecuniary Interests

Adam Stroud
Alf Capri
Trevor White

Item 3 - Acceptance of digital recorder

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

Moved - Cairns
Seconded - Cooloola
Voting - For – 15 Against – 0 Abstain - 0
Motion – Carried

Item 4 - Open meeting to observers

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

Moved – Mt Isa
Seconded - Warwick
Voting – For – 15 Against – 0 Abstain - 0
Motion - Carried

Item 5 - Confirmation of Minutes

Motion: That the minutes from the 19th & 20th January 2013 State Karting Council Meeting be accepted.

Moved - Ipswich
Seconded – Gold Coast
Voting – For – 15 Against – 0 Abstain - 0
Motion – Carried

Item 6 – Business Arising from Previous Minutes

- A. Motion 1 – AKA National is waiting for advice from Transwest.
- B. Motion 7 – Constitutional Changes have not been lodged. Graeme Hancock was contacted for an editable version which is not available.
- C. Motion 20 – Cairns have raised an invoice for expenditure and the Treasurer advised it is being held on file.
- D. Motion 1 – Commission for Children – in progress.
- E. Motion 5 – Regarding Officials and Technical Training
Technical – Ian Payne (Townsville), Gary Russel (Cairns) D Johnstone (Cooloola)
Steve Muscat (Mackay) have been approved to train at a club level.
- F – Motion 22 – Tag 125 is being promoted this year with the CIK to promote the class and next year will go back to the individual State Open Championships.
- F. – Qantas Sponsorship – sponsorship has been drafted in conjunction with Mt. Isa and waiting on budget construction prior to lodgement.
- G. – Motion GB6 – Brett Aird advised of changing work commitments. President informed that Steve Pattel was interested in overseeing this – follow up with Steve Pattel.

Item 7 - REPORTS

- Item 7a – President – Ashley Waardenberg (attached)**
- Item 7b – Senior Vice President – Don Ingram (attached)**
- Item 7c – Junior Vice President – Jillian Samson (attached)**
- Item 7d – Treasurer – Richard Losper (attached)**
- Item 7e – Secretary/Licencing Officer – John Martin (attached)**
- Item 7f – Officials Coordinator – Chris Robinson (attached)**
- Item 7g – State Technical Officer – Terry Sheedy (attached)**
- Item 7h – Track Inspector North – David Price**
- Item 7i – Track Inspector South – John Brydon (attached)**
- Item 7j – NKC Delegate – Mark Hogan (verbal)**
- Item 7k – NKC Co Delegate – Steven Pattel**

SKC Delegates Reports – Verbal (maximum 90 seconds)

Motion 1: “That a sub-committee be formed (under chairmanship of Neil Coleman) to prepare a submission for the continuance of the Yamaha engines classes. This submission should be put to the AKAQ for approval and then sent to AKA National and the AKA Board for advice and Approval”.

Moved - Toowoomba

Seconded - Whitsundays

Voting – For - 14

Against - 0

Abstain - Cairns

Motion - Carried

Motion: Acceptance of all reports

Moved - Whitsundays
Seconded - Townsville
Voting - For – 15
Motion – Carried

Against – 0

Abstain - 0

Item 8 – AGENDA ITEMS

Item 8a – Ipswich Requests Date Change for Postponed Meeting

See Attached Agenda Item 8a.

Moved - Ipswich
Seconded - Emerald
Voting – For - 15
Motion – Carried

Against – 0

Abstain - 0

Item 8b – Misappropriation matters – in camera

This item was moved to the Sunday after approval from National on Saturday Evening.

Motion: “To move the meeting to in camera”

Moved – Gold Coast
Seconded - Warwick
Voting - For – 15
Motion – Carried

Against – 0

Abstain - 0

Item 8c – Review of Fees

- The financial standing of the Association has been reviewed
- AKA QLD Treasurer (Richard Losper) will be presenting an analysis of the current financial standing with a recommendation to increase fees.
- Projections based on different levels of fee increases will be provided

Item 8d – Review of Secretary/Licensing Officer Remuneration

- A time and motion study has been conducted by the Management to determine the hours and duties that were contributed to the Secretary and Licensing positions, in addition to other Executive Positions.
- The outcome of these studies will be presented.

A financial presentation will be made by the Management, with a recommendation to increase the remuneration relative to the position hours.

A presentation was made by the President and Treasurer regarding the Secretary/Licensing Officer remuneration and financial position of the association.

