



Toowoomba & Lockyer Valley Kart Club Inc.

Meeting Date: Saturday 15 February 2025
Meeting Time: 5.30pm – 6.30pm
Meeting Location: Officials Shed

Meeting Minutes

In Attendance	
Mel Czulowski	Club President
James Simpson	Club Vice-President
Bill Miller	Club Treasurer
Amy Boon	Club Secretary
Duncan McConnell	Committee Member
Matt Kue Sales	Club Member
Wayne Marshall	Club Member
Alan Lippiatt	Club Member
Greg Geldard	Club Member
Peta Hare	Club Member
Rob Kingston	Club Member
Craig Shepley	Club Member
Thomas Williams	Club Member
Jamie Williams	Club Member
Paul Willmott	Club Member
Alan Czulowski	Club Member
Graham Czulowski	Club Member
Dave Tilmouth	Club Member

1. Meeting Opening			
<i>Item</i>		<i>Minutes</i>	<i>Action</i>
1.1	Welcome	The Chair welcomed attendees and opened the meeting at 5.35pm.	<i>No Actions</i>
1.2	Declaration of Conflicts of Interest	There were no conflicts of interests declared by meeting attendees.	<i>No Actions</i>
1.3	Confirmation of Previous Meeting Minutes (23 November 2024)	The previous meeting minutes from the meeting held on 23 November 2024 were confirmed.	<i>No Actions</i>
1.4	Update on Post Meeting Actions (23 November 2024)	There was no post meeting actions from the meeting held on 23 November 2024.	<i>No Actions</i>
2. Matters for Discussion			
<i>Item</i>		<i>Minutes</i>	<i>Action</i>
2.1	Standing Items		
2.1.1	President and Vice-President Update	<p>The Chair thanked the Toowoomba and Lockyer Valley Kart Club (TLVKC) community for their contribution in improving the club's grounds, including the beautification of the canteen, fences, grasslands and more.</p> <p>The Chair advised that a sausage sizzle was recently held on the <i>Test and Tune</i> Day in January 2025 which raised \$570.00.</p> <p>The Chair and Vice-President attended the <i>Building Better Karts Conference</i> in February 2025. The conference included track safety which involved attending Ipswich Kart Club. The Chair advised that valuable insights were obtained to better the club.</p> <p>The Chair advised that the TLVKC track was inspected on Wednesday 12 February 2025. The inspector determined that more tyres were needed in the back-straight, crossover and pit lane entry. The Chair advised that compliance should occur as part of the upcoming in-grid renovation. The Chair confirmed that the inspection is conducted every two (2) years, unless a state or national title is held at the premises. The inspection is conducted by Tony Manson.</p> <p>The Chair confirmed that two (2) quotes had been received for tree removal, at \$3,450.00 and \$4,500.00 respectively.</p>	<i>No Actions</i>

2.1.2	Treasurer Update	<p>The Treasurer advised that the TLVKC currently has \$132,000 due to the new build grant received. \$40,000 has been spent on the build to-date. The Treasurer further advised that a \$13,000 BAS invoice had been paid, due to having not spent the grant funding, which will likely be credited back by the end of financial year due to the intended completion of the new build within the financial year.</p> <p>There were no further queries raised regarding financials.</p>	<i>No Actions</i>
2.1.3	Club Correspondence Update	There was no club correspondence received for noting or discussion.	<i>No Action</i>
2.2	Committee and Volunteer Role Update	The Vice President advised that the Committee were seeking additional volunteers to support day-to-day race meeting operations as well as new member orientation. The Chair clarified that the Secretary posts volunteer schedules to the TLVKC Facebook Page in the lead up to race meetings which volunteers can commit to half-day or full-day volunteering.	<i>No Actions</i>
2.3	Amenity Build Update	<p>The Vice President advised that late last year the TLVKC was contacted by the Sporting and Recreational Grant Team in relation to concerns regarding the appointed project manager and builder for the upcoming amenity build. As a result, works were postponed. The Sporting and Recreational Grant team required the following actions to be undertaken:</p> <ul style="list-style-type: none"> • Consult with members • Appoint a new Project Manager • Form an internal Project Management Committee • Rerun the tender process <p>The Vice President advised that a member survey was distributed pre-Christmas with 17 responses received. 14 of the received responses requested that the build be moved to the mound, near the entry toilet block. This change has been accommodated into the new build. The updated concept build reflecting the change will be distributed.</p> <p>The Vice President advised that Darren Geoff's had been appointed the new Project Manager for the build. Darren is located in West Brisbane</p>	<p><u>Action:</u> Distribution of deidentified survey results.</p> <p><u>Action:</u> Distribution of the concept plans.</p> <p><u>Action:</u> Distribution of Darren Geoff's CV.</p> <p><u>Action:</u> Sourcing of suitable equipment for the First Aid Room.</p>

