

Minutes NCCI Meeting 8 June 2023 5.07pm

	Summary of discussion	Actions
1. ATTENDANCE	Present: Diana, Wil, David, Louise (from 5.26) Apologies: Darren & Michael Guests: Amy Kate Dillon, Laila Jensen, Billi Bourne	Minutes: Diana 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	None declared	
2. PREVIOUS MINUTES	Minutes 18 & 30 May 2023 adopted	
3. BUSINESS ARISING		
KPIs for new positions	Have been developed	Diana & Wil to refine the DCM KPIs Committee and staff to refine the KPIs for the PM that Diana has developed and will circulate
Jungle Patrol	All info except when last financial reports were submitted has been received	MC to join jungle patrol community safety inc. Diana to provide joining forms and follow up
Meeting with tenants	Diana and David met with Simone General tenant meeting scheduled for 5pm June 16	Simone to be given a lease under the "other" category Sammi unwell so meeting rescheduled for 2 weeks Ganja Fairies still to occur (Darren & Wil) David to also attend tenant's meeting
Book Exchange	Preferred option is custom built outside of Acacia under the roof, not Acacia hallway	Laila to chat to Nemo re idea for building an outdoor book exchange
Approval of new members	Put forward for approval: Michael O'Connor; Marian Jeffries; Sankalpa Gentle; NACRS (needs a delegate); Kitty Van Vuuren; Wil Polson (believes he was already a member and this was a renewal??); Allison Bywater; Maartyn de Weerd; Paul Walker; Tash Fuller; Sherman Jerome Reid; Jane Treasure; Chantico Love; Douglas Johnston; Simonetta Zigaldo; Gerald Taylor; Inez Price; Mim Handley	All applications in coordinator's report approved by the committee. A welcome letter to be sent outlining the benefits of membership and asking if they'd like to receive our newsletter – action Biko An email list of members responding yes to be developed and monthly NGT article to be sent as a starter - Biko Noted that the member joining form on the website is being put into a Wix form by Dogwhistle and should work from tonight. Applications will be stored in the back end of the website and forwarded monthly to the committee (by the DCM) for approval or not Noted that the membership fee of \$20pa includes GST

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		<p>New members who are not yet financial to be sent an invoice for 2023-2024 membership. As membership fees fall due on 1st July all current members should be sent an invoice - Helen</p> <p>Next meeting a complete list of financial members and outstanding membership invoices to be provided to the committee - Biko</p> <p>An organisation membership eg NACRS should be asked to nominate a rep - Biko</p>
JP room refurb	<p>Diana met with Dave and has started sorting JP files and paperwork. Noted that NCCI were instigators of JP at its inception. Stored paperwork goes back this far! Gina is now working from the NCCI office as the adsl connection is no longer available. A rent share will be negotiated with JP but suggestion is 1/3rd JP, 2/3rd NCCI. JP get the benefits of our NBN and office improvements etc.</p> <p>A storage space has been made under Casuarina to facilitate safe storage of JP equipment – maybe into the future as an office is not a great space for this.</p>	<p>Darren to meet with Chris to ascertain exactly what equipment JP needs and to advise re storage while revamp happens</p> <p>Diana to complete sorting JP paper files</p> <p>Clean out of room will be a JP expense</p> <p>Refurbishment will be a NCCI expense and is budgeted for</p> <p>Darren to expedite the change and coordinate with Biko who will be on site</p>
Solar update		Biko to ask RPC if a new report will be generated given their previous report was not accurate given the wiring was not done correctly
Correspondence		
	Early Learning Centre - 100% rent increase (to \$1290.42 incl GST)	<p>Noted – Biko to advise</p> <p>Agreed to sandpit being relocated in accordance with the MOU – Biko to advise</p>
	Barry Goodwin re ramp access being constructed	Noted; Biko to ensure street signage to stop parking on either side of ramp goes in
	NACRS confirming they use the solar hot water system	Biko to ask NACRS for a date to remove stuff under building before the pest inspection and redirect the overflow from the solar hot water from the roof to the ground as it rusts the gutter
	NNIC shelving in garage space – bark hut	Agreed – Biko to advise

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	NEC continuation of lease C2	Agreed but we would still like to do the work identified in the building report and allowed for in the budget – new PM to negotiate a time with NEC. Biko to note this as an action for the future
	Rekindling the Spirit initiative for youth – fantastic to see this happening	Agreed to auspice funds
	Letter to Robyn	Delivered by David who will buy Robyn a thank you gift for her incredible service over so many years – best gardener ever
Coordinator's report		
	2 reports circulated. Noted with concern - receiving so much material the night before a meeting is very difficult for those who work and is to be avoided. Material that is information only is unnecessary in this context and requests for committee decisions should be very succinct. 1.5 typed pages of the cost of advertising jobs in 3 different locations is information overload	Biko to get Andre to quote for firestop requirements so we can build into our 2023-2024 budget Noted that Diana is accessing NCCI email and forwarding job applications to interview groups as they come in Noted that mulch and soil not allowed for in the Waibal grant Noted Andre has been asked to conduct the trip safety audit Further advertising of new positions not considered necessary at this stage
Financial Report	Detailed reports including budget 2023-2024 and reserves report circulated	Financial reports noted Budget 2023-2024 adopted Reserve report noted - Diana to check B&B wall entry in reserves with Helen
Rental Schedules for Signing	None provided	
General Business		
Ken Chelsworth surveying of site		Agreed up to \$2500 to be paid to Ken for survey work
NGT article	July article to be written – see below re wayfinding project	Louise to write focussing on cultural centre and mandarin tree
Letter to Biko and revised PD	Discussed	Diana/Louise to write and meet with Biko to discuss a revised position description
Letter to Sam		Darren to write/Wil to polish

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Dance studio & Hallway	Inspection taken of both areas	Louise/Laila/Amy Kate to work on tarting up/cleaning out hallway and dance studio
Website management update	Now on the Wix platform but needs tweaking. Once complete website management will be our responsibility	Noted
VIC at NCCI	The Chamber has made a submission to council's operational plan 2023-2024 requesting funds be provided to establish and staff a VIC in the NCCI office	Noted
Rainbow Road Walking Track	Wil updated results of artwork EOIs – some great submissions and many will be funded as additional funds have been allocated due to the lighting element being removed Operational plan submission from NCCI required to ensure there are funds available for maintenance of RRWT and funds to promote its existence once constructed	Wil to write submission and also seek community support by encouraging others to submit requests – due Friday 16 th 9am
Wayfinding Project update	Wil circulated revised plans for the Wayfinding project. Retaining the mandarin tree compromises the project into the future. Its removal would be compensated by the planting of lots of new trees	Committee supports removal of mandarin tree as a necessity and will mention the reasons why in the July NGT article
Next meeting	July 13 th in the office	Amy Kate, Billi and Laila to be sent meeting material in advance

Meeting closed 7.02pm