

**Minutes NCCI Meeting 10<sup>th</sup> September 2024 5.38 pm**

|   | <b>Summary of discussion</b>  | <b>Actions</b>  | <b>Responsible</b> |
|---|---|---|--------------------|
| <b>1. ATTENDANCE</b>                    | Present: Wil, Kate, Billi, Laila<br>Apologies: Darren (resignation)<br>Guests: Andre, Amarah  | Minutes: Laila Facilitator: Wil   |                    |
| <b>ACKNOWLEDGMENT OF COUNTRY</b>        | An acknowledgment from those attending of the Widjabul people of the Bundjalung nation and gratitude expressed to Elders past, present and emerging   |   |                    |
| <b>CONFLICT OF INTEREST</b>             | None to declare.  |   |                    |
| <b>2. PREVIOUS MINUTES</b>              | Minutes 13/08/2024 adopted.<br><br>Forwarded by: Wil<br>Seconded by: Laila, Billi   | DCMs to upload to website.  |                    |
| <b>3. BUSINESS ARISING</b>              |   |   |                    |
| Aquarius Park Track and Land care group | <p>Landcare workshop was held 7<sup>th</sup> Sep with a turn out of about 20 people. People listed themselves as interested in joining the land care group and will receive emails regarding land care gatherings and events.</p> <p>Property manager suggests first land care workday on Sunday 29<sup>th</sup> Sep at 8:30/9 am – 12. John Blatch will be present to support people. Some equipment and tools will be available. Tea and snacks to be provided from NCCI. It was discussed that it can advertised that people can contribute with food and drinks as well if wanting to be involved as a land care volunteer but unable to physically.</p> <p>Engaging young people to participate in land care, potentially local schools, was briefly discussed and will need further planning.</p> | PM to check availability with John and confirm day with DCMs and committee so it can be advertised. |                    |

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|                            | <p>Council's opening day for Aquarius Park Track will include politicians and likely be held during the day/work hours. Committee would like to organise an opening day event/ picnic for the community separately on Saturday 30<sup>th</sup> Nov with children's activities. Property manager advises more funds might be needed to get the track completely ready. He suggests \$10000 but committee agrees with \$5000 but requires a cost break down of anything above.</p> <p>The old compost toilet could be pulled down or rebuilt into something else. It has been suggested it could be changed into a cubby house for children but funds would have to be raised.</p> | <p>Treasurer to check budget and possible review in order to allocate \$5000 prior to opening day.</p> <p>Committee to check if any events coincide with this day and make final decision on date. A separate meeting will be held to organise opening day.</p> <p>Ongoing discussion.</p> |                    |
| Aboriginal Cultural Centre | <p>Leaseholder approached DCMs to discuss rent but was advised to contact committee. PM has attempted contact but without luck. For now, committee will contact when suitable to hopefully discuss rent and future of the centre.</p>  | Ongoing.   |                    |
| Insurance renewal          | <p>\$27.000 has been paid for insurance update.</p> <p>Policy for 54 Cullen Street is on a separate policy. Kate has corrected from brick to wood building.</p> <p>PM reports someone has made him aware that public liability for Aquarius Park should be checked or updated to include open parkland, open to public so NCCI is properly covered. The Walking Track is public access with pedestrian right of way and the</p>  | <p>Kate to request new quote and approve.</p> <p>Kate to check public liability for track.</p>   |                    |

