



 **Location:** Circuit Mark Webber – Club House

 **Date:** 15th February 2023

 **Time:** 1800 - 1900

Canberra Kart Racing Club Committee + General Meeting Minutes COMMITTEE MEETING

Attendees: Bob Harnas (P), Tahn Eather (via remote) (VP), Robin Mules (FO), Paul McCabe (ex-RD), Brett Staples (ML), Rachel Simpson (RD), Eddie Ruiz (via remote)

Apologies: Tony Prior (PM),

Meeting Opens - 1800

The previous meeting minutes (20230111_CM_Minutes) were read out and accepted. These minutes have already been published to the CKRC website.

P – Welcomed the committee.

Agenda Item – Member Survey – S put forward a motion to create and distribute a “Member Survey” to gauge feedback on the current facility and club workings. A sample survey was provided to the committee prior to the meeting. P seconded the motion advising that it would go live once the committee had a chance to fully review.

****ACTION – S to complete survey and advise committee seeking feedback. Once complete, P to advise all members by email of survey available (inc. Facebook/Socials)****

Agenda Item – Track Closure – Turn 1 resurfacing – Confirmation has been received from the contractor that the works would be provided free of charge. A conservative estimate is that this will save the club in the region of \$30,000. Motion will be put forward at a future meeting to name the corner after the contractor performing the works.

****ACTION – S to close off bookings for the track for the 9/10/11 March, allowing ample time for the works to be completed****

Agenda Item – Track Hire “Terms and Conditions” – A draft has been provided to the committee from RD and ML. These look good. They are currently with the lawyers for sanity checking. Ex-RD made mention to potentially include additional items in the Track Hire (for cost), specially, the track lighting system and the canteen. Additional pricing for these items will be discussed at the next Committee Meeting.

****ACTION – NIL at this stage.****

Agenda Item – New steel sign surrounds for sponsor signage. A quote had been received from Bespoke Fabrication (QU-0823 to construct 20 surrounds for a total of \$5606.08), with a motion

proposed by ML to carry out the works per the quote. This was seconded by Ex-RD and unanimously approved by the committee.

****ACTION – ML to contact Bespoke Fabrication and advise to proceed with the fabrication works per the quote****

Agenda Item – Weekend of 12/13th February an interstate member successfully booked practice. Due to an administrative error, the track booking system had NOT closed off that weekend (private booking – SEK). The member had already arrived in Canberra and paid for their accommodation for the weekend. After being spoken to, the member expressed his disappointment at both not being able to practice, along with the expenditure of accommodation in Canberra for the weekend due to the administrative error, outside of his control. Once the club has been contacted via email by the member, the committee will put forward a proposal to compensate them with:

- An extension of an additional one year of club membership (family) at no cost, and
- 2x nights accommodation at our club sponsor – Country Plaza Motel - paid for by the club next time they wish to come to Canberra.

Motion put forward by P and seconded by RD and unanimously approved by the committee.

****ACTION – Committee to respond with proposal via email once contact has been made by member ****

Agenda Item – Club Member Welcome Pack – ER suggested to revamp the advice that gets provided to members upon joining, and introducing an administrative-approval gate (by the club). The advice will outline a number of key points, specifically regarding: facility access and member responsibilities, safety protocols (i.e. 2 people/1 adult observing), sign-in procedures, practice etiquette, unapproved accesses (i.e. non-members/banned members). This motion was proposed by P and seconded by S.

****ACTION – Committee to draft up Welcome Pack for review at next committee meeting ****

Agenda Item – Temporary Fencing – ML advised that temporary fencing is required so that wildlife doesn't make its way onto the track from the dirt/dumping side of the track. P commented that this is a good time to identify the regions of the track that will require permanent fencing vs. temporary fencing (per the site track master plan).

****ACTION – P to obtain quote for the permanent fencing, ML to obtain quote for temporary fencing** This action is due ASAP.**

Agenda Item – ACT Titles Commentator – P advised that Kev “the noise” Davies has been booked.

Agenda Item – Paying of officials. The club already provides accommodation, food and fuel for imported officials. In addition, ML recommended that the club also include a stipend of \$150. This would commence from Round 2 and apply for Club Championship Rounds only, for adequately licensed officials. This was seconded by the FO and unanimously approved by the committee.

Agenda Item – Officials Training – RD advised that KNSW will be holding officials training on the 4th March 2023 at CKRC clubhouse.