President adjourned meeting at 4:14pm for everyone to consider the presentation, give thoughts overnight and to discuss further tomorrow to come to a consensus at the council level to decide how the council wished to take the matter back to clubs.

Meeting re-opened at 8:11am.

The presentation was discussed again at great detail.

Remuneration and position particulars were discussed, including the current and past practice of the incumbent invoicing the association for their services and how past practices seen the remuneration altered according to delivery of services. Discussion arose regarding how Maureen Capri (past incumbent) was paid and it was determined that Maureen Capri was paid superannuation, effectively as an employee. Maureen noted that the position was a full-time position.

Licensing and race day levy increase scenarios were discussed in light of the proposed increases.

Motion 2 :- “That we increase Race Day levies”.

Moved - Towers
Seconded - Whitsundays
Voting - For - 13 Against - 0 Abstain – Cairns,
Motion – Carried

Motion 3 :- “Whitsunday Moto Club moves to increase race day levies by \$3.00 to be confirmed by clubs and licence fees to be reviewed at the 2013 AGM”.

Moved - Whitsundays
Seconded – Mt. Isa
Voting - For - 15 Against - 0 Abstain – 0
Motion – Carried

Motion 4 :- “The SKC prepares a clearly defined position description & procedures written for the position of secretary within SKC of AKA Queensland”.

Moved : Gladstone
Seconded - Toowoomba
Voting – For - 15 Against - 0 Abstain - 0
Motion – Carried

Motion: 5 – “In the interests of moving forward, the SKC take back to their clubs and members, that the current incumbent to receive an increase in remuneration to \$45000 p.a. as a contractor in the position as Secretary of AKA QLD until the next AGM”.

Moved - Gladstone
Seconded - Toowoomba
Voting – For – 15 Against – 0 Abstain - 0
Motion – Carried

Motion: 6 – “Move that the motions requiring club votes have postal votes received by 10th May”

Moved - Cairns
Seconded – Mt Isa
Voting - For 15
Motion - Carried

Item of note made by Gladstone.

That a change to the constitution be tabled that all fees be set at the SKC Meeting following the AGM i.e. The meeting during the next quarter.

Reason – The incoming board does not necessarily have a budget or plan formulated immediately after an AGM.

General Business – Items

Item 9a – Brisbane Kart Club

- Discuss contents of Point 1 of letter from Brisbane Kart Club regarding AKA Manual costs.

Motion 7: “The AKA National provide a breakdown of the cost that make up the \$191.00 cost for a licence”.

Moved - Bundaberg

Seconded - Towers

Voting - For - 15 Against - 0 Abstain - 0

Motion - Carried

Item 9b – Brisbane Kart Club

- Discuss contents of point 2 of letter from Brisbane Kart Club regarding issuing of licences.

Motion 8:- “That no action be taken on Point 2 of general business item 9b.

Moved - Toowoomba

Seconded – Gold Coast

Voting - For - 15 Against - 0 Abstain - 0

Motion - Carried

Item 9c – Whitsunday Moto Sports Club

- 2013 Closed State Titles Supplementary Regulations Submission.

Motion 9 : “The SKC approve the classes presented at this meeting in the Supplementary Regulations provided”.

Moved – Whitsunday

Seconded - Towers

Voting - For - 15 Against - 0 Abstain - 0

Motion – Carried

Item 9d –

Emerald enquired whether CM:S had any feature available to be able to store stolen engines or chassis numbers. Currently this is not available.

Item 9e –

Gold Coast suggested that we look at changing the structure of AKA QLD to “Company Ltd of Guarantee” under the 2001 Corporations Act. John McCleverty informed of the presence of two drafted constitutions for the association, a company limited by guarantee and incorporated association. President asked for the constitutions to be sent to current office for review, with the view to form a sub-committee and propose structural changes.

Item 9f –

Vintage queried where the correspondence was, who authorised and why payment was made to Ralph van Doorn in his capacity as Administrative Assistant to AKA QLD when he clearly addressed the council at meetings that he was not getting paid. The nature of a letter sent to the previous management and accompanying invoice was detailed.

Item 9g –

Cairns – regarding claim submitted from Jan 2013 SKC. The treasurer will enter the outstanding invoice into the books of account when the invoice has been approved for payment. Cairns also queried correspondence requirements – legislative requirements (reporting and retaining), practices of other committees and associations were discussed.

Item 9h –

Toowoomba & Ipswich requested an updated roster for Closed and Open State Titles. This was already in the hands of the Senior Vice-President.