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|                            | potential of people going into community centre lands.  |  |                    |
| Staff position description | Committee to review and update position descriptions to reflect current responsibilities. Attendance of committee meetings by employees will also be discussed.   | President to re-send to committee. Committee members to read and update.   |                    |
| Committee bio              | Management committee members and employees to send bios for website to DCMs.  | Bios to be sent to DCMs before 28 <sup>th</sup> September.   |                    |
| Casual hire invoicing      | DCMs suggest casual hire invoicing to be delegated to bookkeeper.<br>Currently, casual hirers are invoiced in arrears for the previous month. DCMs propose to invoice in advance for upcoming month.<br>It is possible for all casual hirers to pay in advance for the upcoming month. Exceptions to this can work out an alternative way with DCMs and committee.<br>The process for cancellations and refunds would be to notify DCMs via. email who will contact bookkeeper to arrange refunds or credit.<br>The Bookkeeper will manage invoicing for both casual hirers and permanent tenants at the start of each month. | Committee approves new casual hiring invoicing and process. DCMs and Bookkeeper to implement new invoicing process.  |                    |
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| <b>Correspondence</b>      | Correspondence was received from both PM and DCMs should be in one pdf file as this makes it easier to locate in the future.<br><br>Two complaints were received from NNC regarding an incident involving herbicide spraying on 22 <sup>nd</sup> August 2024.   | DCMs and PM to please organise all correspondence into one file when sending monthly report to committee.<br><br>President to draft apology letter and committee to review and provide input. Committee will schedule a weed management plan in November and December. |                    |

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|                                | <p>Email received by Ian Dixon regarding Cultural Centre.</p> <p>Tenant, Peter Hughes, currently on a month-month lease for office in B&amp;B and would like to continue lease till 20/12/24 when the new owner of the business is likely to want to enter lease discussion.</p> <p>Request from Nimbin Youth to paint path in front of room.</p>  | <p>Resolved. PM directed Ian to have conversation with Cultural Centre directly regarding use of space and funding.</p> <p>DCMs to reply to Peter and inform him that the committee is aware and approves.<br/>PM to verbally discuss with the new owner Loris that an EOI can be received about a month in advance so lease discussion can commence.</p> <p>Kate to inform Nimbin Youth that committee understand the idea but believes footpaths are common areas and the veranda a shared space. For now, it is less maintenance to keep as is but a discussion on where to create art on the grounds can be ongoing.</p> |                    |
| <b>Property Manager report</b> | <p>Request from Miki for aircon installation with extended payoff period off two years. Committee discussed that aircon installations and payoff arrangements have been made with multiple tenants but it requires it is built into the budget so funds are allocated exactly for this purpose. The tenants that have such arrangements in place have also been on longer leases, which provide security of repayments.</p> <p>There are no current compliance certificates found for electricity box in B&amp;B hall. PM contacted Mark, who initially installed electricity box, and a new one costs \$120.</p> <p>Jungle Patrol has gifted NCCI \$100.000 for the specific use of maintaining and</p> | <p>Budget to be checked by treasurer.</p> <p>Committee believes in this instance with tenant being on a month-to-month lease which means no or little security for ongoing payments, an aircon instalment is not suitable.</p> <p>PM to contact Mark and request new compliance certificate.</p> <p>DCMs to write thank you letter to JP.<br/>Committee to plan article in Nimbin Good Times once funds are released.</p>  |                    |

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|                    | <p>regenerating Aquarius Park. The funds are currently in a term deposit till November JP has also generously gifted their trailer to NCCI. The lights need fixing and yearly registering of \$340/year.<br/>After insurance information/ check, committee intends to write a Good Times article to inform community of where and how funds will be used.</p> <p>Complaints have been received from tenants regarding walkway/ gardens next to B&amp;B.</p> <p>NRCF grant application for land care prepared</p> <p>Property manager received two quotes from roofing companies regarding ridge capping and was advised zinc ridge capping was needed. Upon further inspection, the material of the roof is gal which will rust if paired with the zinc ridge capping. PM has therefore decided to paint and rust protect current ridge capping and stored away the zinc till roofs need replacing.</p> | <p>Committee to send email to council to ask for maintenance due to complaints about garden maintenance.</p> <p>DCMs and PM have written most of the grant and President will look over and possibly ask for letters of support.</p> |                    |
| <b>DCMs report</b> | <p>EOI received for A12 by Kathryn from Tribal Cuts who wishes to set up a barbershop. EOI discloses they will get insurance.</p> <p>Mural paintings by Lora and Uncle Gilbert have received great community feedback.<br/>Property manager adds that he has let</p>  | <p>Committee approves as long as OHS policy is followed. DCMs to inform of approval so lease schedule and signing can commence.</p>  |                    |

