

# ***Northern Rivers Kart Club – trading as Lismore Kart Club***

## ***Meeting Minutes***

28<sup>th</sup> October 2009

### **I. Call to order**

**Tony Grant, LKC President** called to order the executive meeting of the Lismore Kart Club at **7.45pm** on **28<sup>th</sup> October 2009** in **Lismore Workers Club**.

### **II. Roll call**

**Tim O'Reilly, LKC Secretary** passed around the attendance book. The following persons were present: Tony Grant, Graham Armstrong, Russell Standing and Tim O'Reilly.

### **III. Approval of minutes from last meeting**

Minutes not taken at the AGM as the Secretary was absent and no stand in appointed.

### **IV. Open issues**

- a) Tony Grant discussed the correct meeting processes to be followed in the future as per the tabled Constitution.
- b) Tony Grant introduced Gaetano Astone an Accountant and the “Overview on Operation of an Association” document tabled and presented to those present. Following the document Gaetano Astone explained how a Constitution works in the context of a club and how these can be tailored to suit the type of club. Tony Grant suggested that the AKA are preparing a draft Constitution that may be more tailored to a kart clubs needs. Gaetano advised that 75% of members needed to change or amend a Constitution and that it should be freely available to members and posted on the club web site for easy access. Committee needs review every 3-4 years and recommends change of roles within the Committee at that time.
- c) Gaetano identifies that signatories need to be changed at the bank, and advised that the Treasurer and one other signature be required at all times, being that of Tony Grant, Graham Armstrong or Tim O'Reilly. Recommended that the Licensing Officer also be authorized to co-sign with Treasurer specifically for license payment transactions.
- d) Dictaphone suggested by Gaetano to be used for accurate minute taking.
- e) Gaetano advised that an Audit is required by the Office of Fair Trading each year. Some discussion on when the last Audit was undertaken and advised by Gaetano that this is a priority and must be done each year even if the club has not been profitable.
- f) **ACTION REQUIRED:** Tony Grant and Russell Standing to arrange meeting with the Office of Fair Trading to determine course of action and to negotiate a

1<sup>st</sup> July to 30<sup>th</sup> June financial period to better allow the finalization of financial records before the AGM in October each year.

- g) \$100 maximum petty cash recommended and agreed by all parties for payment of Officials on race weekends. Larger payments should be made as a cheque.
- h) Gaetano departs meeting

**V. New business**

- a) Discussion of track lease. Russell Standing explains that the survey is done and that a valuation is required.
- b) **ACTION REQUIRED:** Tony Grant to find 2 or 3 clubs that currently lease land to assist with valuation process.

**VI. Adjournment**

**Tony Grant** adjourned the meeting at **10pm**.

Minutes submitted by: Tim O'Reilly

Minutes approved by: Tony Grant