

Mount Gambier Motor Cycle Club Inc

COMMITTEE MEETING

Date 12 – 1 – 2016

Meeting Opened: 6:30pm

1. PRESENT.

Dave Atkinson, Marg Trotter, Phillip Williams, Bill Payne, Michael Skeer, Ron Baker, Les Baker, Rob Day, Darren Trotter, Mick Engberg, Hillary Trotter, Phil McGee, Chris Peake(Steward), Brenton Matters (MSA), Shane Collins(MSA), Steve Matthews(MSA), Andrew Robertson(Police Chaplin)

Chairperson; Andrew Saunders

Welcome by the President and declaration of pecuniary and other interests.

Phillip Williams has an ongoing pecuniary interest as a contractor to the club.

2. APOLOGIES

Nil

3. MINUTES OF THE PREVIOUS MEETING

It was **resolved** that the minutes of the previous Committee Meeting held on 8-12-2015 be accepted as a true and correct record of the business transacted.

Moved: M Trotter

Seconded: M. Skeer

Carried

4. CORRESPONDENCE IN

Correspondence tabled during meeting

5. CORRESPONDENCE OUT

Correspondence tabled during meeting

Correspondence in & out Accepted

Moved: R. Day

Seconded: D. Trotter

Carried

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6. TREASURERS REPORT

Club Financials reported and accepted.

Moved: M. Skeer **Seconded:** H. Trotter **Carried**

7. MEMBERSHIPS

Number of renewal memberships received 12

Number of memberships approved 12

Number rejected 0

Moved: M. Trotter **Seconded:** H. Trotter **Carried**

8. PLANNING

<u>Item</u>	<u>Progress</u>
\$ 6,000 for Dougie's pod This will be a separate commentators box to alleviate congestion in Race Control.	Carry over for discussion in late 2015. The need to extend the tower has become less of an issue since moving to Computime. We still have some microphone issues and Darren is to follow up with Phil as to improving the system. Action by Darren Trotter next meeting Phil organized Malala technician to look at the PA system on Friday the 13 th . Marg and Shorty will come out and see what he recommends. Thank you to Phil for arranging this To trial a headset at the SA Historics Discuss after the scooter race.

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Track Widening work	<p>Preliminary earthworks to coast approx. 40k Cost to Top coat and concrete corners approx. 60k – 70k corner Book for early October 2015. GEM to be booked for October. Darren to contact Downers as to a possible start date. Concrete kerb to be removed. Following a rise in the price of the preliminary works by GEM, Paul Heenan resubmitted a quote. Discussion on providers followed. Motion to accept Paul Heenan's quote for widening works from turn 9 to 12 was Moved by D. Trotter. Seconded by Dave Atkinson. Carried. Darren contacted Heenan's and booked the works in for the second week in October Darren to re confirm dates and timeline for preliminary works and contact Downers to discuss possible dates. Heenan's to start the week of 12 Oct. Thank you to Darren for working with Heenan's on the camber and layout. Thank you to Shorty for all his work in preparing and cutting the edge of the track. First coat of spray seal to be applied next week. Downers to be on site 18th January Machinery may be stored on site during the scooter race. A key will be arranged for the crew for the McNamara Road gate by Darren. Discussion around stone quality. Cheaper stone is available but the committee consensus was to keep using the Colac stone. Spray seal complete, Downers look to be on site week of the 18th all being well</p>
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Sign in Shed Upgrade to be discussed following the completion of all track widening works	
Lighting of pit toilets to be reviewed following track widening works	
Track Edge works	This will have to be carried over to 2016 and completed as a working bee.
Further tree planting	
Planning for the MX club site	<p>Committee members are asked to think about how the site will look and what facilities will be built there. For further discussion at the next meeting</p> <p>Ideas for the site...</p> <p>Andrew asked Mark Abram to take a photo of the site and recommended that Jake from Computime may be able to Photoshop it for us.</p> <p>Andrew to continue to follow this up.</p> <p>Andrew to send photos of the site to some Designers to see if they can develop a layout for the viewing area.</p> <p>Ongoing</p> <p>Preferred photo is the wide panorama photo.</p> <p>Andrew to send it to see if it can be photo shopped.</p> <p>Andrew to email the link to Dallas who will have a go at Photo shopping the photo</p> <p>Andrew and Dallas to work together on this project</p> <p>Dallas has completed a mock-up of the viewing mound and done a fantastic job.</p> <p>Andrew thanked Dallas for all his work</p> <p>Andrew to discuss with Dallas some ideas for the front entrance.</p>

