

Minutes NCCI Meeting 9th April 2024 5.39 pm

	Summary of discussion	Actions	
1. ATTENDANCE	Present: Darren, Wil, Kate, Laila Apologies: Billi Guests: Andre	Minutes: Laila Facilitator: Wil	
ACKNOWLEDGMENT OF COUNTRY	An acknowledgment from those attending of the Widjabul people of the Bundjalung Nation and gratitude expressed to Elders past, present and emerging.		
CONFLICT OF INTEREST	Wil declared potential conflict of interest for Rainbow Road Walking Track and Jungle Patrol.		
2. PREVIOUS MINUTES	Minutes 12/03/2024 adopted.	DCMs to upload to website.	
3. BUSINESS ARISING			
Apothecary extension enquiry	<p>Sammi currently sub-lets the room behind the Apothecary to practitioners for massages. She would like to use the space for other functions by cutting a doorway into the back wall.</p> <p>Committee approves but would like communication in writing about proposed changes and the length of the work so arrangements can be made for tenants while work is undergoing. Sammi will communicate with her tenants and NCCI will communicate with tenants of B&B and block out dates during the work if necessary.</p> <p>Wil have been into the Apothecary twice in the hopes of meeting with Sammi to discuss but hasn't seen her yet. Andre has communicated committee decision to Sammi in person. He reports it looks like there was a door in the past in the exact spot Sammi wishes to install a single door.</p>	Andre will continue to communicate with Sammi. He will inform Sammi that all proposed changes/ intend are needed in writing.	

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Market ground hire	It was decided in November 2023 that the grounds hire would be changed back to \$150+ GST instead of \$100. Michael Balderstone was going to talk to Steph Seckold about the matter and the committee to communicate this to DCMs. In the past rent has been waived due to rain and covid.	Billi will contact Steph to relay information.	
ComSkool to target rent	<p>They are currently on a lease version 2 (max 5% pa increase) but as part of the option renewal they should be moved to a version 4 (max 110% CPI). This change could benefit them over the new schedule period depending on the annual CPI over the next 3 years.</p> <p>If they ask for the three-year introduction of the increase, they could go onto the version 4 lease. The financial impact: The target from 1.7.24 is \$896.95 (incl GST) + 110% 23-24 CPI. This would be \$58.83 (GST inc) + 110% CPI monthly increase and would be adjusted annually for the following 2 years in line with other similar tenancy arrangements.</p>	Kate has requested the rent calculator from DCMs to verify rent and increase. Committee will then determine who to contact Judy. If not resolved prior to next meeting, this should be added to May agenda.	
Lease agreement with Hemp Club	It has been recommended that a new lease and signed schedule with The Hemp Club not be pursued but rental increases identified in letter from NCCI dated 25 July 2023 be applied going forward. Hemp Club is already paying the additional rent for year one of the rental increases as discussed.	New committee will leave the matter as is but would like to introduce themselves and talk to tenants directly, as it's preferred tenants have signed leases stating conditions for the benefit of both parties going into the future.	
Nimbin Tax and Accounting request	Following the enquiry from last meeting, Andre explored side door option to solve the matter of keeping heat/cool in. He reports tenants would like the door to be left open	Suzanne to check if there are funds available for to pay for aircon now or await budget meeting in May.	

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	for client visibility and convenience. Andre has provided a quote for him to build a wall and tenants are supposedly happy to pay for the wall. Tenants would like NCCI to pay for aircon and make monthly repayments as done for other tenants. Andre has notified Nimbin Tax and Accounting that an electrician is required to check whether the building can sustain one more aircon. He has suggested to organise an electrician for them but tenants have to pay for electrician's time.	Andre to continue communication with Nimbin Tax and Accounting.	
Toilets in Acacia	Committee has been informed of public use of toilets in Acacia and to avoid this, committee would like tenants to use the keys provided for the toilet. DCMs and PM report that tenants have been informed and have been keeping them locked so far.	Resolved.	
No parking sign at Age Care	DCMs report they have emailed Barry Goodwin at LCC to change the signage in front of Age Care to no parking.	DCMs to notify committee of response and changes.	
Rainbow Road Walking Track community and committee involvement	<p>Hannah Rice-Hayes from Lismore City Council helps community organisations establish land care groups, which NCCI can benefit from in the development and maintenance of Aquarius Park and Rainbow Road Walking Track.</p> <p>A separate informal meeting between committee has been arranged to discuss visions for RRWT community engagement such as posting regular updates, creating subcommittees and organising a trivia night. Wil notes as work on site has commenced, it is not safe to invite community there yet but LCC project manager Martin may be able to send regular updates for NCCI to post on</p>	<p>DCMs report they have contacted Hannah to enquire about forming a land care group and will keep committee notified of response.</p> <p>Thursday 18th April informal committee meeting at 4:45 pm at Rainbow Power entrance for walk and dinner at office after.</p> <p>Andre to contact Martin Soutar to request updates and milestones on the project so community can be notified. Launch for track is potentially around</p>	