Item 9i –

Terry Sheedy advised the council he will be unavailable for the next SKC meeting as he will be attending NT State Titles.

Item 9j –

Mount Isa made comments on changes to the constitution and discussion arose about costs, time to get amendments lodged, the quality of the current constitution and other potential incoming changes.

Motion 10 : “Mt Isa move that the constitution be reviewed & rewritten including changes agreed at the January SKC with presentation at the 2013 AGM”.

Reasoning:-

Cost involved in changes

Changes must be submitted to Fair Trading within 3 months.

With moving forward some clerical changes are not noted.

Moved – Mt. Isa

Seconded - Cairns

Voting - For - 15

Against - 0

Abstain - 0

Motion – Carried

Meeting Closed Sunday at 12.09pm.

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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*

PRESIDENTS REPORT APRIL 2013 – SKC MEETING

Dear members,

Once again I would like to begin by thanking the Management for their support during this period, particularly with the difficult and serious issues that we have been faced with. Nonetheless, the feedback that has been received has been positive and indicates that we have been focusing on the right areas: namely the assistance of clubs in their day to day requirements. Officials Coordinator, Chris Robinson and Technical Advisor, Terry Sheedy, have been particularly instrumental in ensuring that training continues and I also thank clubs for their cooperation in reducing the costs associated with training given the financial standing we reported upon taking office. However, the previous overarching theme of continued development in this area still stands and requires attention for the future sustainability and progressive potential of our Association. Put simply, both the administration and financial structures currently in place are inadequate and have been the area of scrutiny during this period of office and hence the focus of this report.

As reported previously, a minimisation of expenses was implemented in an attempt to stabilise the treasury element of the association. However, we have found that these measures are inadequate to balance the Association or to carry the Association out of its current financial situation. Thus, as included in the Agenda, recommendations will be forth-coming to review these fees in light of how the Association is tracking financially.

Previously, I also emphasised efficacy, whereby duties would be performed in the most effective manner in order to satisfy the interests of our association and the well-being of persons involved. This specifically related to the position of Secretary/Licensing Officer, which upon taking position in office, became immediately clear as the central position for which there was disparity between the expected workload and current remuneration for services rendered. As I previously reported, we intended to conduct a time and motion study to determine what was required in this position for the tabling of recommendations and to implement any methods that would be required to overcome efficacy issues in the interim. We have since completed the time and motion study, discussed the results and we will be putting forward a recommendation at this meeting to review the remuneration associated with this position and the expected duties.

Thus, given this outlay, the focus of this upcoming meeting will be financial, with a view to engage our council in this area, to discuss obligations to meet requirements/standards and to set procedures and/or policies to overcome any shortfalls.

Kind regards,

Ashley Waardenberg
President
KARTING Queensland.
Ph - 0421 197 153

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President: Dr Ashley Waardenberg PhD - Senior Vice President: Don Ingram
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3rd April, 2013.

Senior Vice-Presidents Report

A change in my business circumstances has seen a dramatic increase in the demand for my availability and as a consequence a decrease in availability to everything outside of work. This has been to both the association and to the karting past time in general, reducing contact to weekly management meetings and clerking local race meetings. This will no doubt be evident in the brevity of the report and the topics below.

The lux meter issue

In order to simplify the issue of lighting measurements at tracks I conducted a series of workshop tests on some add-on hemispheres to the existing light meters in order to more accurately the light levels at tracks with low but widely spaced lamp sets. A range of devices were imported from the US and adapters constructed to fit the meters in use. Unfortunately the system was not successful due to the considerable increase in attenuation from the domes.

As a consequence the suggested method which will be put forward will entail measurements of individual lamp stands where the illumination is marginal due to low lamp angles and a correction factor to arrive at a final figure.

Secret Committee Business

In general the Clubs have continued to be quite supportive of the operation of the executive and as a consequence Richard and John have been able to resolve a number of long term issues and bring most clubs up to date. The trust placed in Richard has seen a ground up financial rebuild including a useful set of practical operating procedures which will make life easier for club treasurers. John, similarly has been applying his knowledge of and participation in CMS to streamline day to day operations. Both have put in only what could be described as truly insane hours for volunteers.

Unfortunately old habits die hard and a portion of valuable time is still required to be devoted to engaging in what could only be perceived as the *ongoing game*. It is dangerous to attempt to draw a line in the sand as to what is relevant and what is not, however this said, the task is to move the organisation forward and to make the participation in the SKC process a useful and fulfilling one so that fresh input is forthcoming. Where ever possible the committee has been inclusive and welcoming to all useful and positive input with a fresh perspective free of historic baggage and welcome the same in return.