Agenda Item – Blackburn Lawyers Letter – Ref: Mr and Mrs Otter – P advised that the correspondence and subsequent matters are with our legal representatives and no comment will be made at this stage.

Agenda Item – Junior combined field race starts – Concerns and observations were made from members that the Minimax/Rookie starts, combined with the revised lighting position presented some challenges for the Rookie grid. The new lighting position is not viewable upon approach and the Rookie field did not stay in proper formation at the start of Heat 1. These concerns were addressed through the comments of “we spoke to the grid in subsequent heats”, “there is only one start and the Starter is managing that by watching the front of the overall grid” and “perhaps we could station an additional marshal to monitor the split grid at the start”.

****ACTION – Club to monitor ongoing feedback as the rounds progress****

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Agenda Item – Club's Financial Position – P/FO provided an update of the club's financial position. The club has just over \$210,000 in total funds. This is distributed as such: General Account - \$37,790, Track Development Fund – \$170,000, Canteen Account - \$1889, Maintenance Account - \$419.

In addition to the financial update, P advised that the club will be formally engaging a book keeper/accountant to manage the production and lodgement of all official documents/paperwork to ensure the club remains in financial compliance. Motioned by P, seconded by RD.

****ACTION – FO to identify an appropriate book keeper. ****

Agenda Item – Upcoming rounds – March Club Day – RD advised that Supplementary Regulations had been submitted to KNSW and were pending approval. They would include Qualifying for TAG only and random grids for all others. This is due to the club hosting the TAG Tri-Series event. ML and RD advised that post-race, assistance is required to pack down the track (lights, etc). Committee to manage this moving forward, otherwise a pack down roster will be drawn up.

****ACTION – FO to collect the trophies/engraving on Friday 3rd March****

Agenda Item – Club Insurance – P has sought a quote from Transwest to cover not only the club premises and assets, but also adding \$200,000 to cover damage to the track. Once quote has been sourced, committee will vote on switching providers.

****ACTION – P to provide quote once available****

Round the table:

ML – Need to perform some minor works to improve the toilets – toilet paper holders, additional bins, etc.

RD/ML – Advised that from the 2nd March, Track Maintenance would be performed on a Thursday instead of a Wednesday.

****ACTION – S to update website booking system so that from 2nd March 2023 Thursday is blocked off, and Wednesdays are made available****

Ex-RD – Advised that he may not be the best POC regarding the Masters Games, ER will take over this task moving forward.

****ACTION – Ex-RD to alter POC information for ER****

Committee would touch base with sponsor Kennards Hire and see if they had any old marquees to provide temporary cover to the outgrid.

Committee Meeting Closed @ 1855.

GENERAL MEETING

Attendees - Committee: Bob Harnas (P), Tahn Eather (via remote) (VP), Paul McCabe (ex-RD), Brett Staples (ML), Rachel Simpson (RD), Eddie Ruiz (via remote),

Attendees – Club Members: Shelby, Theo, Rob, James, John, Zelko, Karen and Justin.

Apologies: Nil received.

Meeting Opens - 1904

The previous General meeting minutes (20221210_AGM_Minutes) were read out and accepted as a true account of the most previous General Meeting. These minutes have already been published to the CKRC website.

P – Welcomed all attendees and thanked members for their attendance.

P – Opened the meeting with the club's financial position. The club has just over \$210,000 in total funds. This is distributed as such: General Account - \$37,790, Track Development Fund – \$170,000, Canteen Account - \$1889, Maintenance Account - \$419.

P – Advised that the club has been able to increase the Track Development Fund by \$20,000 (taken from the various accounts) in the last 12 months. The fund will continue to grow.

P – Provided an updated on the track development activities. It was advised that around ~\$2million would be required to complete the next stage of works – ~\$1.2mil to complete the track, and a further \$800k for remaining items (clubhouse, etc). Various sporting grants are being investigated by the Track Development Committee, and whilst the Track Development Fund looks healthy, members were reminded that the development works are expensive, for example, it would take around \$150,000 to fund the covering for the in and out grids. The committee is committed to the long-term vision of the completed (via the approved master plan) track in mind.

P – Provided a membership update – CKRC has 886 members, with around 582 active members. Given that we are a “members only” club, these member numbers fluctuate up and down.

P – Advised that clubs will be looking at tightening up their booking systems to tie in with KNSW/license checking.

Member question – Would member clubs need to financially contribute to this work/system?