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9. PROCEDURE DEVELOPMENT

Development of a Job Description and Duty Statement with priority jobs for the Caretaker position
Fire Plan in an Emergency.
Fire Extinguisher Training (to be arranged for FEB)

10. BUSINESS ARISING FROM PREVIOUS MEETINGS

ITEM NO.	BUSINESS	COMMENTS/DISCUSSIONS	ACTION BY WHOM	ACTION BY WHEN
10.1	Pedal Prix	<p>An enquiry was made about using Mac Park for a Pedal Prix Endurance Event in 2017 for up to 5 days. In-principle support was given by the committee. Moved Mick Engberg Seconded Darren Trotter Carried.</p> <p>Hillary to follow this up and reply to the sender and gather more information about the requirements and the event.</p> <p>A Pedal Prix representative attended the March track day and felt that the club facilities would be very suitable for the event. Discussion by all members present as to how big the pedal prix could be as Murray Bridge can get 20 000 attending.</p> <p>Pedal Prix Representatives to attend the June Meeting to</p>		

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		<p>discuss further the proposal.</p> <p>Pedal Prix Representatives Matt and Jeff attended the meeting and gave a presentation on what some of the logistics and requirements for holding the event would be. Discussion around Logistics, track visibility, facilities, showers, power, camping and catering.</p> <p>Andrew is to send a letter to the Pedal Prix president stating what Mac Park can provide, what the cost would be and also to ask what requirements Pedal Prix have.</p> <p>14-07-15</p> <p>Presentation to the Committee and Members on conducting a Pedal Prix event at Mac Park on April 2-3 2016.</p> <p>See</p> <p>Discussion points.</p> <p>Public liability Insurance will need to be arranged for the event.</p> <p>Club is able to charge for car parking and Admission \$5 per person and \$5 per car</p> <p>Check if the timing loop is Digital or Analogue.(Marg to check with Computime)</p> <p>May require a practice day on the Saturday.</p> <p>Camping to be made available on the Saturday night if required. This could be limited to the first 100.</p> <p>Mac park to provide canteen.</p> <p>Pedal Prix to run the event</p> <p>When numbers known extra toilets would be required.</p>		Ongoing
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		<p>Closing date for numbers would be known by the end of January 2016 As this is a new series the estimate would be for 50 to 70 teams to attend. Pedal Prix would require the Tower and the lights. Pedal Prix use control marshal points to get spectators across the track if required. Cost for the hire of the facility would be as per our usual cost. 11-08-2015 Darren reported on an event that he attended at Victoria Park in Adelaide, he commented on the event organisation and facility that we would need to provide. Darren is following up PL insurance for the event with 2 providers. Andrew is to draft a letter of support to hold the Pedal Prix from the MGMCC for the local councils. 8-09-2015</p> <p>Marg to follow up on a quote for Public Liability insurance for the event Darren is following up insurance options with MA provider and local brokers Insurance follow up. Marg to get Darren to follow this up again Date of April 2nd set for the Pedal Prix. Marg or Shorty will be available on the Sunday after the</p>	<p>Andrew Saunders</p> <p>Marg Trotter</p> <p>Darren</p>	<p>Next Meeting</p> <p>Immediate</p> <p>Next Meeting</p>
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		<p>track day to show sponsors around Andrew to respond to the Email from Andrew McLachlan With our cost and other requirements. Nothing Further</p>		Immediate
10.2	Member Bequests	<p>DA raised the idea of a club trust for members wanting to bequeath or give money to the club. The funds could be kept in a trust account with the interest used for special purposes. Committee is asked to consider ideas that this money could be used for and DA will develop some guidelines for the trust.</p> <p>A motion was put for DA to gather some more information on trust accounts and their operation. Moved H Trotter Seconded J. Elliot Carried 14-07-15</p> <p>David Atkinson presented a proposal which is to be placed on the Web Site for member comment.</p>	<p>DA</p> <p>Rob Day to follow up with the accountant as to not for profit organisations holding interest bearing accounts. Ongoing</p>	Next Meeting