Virtual SKC

Now that the term has stabilised the committee would like to extend a system for more regular contact with clubs via the video conference system. The proposal is to allocate a 30min time slot at the start of each weekly management meeting to this task and invite clubs on a rotational basis to participate. Across the weekend I will be contacting delegates to gather interest and compile a roster for the meetings. Included in this will also be meetings with the extended committee members and slots for and special interest issues which may arise and require discussion time.

IT support will be provided where necessary to assist clubs in using the system.

I thank you for your continued involvement and the support of the committee and look forward to the increased contact from the video system.

Regards

Don Ingram
Senior Vice President
Karting Qld

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JUNIOR VICE PRESIDENTS REPORT 3RD APRIL, 2013

It has been a very busy and productive 3 months since our first SKC meeting. As the Executive, we have tackled quite a few complex issues and are still working towards improvement.

I have been heavily involved in the Officials side of karting with Stewards schools in Bundaberg and Gladstone completed and another organised for Rockhampton on the 4th May 2013.

I will continue to cover as many clubs as possible and assist in officiating where and when possible.

I have also been assisting the Bundaberg Club in preparation for the up and coming Queensland State Titles. Their supplementary regulations have been completed and submitted to the National office for approval.

These should be available soon.

I also continue to support my fellow Executive members on the positive road ahead.

Jill Samson
Junior Vice President
Karting Queensland

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Date : 3rd April, 2013

Treasurer's Report – March 2013

In the last three months the treasurer's role has become routine. The bills get paid, invoices get raised and distributed to the clubs and the books get updated. From that we produce the financial reports that are then distributed to the clubs.

There has been ongoing work with club treasurers to resolve financial issues regarding the club accounts. All of these have been resolved to the satisfaction of the executive and the club. Apart from that however, we have taken a long, hard look at the financial practices of the past and the issues of current fees vs current expenses as well as a review of the secretary/licencing workflow and workload vs the current remuneration for those roles.

The results of these investigations are itemised on the agenda and will be discussed in great detail in the meeting.

Richard Losper – Karting Qld Treasurer



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Secretary / Licencing Officer Report

3rd April, 2013.

I would like to start off by saying that it has been a pleasure dealing with all the clubs and I have appreciated the cooperation from all concerned in making the administration side of the Association work well.

All licencing is up to date except for a few documents and photos still to come. I would like to request that clubs make sure they have all the relevant paperwork (photos, birth certificates, medical certificates and a signed application form for new licences) before verifying the licence application for new drivers. The signed application document needs to be scanned and sent to the State Office so that we have this on file for insurance purposes. This is not being done methodically at present. Other documents must also be scanned and emailed so that the licence can be processed promptly.

I have carried out changes to the templates used in the notification of new licences and renewals of existing licences advising drivers that a tax receipt is available on request. Since the introduction of this practise three months ago I have had one request for a receipt which was promptly processed.

It would appear that some clubs are struggling getting the race meeting requests in by the due date. A little more care is also required to make sure all details are correct in the first instance so that we can reduce the number of adjustments that are being requested at the moment as it does cause a lot of extra work for the State Office.

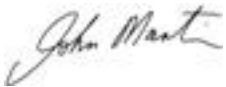
I have been working with the State Technical Officer and the State Officials Coordinator so that I can complete the updating of all officials data into the CM:S database. Once this is achieved and an enhancement made to CM:S we will only have one database and we will be able to put the officials list on the website for Club Secretary Access. Clubs requiring officials for race meetings will be able to access this password protected file. It will contain stewards and technical officials as well as showing their grading and phone numbers sorted by home club so that race secretaries can make sure the officials requested have appropriate grading.

I have been liaising with other State Secretaries working on the final stage of specification for the implementation of credit card pre-processing for licences and race pre-entries. This should help reduce the time taken to process licences by credit card as drivers for some reason make a great deal of errors entering their details into the system, which requires me to chase these people up. This change will also help reduce the time spent by club secretaries processing race pre-entries by credit card. The implementation of these changes is scheduled for release in the next month or so depending on how tasks become prioritised.

The number of licences processed each month has been increasing which is a positive sign that Queensland Karting is growing.