		<p>area. Darren’s project management costs are estimated at \$6,500.00, considerably less than the originally engaged project management costs of \$12,000.00.</p> <p>The Vice President advised that an internal Project Management Committee had been established consisting of the President, Vice President, Matt Kue Sales (Club Member) and Ricky Smith (Life Member) who regularly meet and oversee new build operations and requirements.</p> <p>The Vice President advised that the builder tender process was rerun with site visits with prospective builders currently occurring to-date. Approximately eight (8) builders have engaged in informal conversations. It is expected to be formalised in the near future, due to the scheduled build to commence in May 2025. The build is anticipated to take approximately ten (10) weeks. The concept plans have been prepared and will be circulated, with feedback welcome.</p> <p>The build will also include a First Aid Room to ensure compliance with upcoming government safety requirements. The Vice President and Duncan McConnell confirmed that they were sourcing medical equipment (e.g. hospital beds) that would be certified and suitable for medical assistance. The Chair confirmed that the <i>Building Better Karts Conference</i> advertised 17 available stretches, which she expressed her interest for, on behalf of TLVKC. The Chair also raised that a list of First Aiders would be collated, and a potential training day ran. The Vice-President and Duncan expressed their ability and willingness to facilitate training sessions.</p>	
2.4	Canteen Operation Tender Outcome	<p>The Vice President advised that the canteen operation tender commenced in the fortnight past and closed on Friday 13 February 2025. Two (2) tender responses were received from Phil Bowles and Mandy Lippiatt. Based on the received tenders, the Committee approved Mandy’s tender for two (2) years operation.</p>	<p><u>Action:</u> Notification of tender outcomes.</p> <p><u>Action:</u> Publishing of tender outcome on TLVKC Facebook Page.</p>

		<p>The Vice-President advised that Mandy will be appointed as the TLVKC Canteen Convenor and will be paid \$1,000.00 per month for canteen management. Mandy will be responsible for all food safety including licencing, procurement of food, cleanliness of canteen facilities. The Vice-President is collaborating with Mandy to provide a floor plan of the current and new build canteen and operating days and hours are required to be provided to Council, to aid licencing requirements. All funds made by the canteen to be received by the TLVKC directly. A dedicated bank account and EFTPOS facilities (specifically Square) will be established for canteen operations. The Treasurer advised that other clubs that operate via similar models earn incomes of approximately \$4,000 per weekend of operation.</p> <p>The Vice-President acknowledged and thanked Phill for his contribution to TLVKC over the past three (3) years. The Vice-President advised that Phil and Mandy would be notified of the tender outcome and Mandy's appointment would be published via the TLVKC Facebook Page.</p>	<p><u>Action:</u> Establishment of a dedicated canteen bank account.</p> <p><u>Action:</u> Procurement of EFTPOS facilities (Square).</p> <p><u>Action:</u> Distribution of current and new canteen drawings and operating hours and days to Council.</p>
2.5	Club Branding and Signage	<p>The Vice-President advised that the signage featured on Warrego Highway is outdated. The Vice-President met with the signage landowner who is agreed to continue a five (5) year agreement for \$3,300.00 per year. The Vice-President advised that three (3) companies have agreed to provide sponsorship of \$1,100.00 each per year to aid signage costs, with their logos to be included on the signage. The Vice-President advised that a new design would be generated to include the sponsors.</p> <p>The Vice-President advised that the ripple strips had been removed as part of recent Council repair works. The Vice-President shared that a request had been lodged with Council to repaint the ripple strips and implement a road street sign stating, "Kart Club", which remain pending.</p>	No Actions
2.6	Girls Race Too Funding Usage	<p>The Chair advised that TLVKC received \$7,500.00 for the <i>Girls Race Too</i> Campaign. The funds are intended to increase female participation in the sport and are to be utilised for female specific ventures, including advertising and incentives (e.g. entry fees, annual memberships). The Treasure informed meeting attendees that spending of the funds would be audited and reported, as a requirement of the grant.</p>	<p><u>Action:</u> Brainstorming of initiatives for <i>Girls Race Too</i>.</p> <p><u>Action:</u> Investigation of Junior Sprocket collaboration.</p>