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10.3	Preston Proposal	<p>Preston MCC has proposed an Interclub Race Meeting with the MCMCC. The date of the June long weekend suits our calendar.</p> <p>Committee approved in principle support for the event. Moved Dave Atkinson. Seconded Marg Trotter Carried Marg to email our preferred classes Over 600 600 250/300 production Limited Juniors C20 and C20+ Other clubs to be invited, Phoenix and Café Racers Date set of the 11th and 12th of June</p>	<p>Marg Trotter</p> <p>Contact all clubs to register interest</p>	Ongoing
10.4	Grand Stand	<p>Grand Stand Unit for sale at Keith. Marg investigating the price. 0428735671 Andrew Sent a text on the 6-01 Price of 7800 Darren to call and see if the stand has an Engineers Cert</p>	<p>Marg to call again</p> <p>Darren Trotter</p>	<p>Ongoing</p> <p>Immediate</p>
10.5	Bendigo Bank Credit Card Approval	<p>The committee discussed and approved the application for a Credit Card for the club to be used by Lesley Baker for club business Moved Michael Skeer. Seconded Marg Trotter. Carried</p>	Rob Day to arrange for the card	<p>immediate</p> <p>Ongoing</p>

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10.6	Lack of recovery staff	Discussion around the upcoming lack of recovery staff. Darren is to approach the Lions Club and see if they would be interested in being involved in this on an ongoing basis	Darren	Immediate Ongoing
10.7	Sponsorship Packs	Marg and Les to hand out sponsorship packs We have received 2 sponsorships so far. One from Trident Tyre Centre and one from the Bendigo bank.	Marg and Les	Immediate
10.8	Gate to start / finish straight	Pool type security gate to be installed at the start / finish line entry. Moved Ron Baker. Seconded Marg Trotter. Carried Gate installed and Andrew thanked Shorty for a great job.	Shorty to arrange installation.	Immediate Complete

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11. NEW BUSINESS

ITEM NO.	BUSINESS	COMMENTS/DISCUSSIONS	ACTION BY WHOM	ACTION BY WHEN
11.1	Quote from Darren Trotter for the concrete curbing	Quote for \$5890 to replace all curbing following the track widening works. Motion to accept the quote: Michael Skeer. Seconded Mick Engberg. Carried		
11.2	Posting of photos from the Historics racing	Question raised if it is ok to post photos of the riders from the historics weekend. Committee and MSA confirmed that photos of the racing are ok to post.		

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11.3	Learnings from the Incident and De-brief.	<p>MSA will be developing a full policy on what to do when an incident occurs.</p> <p>Items discussed:</p> <p>MEDIA</p> <p>The Media were very confronting on the day of and following the incident. Some things to action.</p> <ol style="list-style-type: none"> 1. Man the front gate and have two way radio communication to the incident controller or senior committee member as to who is allowed in. 2. All contacts and enquires are to be referred to MSA without exception. 3. Notify the MSA general manager as soon as possible and brief them of the situation. <p>INCIDENT CONTROL</p> <ol style="list-style-type: none"> 1. MSA to develop a full Incident Management Procedure. 2. Remember the Steward is in control of the incident until directed otherwise by the Police 3. The Steward will have the MSA developed Procedure to follow <p>RESPONSIBILITY FOR RUNNING THE EVENT</p> <ol style="list-style-type: none"> 1. MGMCC to update Track Hire documentation to clearly state who is responsible for running any event at the circuit. 2. Documentation to include all Officials and Staffing for 		
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		<p>the event and that this is to be the Hiring Clubs responsibility not MGMCC.</p> <p>USE OF THE CHASE CAR</p> <ol style="list-style-type: none">1. Discussion by the committee that the Chase car with the EMT officer should be compulsory. This will be discussed further at the next committee meeting. <p>FIRE MARSHALL AT AN INCIDENT</p> <ol style="list-style-type: none">1. At an incident we must ensure a Fire Marshall is standing by with at least one large foam extinguisher.2. If the incident is at the start line the starter will also be on standby with an extinguisher for the duration of the incident or until the Steward declares the area safe. <p>FIBREGLASS FUEL TANKS</p> <ol style="list-style-type: none">1. MSA to look into fibreglass tank legality and safety. <p>SUPPORT FOLLOWING AN INCIDENT</p> <ol style="list-style-type: none">1. Thank you to SA Police Chaplin Andrew Robertson for his assistance following the incident. Andrew indicated that in the future he is available for support following an incident and can be contacted as a first response councillor.2. MSA indicated that they are contracting a locally based councillor that can be accessed at no cost following an incident. Details to come.		
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- 12. CLOSE: 915 pm
- 13. NEXT MEETING: 7pm Jan 19 2016 .AGM