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	website or social media to inform community.	September/October so ideas and plans to engage with community should be finalised by July-August.		
Record keeping	Former treasurer Diana is recommending to the committee that certain items be discussed and adopted (after consideration of feedback) and the DCM, PM and BK be directed to update their operations manuals as a priority and include reference to policies relevant to their individual positions. Items/areas include: Wages. Budget. Budget preparation. Current tenant rental. Target rents.	Committee will discuss wages, budget and budget preparation items at budget meeting in May 2024. In regards to wages, committee will provide Suzanne with baseline information to work from and Suzanne will update her operations manual hereafter. Andre and Darren did a Grounds Annual Inspection Report and Costing on 9 th of April 2024 and Andre will finalise and distribute to committee. Items 'Current tenant rental' and 'target rents' are deferred. Include in agenda in May or June.		
Membership draft policy	Diana has sent a membership draft policy in need of review and adoption. Once a policy is adopted this will then need to be built into the operations manual of the DCM, the PM and the BK as well as cooperated into the governance and management policies document on the website.	Laila to communicate with DCMs about Diana's recommendations/draft for membership register policy.		
Correspondence	Loris from C1 believed his employer to be on the lease but has now informed it is his name on it so he will receive the payment and bond details. Chiara Williams has enquired about support at the Cultural Centre. NCCI is not in a position to make a financial contribution at this moment but want to explore options in the new budget year. Committee has previous account set up for businesses to support cultural centre and would like to	Resolved. Ongoing.		

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	<p>inform community and local businesses of this is newsletter, GT article or social media.</p> <p>Internet access from A14 is now shared and divided among five users to cover the \$100 monthly charge.</p> <p>Three existing members have been invoiced after confirming they wish to renew their memberships.</p>		
Property Manager report	<p>Circulated</p> <p>Security; Police has suggested cameras so they can help enforce security. Andre has previously presented quotes for locks and doors. CCTV has been moved in several places for better view as suggested by Steve as a car was broken into next to CWA.</p> <p>Andre has put up signs to remind people to turn of aircon in Dance Studio as it has been left on multiple times. It has not been a problem recently but he still awaits a quote for a timer from Martin.</p> <p>Andre has been in contact with Nick Alderson regarding the landscape design and it's reported the preliminary design will be ready either the 12th of April or the following week.</p> <p>Roof leakages have been accessed and/or patched at F3, Casurina and Banksia.</p>	<p>Andre will do some costing for front door options of Acacia as building has been left open on several occasions.</p> <p>Laila to add Acacia security as May agenda item.</p> <p>Andre to notify committee once design has been received.</p>	
DCMs report	<p>Circulated</p>		

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	<p>Three EOI's have been received; Gianna, CWA and Rosemary. Only Giana has completed a formal EOI form from website.</p> <p>Rosemary is interested in A14 Acacia. If a formal EOI can be completed ASAP, we will hopefully be able to facilitate the suggested move in date and sign leases as the committee sees the value of the intended use of the space.</p>	<p>DCMs to notify CWA that NCCI do not accept 3-month leases as suggested and to provide tenant with an EOI form despite the meeting that was held as procedure needs to be followed. CWA would like to understand the target rent they can anticipate for the lease renewal in 2025. Committee will contact CWA in the coming months to discuss further. Laila to add to agenda.</p> <p>DCMs to provide or inform about EOI form from website.</p> <p>The EOI form may need to be amended to include a section about which room potential tenants are interested in.</p>	
Financial report	<p>Circulated</p> <p>Committee briefly viewed and discussed debtors report. Suzanne has sent notices to tenants with arrears.</p>	<p>Committee to discuss tenant debt ongoing and how to raise funds and/or cover debts of one tenant in particular.</p>	
Schedules for signing	<p>Michael Worthington wishes to sign a 12-month lease with a 12-month term option for A3 in Acacia. Committee approves and awaits digital signage.</p>	<p>DCM to send lease for signing.</p>	
Membership request for approval	<p>Julie Messenger approved by committee.</p>		
General Business			
Ban notice	<p>Chrystelle reports she has not received an official ban notice. Andre has contacted Steve at Nimbin Police to enquire about whether he has given it to her. Chrystelle would like a meeting with committee to discuss the reasons for her ban but committee has decided at this point that they no wish to meet and will maintain the</p>	<p>Darren to reply to Chrystelle that no meeting will be held at this point.</p>	