		<p>The Chair and Vice-President raised a potential collaboration with Junior Sprockets to showcase karting (e.g. presentation) and include a dedicated female session, subsidised by the <i>Girls Race Too</i> grant.</p> <p>The Chair sought recommendations and expressions of interests for the dedicated <i>Girls Race Too</i> Liaison Officer, noting the person can be of any gender. Meeting attendees</p>	<p><u>Action:</u> Appointment of a TLVCR <i>Girls Race Too</i> Liaison Officer.</p>
2.7	Indemnity Insurances	<p>The Chair advised that insurance was a major topic of discussion at the recent <i>Building Better Karts Conference</i>. The Chair informed attendees that insurance is proving challenging for the industry, noting there is only one (1) provider for the sport. The Treasurer advised that insurance is approximately \$6,500.00 per year and includes a range of liabilities such as manager, campus and camping. The Chair stressed the importance of ensuring compliance with insurance requirements for provision of the sport to continue. The Chair further advised that those experiencing challenges in obtaining their KAC licence, to contact her directly.</p> <p>The Chair confirmed that a fee of \$10.00 per night would be charged for camping, with 30 sites available, to offset insurance fees associated. No profit will be made from camping charges, solely to aid the club to break even.</p>	<p><i>No Actions</i></p>
2.8	State of Origin	<p>The President advised that Port Macquarie recently went through a change of committee, who remain supportive of the upcoming State of Origin series. The President advised the list of drivers is in-progress being undertaken by selectors from both Karting Queensland and Karting New South Wales, to ensure independence and fairness. The President advised that there will be nine (9) classes including 32 drivers, 16 from each state. The President confirmed that officials will also be from Karting Queensland and Karting New South Wales, to ensure independence and fairness.</p> <p>The President informed those present that this event will bring publicity to TLVCR and will require volunteer support for its success. Additionally, major sponsors are being sourced for advertising, signage and</p>	<p><u>Action:</u> Seeking expressions of interest for sponsorship and involvement (e.g. Race Teams, local businesses).</p>

		equipment (e.g. gazebos). The President advised that they would be in contact with race teams to gauge interest in supporting the event. It was raised that a sub-committee may be required and of benefit to support the series' success.	
2.9	In-Grid Project and Scales	The Chair advised that the In-Grid Project would commence March/April 2025 at no-expense to the club. The project intends to input the scales into the ground, to aid flow. Additionally, three (3) rows will be included to enable 32 karts on in-grid. The Chair confirmed that no driving will be permitted onto the scales, push-on only.	<u>Action:</u> Distribution of project drawings.
2.10	Club Championship Structure	The Chair clarified that participants are required to complete seven (7) rounds to qualify for the championship. Additionally, dependent on participant numbers, where classes have less than five (5) participants, only first (1 st) place will be awarded, in accordance with the rule book.	<i>No Actions</i>
2.11	Club Meeting Minutes, and Publication	The Vice-President advised that meeting minutes will be distributed within seven (7) days of a club meeting via email. Meeting minutes will also be posted to the TLVKC website. The Vice-President advised that a call for agenda items will be distributed in preparation for upcoming meetings, with a deadline for submissions. Post-deadline, the agenda would be subsequently circulated. Meeting agendas will also be posted to the TLVKC website.	<u>Action:</u> Distribution of meeting minutes and agendas. <u>Action:</u> Posting of meeting documentation to the TLVKC website.

3. Matters for Decision

<i>Item</i>	<i>Minutes</i>	<i>Action</i>
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There were no matters for decision.

4. Matters for Noting

<i>Item</i>	<i>Minutes</i>	<i>Action</i>
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There were no matters for noting.