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|  | Gilbert know, committee would like a tribute to Rodney to be included if possible.   |   |                    |
| <b>Financial report</b>                | Bookkeeper suggests fixed term of six months for our iSaver account.   | Defer till meeting with tax accountant has been held.   |                    |
| <b>Schedules for signing</b>           | Nimbin Youth, F5, 6 months +6 months lease.  | President and treasurer have signed.  |                    |
| <b>Membership request for approval</b> | Bruce Farrow   | Committee approves.   |                    |
| <b>General Business</b>                |  |   |                    |
| Website calendar events                | A calendar on the website has been created by DCMs which can be shared on social media. Laila notes on her phone, it doesn't read like on a computer with symbols on top of some of the writing.   | DCMs to check mobile useability and share calendar online.  |                    |
| Rental arrangements and negotiations   | <p>Diana, previous treasurer of management committee, recommends everyone in the committee to read and agree to the schedules prior to two people signing. It would be helpful for committee if classification of price were included when EOI's are sent to committee members.</p> <p>Lease version three says 10%, which means up to 10%. Committee is aiming to bring everyone to same rent of 3.9%, which means dropping certain tenants rents as they are currently too high. These tenants will be in credit and be notified by Bookkeeper. NimFM and CommSchool's rent negotiations to start. They were informed of rent changes with old management committee.</p> <p>Five resolutions from tenants meeting to be sent to Treasurer.</p> | <p>DCMs send rental schedules to all committee members prior to signage.</p> <p>DCMs to include price classification when sending through EOI's for consideration.</p> <p>Bookkeeper to notify tenants who have been charged at 10% that their rent has dropped.</p> <p>DCMs will send lease negotiation letters to ComSchool and NimFM, informing a meeting can be requested. Committee will await meeting request with tenants.</p> <p>President to send five resolutions to treasurer.</p> |                    |

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| Grant application and auspice funds process      | Committee has recently been asked to support with a grant application process which has brought up discussions around appropriate timeframe and need for meeting with committee in person by organisation or individual enquiring about support.  | Defer.  |                    |
| Aged Care request for electricity bill breakdown | Jenny from AgeCare requests electricity bill breakdown: what they're using and what they're paying per kilowatt.  | President to discuss with Diana. Electricity and wiring may need investigation.   |                    |
| ATO changes for not for profit organisations     | Bookkeeper notified committee on 30 <sup>th</sup> August that ATO has updated rulings regarding Not for profit organisations for the 23-24 year, which means NNCI will potentially need to complete and lodge a tax return with ATO. Bookkeeper Suzanne recommends consulting with NCCI's tax accountant Peter Hughes to discuss and understand the implications of the change. | Treasurer to enquire about Peter Hughe's availability so a meeting can be held with accountant and all committee members. |                    |
| AGM preparation for November 2024                | Date set for 14/11/24 at 6 pm at Birth and Beyond.<br>Committee agrees to get the meeting catered like previous years, possibly sushi and juice, water etc.<br><br>Committee to discuss option of guest speaker as well as agenda items and committee roles.  | DCMs to book space and advertise online.<br><br>Treasurer to check budget and catering arrangement.                       |                    |
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| <b>Other business</b>                            |   |   |                    |
| Resignation                                      | Vice-President Darren Maxwell has resigned from his position in the management  |   |                    |

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|                     | committee. Current committee members thank and acknowledge his many years of contribution to the Nimbin Community Centre and the specialised knowledge he has of all the grounds and structures as well as its history. |  |                    |
|                     |   |  |                    |
| <b>Next meeting</b> | General meeting on Tuesday 8 <sup>th</sup> October at NCCI office at 5:30 pm.   | DCMs to send out calendar invite.<br>Laila to write agenda and send out. |                    |
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Meeting closed 8:15 pm.