

**Minutes of the
Model Power Boat Club – ACT
General Meeting held at the Queanbeyan Leagues Club
12 Jan 08**

Opening

1. The meeting was declared officially open for business at 1:00 pm.
2. The following members were present:

John Howell
Matthew Green
Michael Muir
George Theodorakis
Alan Ward
Warren Bleakley
Brett Armstrong

3. The following members offered their apologies:

David Oakman

Minutes

4. This being the first meeting of the club, there are no previous minutes to be read.

Business Arising

5. There was no business arising.

Correspondence

6. There was no correspondence.

Reports

7. As elections have not been held there are no committee reports.

General Business

8. **Election.** An election to fill committee positions was held with the following outcomes:
 - a. President – Alan Ward
 - b. Secretary – John Howell

- c. Treasurer –
- d. Public Officer – Warren Bleakley.

9. **Club Name.** The name of the club was discussed and it was agreed that the official name of the club will be:

Model Power Boat Club – ACT
Abbreviated - MPBC-ACT

10. **Club Incorporation.** It was agreed by all members that the club shall be incorporated. The draft constitution was handed out to members to read and comments are to be returned to the secretary.

a. **Action Item.**

Responsibility: John Howell

Due date: 13 Jan 08

Send copy of draft constitution to all members via email.

b. **Action Item**

Responsibility: All members

Due date: Friday 18 Jan 08

Provide comment/amendments to constitution to secretary.

11. **Common Seal.** Under the Incorporations act the club is required to have a common seal in the form of a rubber stamp. The seal would be adopted as our official club logo. The seal is to include the words “Model Power Boat Club – ACT Inc”.

a. **Action Item.**

Responsibility: Warren Bleakley

Due Date: Sun 20 Jan 08

Design an appropriate logo and present it for comment at the next meeting. Plus obtain a quote to have a rubber stamp produced for use as the club common seal.

12. **Australian Model Power Boating Association (AMPBA) Affiliation.**

It was agreed by all members that the MPBC – ACT will apply for affiliation with the AMPBA. It was also agreed that the MPBC-ACT would adopt the rules of the AMPBA. The AMPBA requires that a risk assessment be completed on the lake which is to include photos for insurance coverage.

a. **Action Item.**

Responsibility: John Howell

Due date: Sun 20 Jan 08

Draft a risk assessment of the practice lake and the main lake for review at the next meeting.

13. **Toilets.** The issue of having a toilet available for use of members at meetings was raised. The choices available were we could hire a portable toilet or we could purchase a small chemical toilet and a camping enclosure.

a. **Action Item.**

Responsibility: George Theodorakis

Due date: Sun 20 Jan 08

Obtain a quote for the hire of a portable toilet and for the purchase of a chemical toilet and an appropriate screen.

14. **Bank Account.** The club will be required to open a bank cheque account however, this will be delayed until a treasurer has been elected.

15. **Petty cash.** The requirement for the secretary to have access to petty cash to allow purchase of small stationery and postal items was discussed. It was decided that the Secretary should hold petty cash up to a maximum of \$50.00.

16. **Fees.** The issue of fees was discussed and the following amounts were set:

Membership fees normal member: \$45.00 per year

Membership fees junior member (16 and under): \$10 per year

Club practice day fees: \$2.00 per person

Club race day fees: \$5.00 per person

17. **Membership.** To start the club off it was agreed that all members would pay full year membership fees even though there is only six months left in the membership year.

a. **Action Item.**

Responsibility: John Howell

Due date: 13 Jan 08

To email a membership form to all members and publish a copy on the club website.

18. **Guest/Visitor Membership.** There was a discussion on how the club could manage new members or visitors in regards to insurance coverage. John Howell stated that he had asked the AMPBA about this previously and the response was that in order for members to be covered they had to be financial members of the AMPBA. Several members indicated that in dealing with other clubs, new members or guest were allowed to participate at two meetings before being required to join and pay membership fees.

a. **Action Item.**

Responsibility: John Howell

Due date: 20 Jan 08

To investigate with the AMPBA if there can be coverage arranged for guests or new members to allow them to attend two meetings before having to join.

19. **Club Venue.** There was discussion on how the club could best use the practice and main lake. The main focus was safety and how any risks could be minimised. It was agreed that the club needed to institute a formal layout of specific use areas at each venue. Those areas being:

Pit Area
Drivers Stand
Maintenance zone
Spectators zone

a. **Action Item.**

Responsibility: Alan Ward

Due date: 20 Jan 08

To obtain a quote for para webbing fencing that can be erected on the shores of both lakes to prevent boats leaving the water.

b. **Action Item.**

Responsibility: John Howell

Due date: 20 Jan 08

To investigate the production of signage to clearly identify the specific zones at the venue:

- Pit area – prohibit spectators/non members
- Danger zone – guide spectators to viewing area
- Viewing area

20. As the area we use at the practice lake is subject to flooding, it is unlikely that approval would be given to erect any permanent structure. The only option for a drivers stand at this venue is a portable one. Warren Bleakley volunteered the use of his flat bed trailer to be used as a drivers stand.

21. The practice lake is a popular spot for locals to eat meals and unfortunately there are no rubbish bins available at the location. The area is sometimes covered in litter and looks very unsightly. This may present a false image to spectators when they come to view our events.

a. **Action Item.**

Responsibility: Alan Ward

Due date: 20 Jan 08

To investigate with Canberra Urban Parks and Places if a permanent rubbish bin can be established at the practice and main lake.

22. Both the practice lake and the main lake have a Plan of Management published by Canberra Urban Parks and Places. The practice lake has free use of model boats however a motorised rescue boat is not permitted. Swimming is prohibited at all times at the practice lake. The main lake allows the use of model boats and motorise rescue boats by permit only.

a. **Action Item.**

Responsibility: Alan Ward

Due date: 20 Jan 08

To investigate with the Canberra Urban parks and places the following information:

- The procedure for obtaining a permit.
- Can the permit cover all of our run days or is a separate one required for each day?
- Will the issue of a permit close the lake to other users i.e. swimmers and other boats?
- Assess to key for the gate at the main lake.

23. **Frequency list.** It was requested that the club maintains and publishes a list of frequencies held by club members. This is to allow members to make informed decision when purchasing radio equipment to try and minimise frequency clashes.

a. **Action Item.**

Responsibility: John Howell

Due date: 13 Jan 08

To include a frequency and alternate frequency on the club membership form. To publish the frequency list on the club website.

24. **Club equipment.** In order to run successful events, the club will need to have a certain amount of equipment. For the time being the club will make use of donated or lent equipment but the aim is to eventually have the following items owned by the club:

- Rescue Boat and Motor
- Pit Tables
- Buoys
- Fire extinguisher
- Generator
- PA System
- Laptop computer
- Lap counter wiring harness
- Frequency board

a. **Action Item.**

Responsibility: Alan Ward

Due date: 2 Feb 08

To investigate build a new frequency board that will allow the hanging of AMPBA membership cards to indicate use of frequencies.

25. As part of affiliation with the AMPBA, the club will be provided with the following equipment:

- AMPBA Race Software
- First Aid Kit
- Sound meter

Next Meeting

26. The next meeting is to be held at the practice lake on 20 Jan 08 at 1:00pm.

Closure

27. There being no further business, the meeting was closed at 2:30pm.

Alan Ward
President

Jan 08

John Howell
Secretary

Jan 08