5. General Business

<i>Item</i>	<i>Minutes</i>	<i>Action</i>
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5.1	QR Code: Driver Briefing	It was raised that a QR Code would be beneficial to register driver's briefing attendance. The Chair confirmed that this would be implemented for next month's race meeting. All registered participants will be required to scan the QR Code to register their attendance at the driver's briefing in order to participate in the race meeting.	<u>Action:</u> Creation of a QR Code to register driver attendance at the driver's briefing.
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5.2	Appropriate Footwear	The Chair confirmed that crocs are inappropriate footwear and are not to be worn on the grid.	<i>No Actions</i>
6. Meeting Close			
The Chair thanked attendees and closed the meeting at 6.39pm. The next Toowoomba and Lockyer Valley Kart Club Committee meeting will be held on 17 May 2025 at 5.30pm.			

toowoomba art club - Summary Report

This report shows reconciled transactions only.

From : 1/07/2024

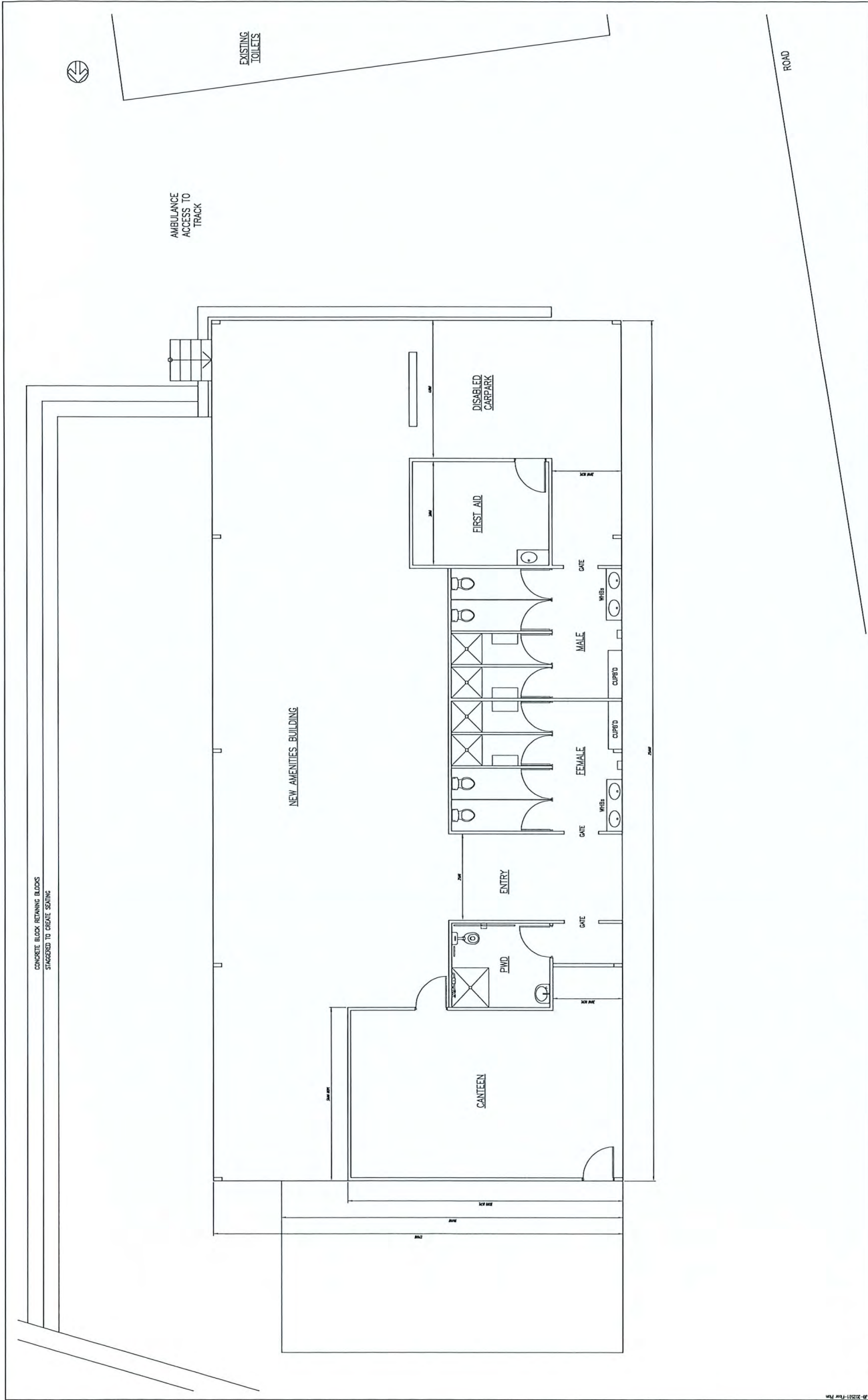
Account: *** ALL ***

To : 28/02/2025

Category	%	Income	Expense	Balance
Income				
cantee	0%	393.57		393.57
pitbay fees	5%	4,686.00		4,686.00
practice fees	0%	304.89		304.89
race & practice fees	69%	61,098.38		61,098.38
race entry	0%	99.96		99.96
race sponsorship & ad	9%	7,700.00		7,700.00
rebates & refunds	10%	9,060.00		9,060.00
track hire	1%	1,100.00		1,100.00
xmas party income	4%	3,828.50		3,828.50
