



**AUSTRALIAN KARTING ASSOCIATION**

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*President: Tom Kenneally - Senior Vice President: John McCleverty - Junior Vice President: Steven Pattel –  
Secretary: Swaleha Ali – Treasurer: Dennis Neagle*

### **Management Committee Meeting**

Tuesday 6 December 2011

Telephone Hook-up

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Attendance – Tom Kenneally, Steve Pattel, Swaleha Ali, John Brydon, Dennis Neagle, Kym Coomber, Terry Sheedy, Peter Thomas, John McCleverty, Chris Robinson

Meeting started at 5.30pm

#### **1.12.11 Welcomed by the President**

The President welcomed new Office bearers Kym Coomber, John Brydon and Chris Robinson to their first phone hook-up.

The President informed everyone that phone hookups will be held for everyone on the second Monday of each month starting at 5.30pm. All Office bearers will be reminded of the hookup the weekend before.

The President congratulated the Official Coordinator on what he expected and handled the situation well.

#### **2.12.11 Technical Officer**

Terry indicated he received a message about a new phone, which will be sent to him tomorrow by the Secretary

The Technical schools were discussed and travel arrangements need to be made in conjunction with the Treasurer and the clubs. Clubs will be contacted early in January in relation to the schools, it was also indicated that Emerald might need to swap with Gladstone so the club can conduct their first race meeting.

The Officials Coordinator will liaise with Terry about dates and this will be submitted to the Executive for final approval.

Terry has been after cc plugs (Type 2), however before the State orders them the Treasurer will review his stock.

### **3.12.11 Track Inspectors**

#### ***Southern Zone Track Inspector***

- No issues at present however have received a number of emails from Emerald Kart Club in relation to fencing and magnetic strips. Both the Northern and Southern Zone Track Inspectors will confer and pass the track before the club can race.
- It was suggested to send both Track Inspectors to review new tracks; however the Executive will require final approval from the SKC.
- The two Track Inspectors will communicate with each other to establish a date that suits and will then confer with the Treasurer as part of the budget proposal.
- Cooloola Coast Kart Club will need to visit to inspect the paper pulp barriers. However conducting the inspection on a race day can be problematic, however the Southern Zone Track Inspector will wait until the January meeting.

#### ***Northern Zone Track Inspector***

- List of AKA items that club's should have should be circulated to the clubs again. This included a letter, pictures and list of tools.
- Whitsunday Track was discussed; it looks pretty good; however it still requires ripple strips. The track is so open and so fast and they don't know where to put them. The Open Day was a great success.

### **4.12.11 Officials Coordinator**

- In relation to checking the Supplementary Regulations, the Executive have supported him in his decisions
- He needs to check CIK commitments for when Officials schools can be held
- List of Officials for the State Titles is under way, as discussion with the club is occurring. The Supplementary Regulations will be presented to Executive early next year.
- The National Conference for the Stewards (1 & 2 level Officials) will be held in the first weekend in January however most of the Officials in Queensland are unable to attend and this has been communicated to Brian Sparrow. The Officials Coordinator is currently awaiting a response from Brian Sparrow.
- The Officials Coordinator would like an email address setup for him and this is currently being done by the Junior Vice President.
- The Senior Vice President is seeking a job description for the Officials Coordinator from Ralph van Doorn.

Officials Coordinator, State Technical Officer, Southern Track Inspector and Northern Track Inspector left the meeting at approximately 6.15pm

### **5.12.11 President**

#### ***Ipswich Kart Club***

The President gave directions to the Secretary to send out the letter however a more detailed letter will be sent to the club tomorrow.

### ***Correspondence - Emails***

The issue of correspondence was discussed and it should be responded with within 24 hours and all members of the Executive must read and respond to all correspondence. Important issues will need to be circulated in a timelier manner for complete correspondence and discussion. Steve, John, Dennis and Kym all agreed that 3 replies and within 24 hours is sufficient.

#### **6.12.11 Senior Vice President**

Only matter that has been outstanding is the letter from National office in relation to Ralph van Doorn's Officials licence. This letter should be forwarded to the State by Friday.

#### **7.12.11 Junior Vice President**

Come & Try Trailer was discussed, currently the Secretary has the trailer and will drive it back to Brisbane so Ralph van Doorn is able to assess and repair the trailer and karts as deemed necessary. The Secretary will keep all the fuel docketts and the expense of taking the Trailer back to Brisbane will be invoiced to Townsville Kart Club as it is the clubs responsibility to ensure the trailer was returned to Brisbane.

#### **8.12.11 State Licencing Officer**

##### ***Cooloola Coast Race Secretary***

Initially the State Licencing Officer discussed licencing issues that Cooloola Coast was having, as the club's licencing officer is unwell.

These issues related to John Loft, Benjiman Clements and Declan Matthews all issues were rectified before the meeting except for Declan Matthews who would be supplying credit card details by Friday.

The Race of Daniel Supplementary Regulations was discussed, as advised by the Officials Coordinator another Steward was required. The Supplementary Regulations are in a pdf format which means that it cannot be amended or changed or approved.

The club was advised to make the changes required and sent the new Supplementary Regulations to the State Office for display on the AKA Qld website or to send a word document. The Race Secretary also discussed the requirement of receiving responses to say that the State has received the correspondence and it has been forwarded to the Executive for response.

##### ***State Licencing Officer***

So far the new State Licencing Officer is happy with how things are progressing and it will require a change over period in which the State Licencing Officer will re-familiarize herself with the system.

This position will commence on 16 December and the clubs will be informed of this appointment as soon as possible.

The State Licencing Officer will submit CMS Report to the Treasurer as the information on CMS is not always correct.

### **9.12.11 Treasurer**

The new Treasurer only received the information from the previous Treasurer yesterday (5 December). He has informed the Auditor to wait until further notice in completing the Audit Report, as this will give the current Treasurer to review the current year's information.

The Auditors costs are quite high and this expense will need to be reduced. The Treasurer will look at other options and will inform the Executive as soon as possible.

The time in motion study needs to be completed in order to adequately apportion the State Secretary and State Licencing Officers position.

The processes of payment of invoices were discussed and the need for Internet banking and processing is a high priority.

The Treasurer is in the process of contacting all the clubs involved in the Supercheap Series for their Financial Statements so a detailed analysis of the Series can be completed.

The Race for Daniel Supplementary Regulations were discussed and the State Licencing Officer agreed to make the changes as requested.

Signatories and the State Tribunal Registrar were discussed.

### **10.12.11 State Secretary**

Email address for the State Secretary, State Licencing Officer and Officials Coordinator was discussed as this information is required before clubs can be informed of the changes.

New mobile phones have been issued to the State Technical Officer, Officials Coordinator, State Secretary and State Licencing Officer. Cases will be supplied with phones to ensure they are kept in pristine condition.

The requirement to have all policies on the AKA Qld website was discussed, this information needs to be available by 31 December.

The inclusion of the Technical information in the 2012 Rulebook will increase the postage cost. The NKC delegates were unable to answer this question therefore the State will need to contact National Office to find out about this.

### **11.12.11 John Lane**

John Lane joined the phone hookup at 7pm and he discussed the outstanding loan that involved Mackay Kart Club. In which the club required additional funds and their payment agreements.

Meeting closed at 7.05pm