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	ban as supported by multiple tenants due to past behaviour.		
Budget meeting	Proposed date for committee budget meeting is Sunday 19 th of May with the aim of providing information to bookkeeper Suzanne by first weekend of June.	Committee members to check and confirm this date.	
Cultural Centre	<p>The Cultural Centre would like a commercial kitchen. There's a grease trap in the space but committee does not currently know if it meets council standard. Darren and Andre reports they saw the space 9th of April and the Cultural Centre has contacted LCC already and due for an inspection on 10th of April.</p> <p>Committee has been notified that locks have been changed to the space without communication. Committee needs to be notified and be given keys.</p>	Wil and Darren will set a meeting with Mahlie and Chiara at the Cultural Centre to discuss the development with the kitchen and the matter with changed locks.	
NAIDOC	<p>An enquiry was received about NCCI's involvement during NAIDOC. Laila has followed up with Diana about context and previous years engagement.</p> <p>Diana reports Biko previously involved herself in NAIDOC in a volunteer capacity on the day. Biko managed funds with Helen's oversight. The committee will need to discuss capacity and engagement in the event as there's no longer a coordinator that can offer support in organisation.</p>	Deferred. Laila to add to May agenda so committee can discuss involvement at next meeting.	
Performance review and staff meetings	Meetings have been held with staff and committee needs to discuss context and findings around these.	Ongoing. Wil and Kate will meet and discuss notes from performance review with DCMs. Laila to add to May or June agenda.	

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Wage increase for PM	Andre has enquired about a wage increase to \$40/ hour. Committee approves this as agreed throughout on-boarding process.	Suzanne to adjust accordingly.	
Lease and bond information retrieval	Several leases are unable to be located currently as well as bond information for some tenants due to the recent office move. NCCI would like a copy of all leases for correct record keeping. Rain has started to compile a list of tenants we don't have leases for as well as bond information. Current filing cabinets are missing keys but are lockable. Committee has discussed the need for lockable drawers to store leases and other sensitive information as the office is shared with Jungle Patrol.	Ongoing. Andre will look at options.	
Newsletter and Good Times article	In the past, NCCI have written Good Times articles monthly and newsletters quarterly. It's preferable that newsletters be sent to members via. email and uploaded to website as a blog post.	Ongoing. Committee to discuss next newsletter or article and who to write it. The subject of both could be on RRWT and the need and want for community engagement. Laila to add to next agenda.	
Minute taking at May meeting	Laila is an apology for the May meeting but will make the agenda and send out.	Laila to write the agenda and Kate to write minutes.	
Other business			
Security lighting in B&B	There used to be a security light on the B&B wall, which was taken out during the wall replacement. The wiring is there still but the light is not up.	Darren followed up with Sam who completed wall replacement project. Andre will complete.	
Rent calculator	The rent calculator created by DCMs with support from previous bookkeeper Helen	DCMs to upload rent calculator to shared drive so committee members can access it.	

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	has not been shared or uploaded to the shared Google Drive.		
Action log relating to previous minutes	It was discussed that multiple agenda items have been resolved but without communication about it between staff and committee. To avoid spending time discussing resolved matters, it would help the committee if staff include actions from minutes into their reports.	Moving forwards, an action log could be added to both Digital Communication Managers report and Property Manager report.	
Pond on NCCI grounds	Committee recognises the need to discuss the pond and options for fencing or installing a grate like previously.	Deferred. Laila to add to May agenda.	
Meeting minutes upload	Meeting minutes need to be made available on the website.	DCMs to upload meeting minutes for December 2023, February 2024, March 2024 and April 2024 once approved by committee.	
Next meeting	General meeting Tuesday 14th May at JP/ NCCI office at 5:30 pm.	DCMs to send out calendar invite. Laila to write agenda and send out. Kate to write minutes and distribute.	

Meeting closed 8:45 pm