Income Total		88,271.30		88,271.30

Expense

accountancy	11%		13,266.96	(13,266.96)
advertising	5%		6,563.81	(6,563.81)
Bank Charges	0%		3.60	(3.60)
computer expenses	1%		965.59	(965.59)
electricity	1%		657.19	(657.19)
fuel & oil	0%		457.80	(457.80)
gas	1%		830.95	(830.95)
Groceries	3%		3,924.03	(3,924.03)
grounds work	2%		2,807.50	(2,807.50)
hire/rent equipment	0%		125.00	(125.00)
Insurance	2%		2,700.00	(2,700.00)
Internet	1%		1,112.00	(1,112.00)
KA aust	0%		492.95	(492.95)
KQ queensland	7%		8,903.20	(8,903.20)
legal fees	0%		396.00	(396.00)
Medical	1%		1,100.00	(1,100.00)
mower	0%		496.70	(496.70)
new amenities block	30%	1,897.50	39,350.00	(37,452.50)
offical fees	6%		7,092.65	(7,092.65)
office	2%		2,200.00	(2,200.00)
Petty Cash	0%		200.00	(200.00)
printing& stationary	1%		1,595.60	(1,595.60)
Rates	0%		10.90	(10.90)
rates & land tax	2%		2,831.79	(2,831.79)
refund	0%		446.00	(446.00)
repairs & maintenance	1%		967.10	(967.10)
rubbish & cleaning	2%		2,352.00	(2,352.00)
travel accom conf	3%		3,466.00	(3,466.00)
trophies	5%		5,736.35	(5,736.35)
utilities	2%		2,111.38	(2,111.38)
Vehicle	5%		6,400.00	(6,400.00)
web fees	0%		44.00	(44.00)
xmas party	5%		6,556.95	(6,556.95)
Expense Total		1,897.50	126,164.00	(124,266.50)



DO NOT SCALE

NOTES:

- DO NOT SCALE DRAWING. USE FIGURED DIMENSIONS ONLY.
- DRAWING BASED ON TRANSMITTED DIMENSIONS. THEREFORE, THE ACCURACY OF DIMENSIONS CANNOT BE GUARANTEED. VERIFY ALL DIMENSIONS AND DETAILS ON SITE BEFORE COMMENCING ANY WORK.