I have carried out a time and motion study at the request of the Secretariat, which I believe has been a long time coming, so that the council can understand what this job requires. I certainly did not understand the amount of work required to do the role when I first took on the job, in part because I was never provided anything specific that detailed the position requirements. Upon expressing my concerns about the contractual obligations of the position relative to how the role was perceived, the Management conducted an investigation and recommendations from this investigation will be presented by the treasurer and president over the weekend.

We have had weekly meetings since coming to office six months ago and it has been a pleasure working with a united committee.



John Martin

State Secretary / Licencing Officer

Karting Queensland

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Queensland State Officials Co-ordinators Report **April 2013**

Firstly I must give thanks to Jill Samson and Peter Thomas for their support in the areas of Central and Far North Queensland. Without their help the Clubs in these areas would have to wait longer for Officials Schools and assessments of the Officials in their regions.

On the 11& 12 of January this year four Grade 1 Officials being Gary Webb, Peter Thomas, Jill Samson and Myself attended a conference in Adelaide for all the Grade 1 Officials in Australia. This is an annual event and many issues were discussed and recommendations were put forward and actioned by the NKC Committee. I believe this is a very important conference and we all were very happy with the outcomes of the conference. To those few knockers out there, the expenses for the conference were covered by AKA National.

Officials Schools have been carried out in most regions with Brisbane, Cairns and Townsville the next in line. Assessment and recommendation of Officials have been carried out in most other areas.

Officials have been upgraded where requested and recommended to make areas self sufficient to run their own meetings taking the financial burden away from clubs bringing in Officials.

At Mt Isa recently after a school on Friday night, it was great to see many Officials front up for the race meeting on Saturday. This is defiantly a Club heading in the right direction with a strong Executive and members. Bundaberg has the Qld State Titles well underway and I believe the Regulation will be tabled at the SKC meeting in April.

Jill and I are also working with the Whitsunday Club on the QLD closed Titles at present and these will be finalised very soon.

Round one of The Stars of Karting was held in February at the Ipswich Kart Club and was a great success. Congratulations to Ipswich Kart Club, Officials and volunteer members. Thank you to all concerned.

From the assessment carried out by the Official committee, Officials are doing very well at race meeting with only a few hiccups which are being looked at and help given where necessary to overcome the issues.

The Stewards section of the CMS system is still very new to all concerned and ongoing instruction is happening including me. John Martin will run a session at the Officials School in Brisbane.

Supplementary regulations are being checked and approved as soon as they are received, where possible. Some do need attention by the Clubs.

Finally, thanks to the Executive for their ongoing help and support.

Regards
Chris Robinson
Queensland State Officials Co-ordinator.

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Report - State Technical Officer April 2013

Tech Schools

The following schools have been conducted for the first half of 2013.

SE Queensland - Yeronga Services Club Saturday 9th February. There were 8 attendees, covering Warwick, Ipswich, Toowoomba and Cooloola Coast clubs

North Queensland - Townsville on Friday 15th February. There were 19 attendees, with 18 from Townsville, and one from Whitsunday.

Lower North Queensland - Mackay on Friday 15th March. There were 7 attendees, including one from Towers. The school planned for **Bundaberg** has been postponed **until on Saturday 25th May**, to commence at 10:30am to conclude at 2pm. Bundaberg to book venue.

The training document has been revised to cover recent technical rule changes. All attendees have received a CD which covers the training document, AKA manual, addendums, and other relevant technical documents.

Head Inserts

Head inserts have now been legitimised and are now included in the technical chapters for Yamaha engines. The inserts now have a maximum diameter specified, in addition to otherwise conforming to previously specified head dimensions.

Bambino Engine

A Honda GX35 4 stroke engine is currently circulating among the tech committee for consideration for the proposed Bambino Class. I expect to receive the engine this week. Once the engine has been examined by the tech committee, a recommendation will go to the NKC.

Briefly, the engine has a power output of approximately 1.5HP from 36cc's. It has a recoil starter.

Terry Sheedy
25th March 2013

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Southern QLD Track Inspector Report

APRIL 2013

This year I have not had the opportunity to do my track inspections as early as I would have liked. The rains have held me up and some tracks are not ready for inspection. I have inspected the Rockhampton lights as this was needed to run a race meeting. I have yet to go and do the full track inspection but the lights are all good to run night meetings.

The Gladstone track was inspected on the 09/03/13. Gladstone have a work in progress on corner one but the wet weather has slowed that up and redoing the inside and outside white lines and more tyres protection around all poles etc. this work is being done.

I am happy to speak with southern tracks to organize inspections.

Thanks,

John Brydon