



Australian Karting Association Qld Inc T/A Karting Queensland

Management Meeting Minutes – 21st & 22nd January 2017

Item	Details
Meeting commenced	8:45am Saturday
Meeting completed	1.45pm Sunday
Attendees	Brett Aird, Shane Thirlwall, Greg Smith, Rob Ainge, Annette English
Apologies	None
Minute Taker	Rob Ainge

Discussion Items

Cab Charge for SKC meetings

- Cab Charge requires a personal guarantee – Annette ok with this while she is in the Treasurer's role and will cancel when she finishes.
- 50 vouchers supplied, would be posted out to delegates individually as required prior to meetings
- Club Loans:
 - Warwick Loan Documents
 - We have the signed email copies but the club has been asked to send the originals to us for our records
 - Mackay Loan
 - Mackay has asked for more information on their loans as their club has little paperwork on them.
 - Ipswich Loan
 - The club is disputing the amount owed and payments made – Annette has sent them a statement showing payments received and the amount owing.
 - KQ to review future loan documents to ensure they are clearer with the expectations for repayments and non-compliance.
- Sign Audit Report
 - Done
- Load and Go Card
 - Can be prepaid with an agreed amount and used for approved KQ expenses under policy KQP015 eg for a KQ appointed State Championship official when travelling to cover hire car fuel.

- State Championship Expense Budget
 - Is KA offering \$3000.00 per round in 2017?
- Old Treasurer Documents stored at Zedtec
 - Storage options being investigated. The documents need to be sorted through, scanned and old records destroyed. 5 Years record keeping required by ATO.
- SKC Shirts & Bags
 - BWA promotions is the supplier
 - Minimum order quantities have been set, order form to be sent out to delegates when everything is finalised.
- Tribune Registrar
 - Relevant Policy needs to be updated (last update 2003)
 - Email to clubs asking for expressions of interest for the positions of State Tribunal Registrar & Prosecutor. These will be vetted by KQ and National Officials Coordinator.
 - Currently exploring options for holding tribunals in each zone.
- Tribunal Procedure (Who calls who, who can be a Tribune, List of suitable Tribunes, Venue)
 - A procedural manual will be developed with steps, notifications etc. A request has been made to KA for a copy of AKAPD02
- 2017 Affiliation Forms
 - Email sent to clubs, affiliation forms required to be returned by COB Friday 3rd February.
- MOU / Constitution
 - Due to be reviewed and updated

SEK 2:30pm

Attendees from SEK:

Lochie Lawrence (President), Craig Nissen (Vice President

- Discussion points
 - 5 clubs in southern zone with 4 weekends a month there will always be clashes with race meetings.
 - Minimal SEK members race sprint karts so very little concern about taking members from other clubs
 - Warwick are a sister club, have dual membership with SEK
 - Cooloola very happy to accommodate SEK
 - SEK don't want to run their karts at Sprint Kart meetings, it will be disruptive rather than beneficial to either Endurance or Sprint.
 - Focusing on building membership
 - Discussed Lakeside Kart Club, potential for some of their members to also become involved with KA
 - SEK to send in their points systems and championship regs for inclusion in the State Regulations.
 - Club uses Race Monitor, potential for KQ to put a link on our web page
 - Alan Bilsborough SEK Gr 2 Scrutineer from NSW does all of their meetings. Potential to train him through QLD to hold Tech officials schools for SEK.
 - SEK working to build a bank of officials who could also officiate at sprint kart meetings.
 - Endurance State of Origin being developed with QLD/NSW, working towards it being a major event.

SEK Finished 3.30pm

- Blue Card Requirements
 - Not a requirement but is free for Not For Profit organisations so is recommended.
- Engine Number Data Base
 - At this stage we cannot make this work with CM:S
- SKC Meetings (where)
 - Annette to explore additional options to ensure we are still getting a good deal, potential to hold the meetings in other cities.
- Travel Request Form
 - Not practical, however ask clubs to lock in their delegate for the year and commit one person to all meetings.
- State Title Policy
 - We should have a State Championship Policy stating that KQ will supply CoC, Chief Steward, Chief Scrutineer and Championship Manager for each round. KQ will pay travel costs, accommodation and evening meal costs. KQ will supply trophies etc
- State Title Check List
 - Discussed
 - Greg Smith to be Championship Manager
- Junior Development Tender Document
 - Ask for expressions of interest then send out tender document
 - Max 20 participants for the day
 - 1 hour minimum of setup training with parents
 - Driver training
 - 9am – 5pm full day

Meeting adjourned 6.00pm

Sunday Meeting resumed 8:30am

- CMS Policy
 - Discussed CMS
- National tech Meeting Report
 - Brett spoke to KA, it was a communication breakdown but has been rectified as we were involved in the next meeting held.
- List of required Tech Tooling
 - To be discussed with Norm, list of all required Tech Tools needs to be developed to give to all clubs
- Letter to John Lane about life membership
 - Discussed, to be sent to his last known address
- AGM Nomination Forms to include section for no convictions
 - Discussed
- Old Facebook Page
 - Greg to manage posting updates to Facebook
- State Regulations
 - Update gridding format to include Emerald and Mackay's preferred format
- Fuel Testing
 - Have been in discussions with a potential fuel tester
 - Lots of work going on behind the scenes to develop a screening test

- Karm access for us to review
 - Brett spoke to Kelvin, any club can access at any time to explore the process.
- Policy review
 - Policies reviewed for discussion and acceptance at the next SKC meeting.
- State title hosts for 2018 / state cup hosts
 - Next in line are Gladstone and Bundaberg
 - State Cup – Interested clubs can apply as required, to be voted on at SKC
- Club Championship Regulations
 - Clubs have been asked to submit their championship regulations prior to first race meeting as per the agreement in the State Regulations.
- Zonal Series Regulations to be submitted by NQ and SQ asap
 - Emails have been sent to clubs with request for series suppregs
- Secretary laptop
 - Quote to be obtained for replacement for April SKC, current one to be passed on to JVP
- Trophies and Tyres from 2016 states
 - Placings for Cadet 9 have been finalised
 - Tyres to be awarded to 1st place getter, Rob to organise replacement set
 - Trophies to be sent to top 3
- Ipswich race format
 - Usually only run 2 Heats and Final, not 3 Heats and Final. Discuss with the club, is this solely because of time restraints? Are there any other options for adding a heat?
- Minimum entries for classes
 - Very much club specific
 - No minimums under the new rules but is there a need to have a minimum stipulated on the supregs for trophies? Are clubs happy to continue managing this as per their own needs or should there be a minimum for trophies in the State Regulations?
 - To be further discussed after some race meetings have been run under the new rules.

Meeting closed 1.45pm