DATE	16/07/25	DESCRIPTION	BUILDING WIDTH REDUCED TO 12M
BY	JAN '25	DESIGNER	MKS
CHK		CHECKER	MKS
REV		REVISION	

PROJECT: TOOWOOMBA LOCKYER VALLEY KART CLUB

CLIENT: TOOWOOMBA LOCKYER VALLEY KART CLUB

PROJECT: PROPOSED NEW GO-KART AMENITIES BUILDING
SNELLING RD, HELDON, QLD 4344

TITLE: PROPOSED FLOOR PLAN
SCHEME DESIGN

PROJECT No: JB202501

DRAWING No: PHE

DATE: JANUARY 2025

SCALE: 1:50 @ A1

DATE: JANUARY 2025

PROJECT No: JB202501

DRAWING No: WD-01 of 1 sheets

REV: SD-1

AST-New Logo.jpg

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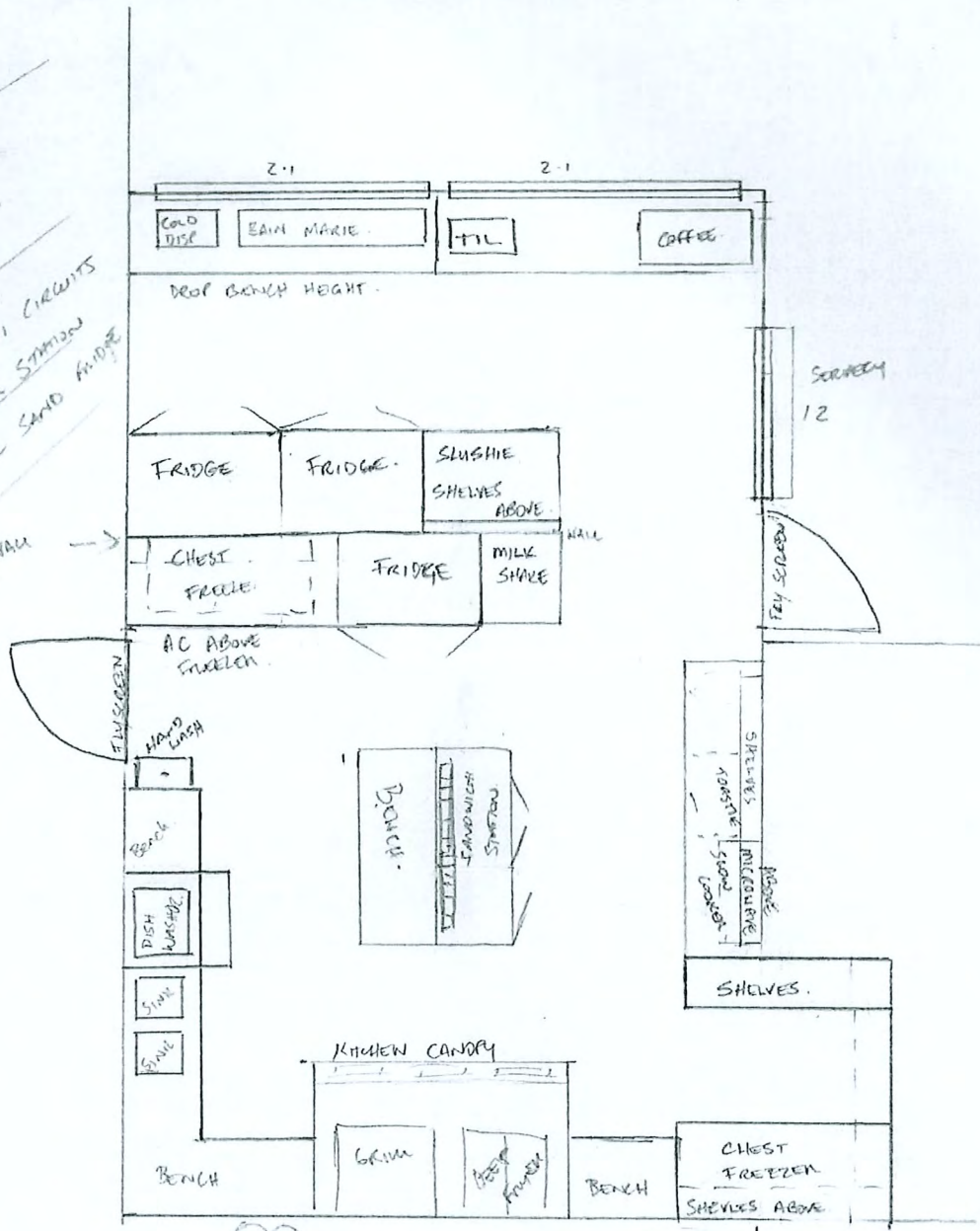
Coffee Machine x 3.
 Filtered Water
 Waste Water
 Power

GAS - GRILL
 3 x DEEP Fryer

Multi GPO'S on Multi Circuits
 For Slow Cooker Stations

Power to Island for SAND FRYER

Disinfection



OO
 GAS

1:40