P response – They would not need to contribute.

P – Advised that KNSW (Ref: Letter 1st Feb 2023 – KNSW/Phil Middleton) had reduced it's costs on entries now that all legal action had been finalised. The current fee of \$27 per event entry is being reduced to \$12, essentially halving the amount of money per entrant that the club is required to contribute. The \$3 per entrant Club Development Fund levy remains.

P – Restated the quantity of races that the club would be running in 2023. That we were given 2x Major Events and 6x 1 Day events.

Member question – Why were those numbers as such?

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P response – That this was to “be fair” between all clubs in the region.

P – Advised members that the new practice lighting system had been completed. Manually managing practice days during events/big events was onerous on the committee. Instructions were still to be added to the control board in the out grid. A push of the start button would provide 8 mins of green light, followed by another minute of yellow light, before turning red.

Member question – Why 8 minutes?

P response – This is the sort of standard number you’ll see around various tracks and would provide members with the ability to complete 8/9 laps (longer than a race) per session.

P – Advised that the track would close on the 9/10/11th March to complete the track resurfacing and correction at Turn 1. P advised those present that the club would be receiving this work free of charge at an estimated saving of around \$30,000.

Member question – Is further work being done on enhancing facilities, for example, expanding the toilets?

P response – The master plan, includes a new club house, with expanded toilet and changing facilities. At this stage, performing out of band work would result in duplicate expenditure. As a temporary workaround, additional port-a-loos would be put in for big/major events. The holdup has been the carriage of water to service these. The club will be purchasing a big “towable” tank for non-potable water. This would be used to service any additional port-a-loos that we might have.

P – Provided additional commentary on the track, advising that we’ve gone as far as we can with D-Group at this stage. The current situation is that the club and D-Group are “all square” regarding the quantity of dirt dumped vs. track work completed. The original contract has been fulfilled and completed. A variation was sought between CKRC and D-Group, to perform additional work towards Stage 2, but given the commercial benefits, introduced through COVID measures by the ACT Government, an agreement on further dumping of soil was unable to be negotiated at this stage.

Member question – Regarding the first lot of track work that was completed, were additional quotes sourced, rather than a sole-source from D-Group.

P response – Multiple vendors were approached and presented with the plans and opportunity to respond. Only D-Group responded to engage with the club in the work. In addition to the commercial arrangement to dump soil, the vendor essentially front loaded the money to complete the track works. This allowed the works to be completed, with the dumping of dirt providing “catch up” on the return payment.

This line of questioning and response resulted in a healthy and robust discussion about the track, track development and resulting commercial engagements. Key points are captured below:

- The Committee from over 10 years ago mismanaged the uncontrolled filling/dumping of the adjoining speedway. It is estimated that this has resulted in a loss of income to the CKRC in the order of ~\$1.5mil.
- Multiple vendors outside of D-Group were approached to quote on and collaborate with the CKRC on the track extension work. D-Group were the only company that responded and engaged with the club.
- Approximately 140,000m³ of soil has been dumped.
- Whilst the dirt mound looks taller and looks to contain more dirt than agreed upon, it has been checked, and matches the contracted figures.
- The dip at the approach to Turn 1 will be fixed free of charge in early March. Not by D-Group as this falls outside any area of responsibility on their part.
- Prior to any dumping land contours were taken. The original informal dumping required stabilisation due to the poor manner in which it was performed.

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- D-Group performed additional good faith work throughout the contract, including the cut-through, work on the entrance road and the clearing out of behind the back shed. CKRC continues to be appreciative of the effort and work performed by D-Group.
- The door has been left open for D-Group to be re-engaged if a mutual agreement can be reached.
- Additional contractors will be approached to see if an agreement could be reached with someone else (i.e., additional quotes). Members can approach the Track Development Committee to provide further details on any potential vendors that should be approached.
- Current fill/soil has been certified “clean”.

Member comment – We need to get more officials.

P response – Completely agree. As with any volunteer organisation, finding staff is challenging. There will be an officials training session early March. Word of this training will be pushed via CKRC social media and member advice.

P – Reiterated the ongoing positive support that the club continues to receive. CKRC strives to be amongst (if not) the best Karting facility in AUS. Upon completion of the outstanding works, track, pit area, club house – this is completely feasible.

Closed 2025

Upcoming Meeting Schedule:

9th March 2023 Committee Meeting

TBA April 2023 Committee + General Meeting