

Minutes NCCI Meeting 13 July 2023 5.07pm

	Summary of discussion	Actions
1. ATTENDANCE	Present: Diana, Wil, David, Michael, Darren Apologies: Louise, Amy Kate Dillon, Billi Bourne Guests: Laila Jensen Andre, Wick & Rain for the first ½ hour	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 8 June 2023 adopted	
WELCOME TO NEW STAFF	Wick & Rain (Aether Agency) & Andre Finch introduced themselves to the committee and vice versa	
3. BUSINESS ARISING		
Engagement Andre Finch	Draft contract and KPIs circulated Concern re keys lost being identifiable as NCCI office keys – hence the office door lock being changed	Contract and KPIs approved Noted Jungle Patrol trailer is available should we need it Agreed to reimburse Andre for trips to Lismore on the understanding that it will be a fortnightly occurrence – or less frequent Noted Diana has distributed new office keys and left info for Biko. In future keys given out should not be labelled to be identifiable – Andre to sort in consultation with Biko The key situation in the office is to be sorted as a priority with attention paid to key security and bearing in mind this will be moved to the new office which will be accessible by Jungle Patrol staff – action Biko Agreed to accept Darren’s iphone 10 offer – it’s free but needs a new screen. Andre to sort a sim from Boost which will require an annual payment and uses the Telstra network, 170Gb download – approx. \$230pa. This will become NCCIs contact phone number Helen to sort a debit card for Andre as a matter of urgency
Reportback DCM interviews	Wil gave an overview of the interviews. The decision was unanimous with Aether Agency the successful applicants. Diana & Andre showed Rain and Wick around both sites today. 11a will be for another visit. KPIs circulated to committee discussed	Noted all applicants have been informed of outcome KPIs have been sent to Aether and seem fine to all parties – noted they will likely require review before the end of the year NCCI and the Chamber will be invoiced separately by Aether with the aim of keeping hours to 18pw for NCCI and 2pw for NimCoC

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	NimCoC has agreed to money they have remaining for the social media activities will be utilised to the benefit of both the Chamber and NCCI to deliver social media actions – Aether Agency has been advised and are keen to start work in this area	
Reportback meetings with tenants	<p>Sammi – misunderstood letter and fine with outcome Gunja Fairies – target rent was increased by the committee hence the increase spelt out in the letter</p> <p>Tenant requests and principles as outlaid discussed at length: Principle 1: Community need must be considered and made a prime consideration, as a part of the categorisation for determining both future <u>rental increases</u>, and <u>lease durations</u>. Principle 2: Annual rent increases shall not exceed 110% (CPI + 10%). Principle 3: The lease durations need to be variable, to accommodate community need, fiscal shocks and funding turbulence. Principle 4. Develop a ‘whole of community’ based approach for supporting the NCCI to sustainably husband, maintain, and grow the community owned asset portfolio for current community members and future generations. Principle 5 (Interim supplementary): Identify historically low rent tenants, and develop a 3 year planned, sustainable, and negotiated trajectory to bring them to a level parity commensurate with these principles.</p>	<p>Biko to notify Gunja Fairies that target was increased during committee deliberations over rents Principle 1 – agreed – this has always been an overriding NCCI consideration Principle 2 – implementation agreed as leases come up for renewal Principle 3 – agreed but 5+5 leases will not be an option, even for long term tenants. Reason: long leases lock us into situations that do not allow for negotiation until the option to renew comes up. A 3+3 lease gives us more room to negotiate to suit changing environments. This decision is based on considerable past experience Principle 4 – welcomed and noted that this principle requires further work between the tenants and the NCCI committee. Action: Jerome Reid and Wil Polson to develop a course of action and present this to a forum by 30 September for further consideration Principle 5 – agreed as this is what happens now but noted that it has been hard to get some tenants to agree to move to the target for their space. A 3-year staged implementation delivers certainty and will be built into lease schedules for the future as they come up for renewal and following negotiation with individual tenancies.</p> <p>Noted the tenancies that will be the subject of these negotiations immediately – with a view to bringing them up to target over a 3-year period - are The Hemp Club and NACRS – Helen to convey this, and the \$ figures involved, to those 2 tenants via email asap</p> <p>Wil to discuss tenant committee engagement with Jerome</p>
Sammi’s request regarding rent in the massage rooms	Concern expressed by Sammi about the impact of the B&B wall replacement on sub-lessees who massage	Agreed to a 50% reduction for massage rooms for Sammi for duration of wall work – Helen to convey this via email to Sammi

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Reportback arrangement with Biko	Letter to Biko outlining her responsibilities and the expectations of the committee were discussed in person with Biko and delivered in writing	Noted
Book exchange idea	LCC phone booth book exchange discussed	Wil to follow up with Council and send Laila the picture of the one installed in Lismore
Jungle Patrol retrofit	Painting underway Electricity meter – level 2 electrician required Andre has explored floor options and recommended Pallas flooring	Sam to continue sourcing a level 2 electrician to put in a new electricity meter Flooring (and colour) approved - \$2227.28 plus GST. Noted this is significantly over the budget estimate but there is a contingency factor built in
Solar report update		Biko to report – refer decision last month
Hallway tidy up	Laila reported on the inspection she, Amy Kate, Billi and Louise undertook and many great ideas to improve the space	Removal of mail boxes in hallway – who still wants/needs this mail distribution system? – recommendation it be removed permanently. Biko to inform tenants and seek feedback (noted: Mail boxes were full of very old material – the only current item was for us!) School desks in the hallway are to go to Tuntable School. Replacement fold away tables to be sourced if there is a need for hirers – Andre to coordinate Couches in the hallway to go – Andre to organise Chairs in dance studio that are mismatched and don't stack are to go - Andre Bench to stay and possibly another bench installed Mural idea for the end of the hallway supported as also the lighting for Mandie's work Claudia to be asked about her table in the hallway – Andre to do
NCCI office	As it's unlikely to be utilised for a visitor information centre the office is to be advertised as a commercial prime rental proposition once NCCI has moved out. Noted the office will need painting before we do this	Helen to advise rent for a Commercial Prime tenancy in our office for consideration next meeting
Letter to Sam re employment		Darren to write & Wil to tweak
Membership		Actions identified last meeting to be undertaken by Biko as a priority. Aether Agency will take over the membership register once it is brought up to scratch

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		<p>Membership runs for 12 months from date of joining (contrary to decision last meeting)</p> <p>Applying to join will automatically give access to the 10% discount for casual hire</p> <p>Membership will not be accepted until approved by the committee and the membership fee paid. If membership is refused or the joining fee is not paid the 10% discount for casual hire will be removed from date of refusal.</p> <p>Information on the website to be amended – Biko to identify the necessary changes and convey to Aether Agency</p>
Electrician options	Agreed to stay with Nightcap Electrical for now	Darren to be sent electrical invoices by Helen so he can keep an eye on charges
Correspondence	<p>Mim Handley – notice received that Mim, a long-time tenant, is leaving A1 at end of July</p> <p>NNIC agreeing to 7% rent increase from July 1st. Lease renewal at the end of the year to be the subject of further negotiation.</p> <p>CWA – air con water redirection completed by Sam as air con water is corrosive to rooves and gutters. Agreed to door being painted blue. Installation of new security door plus restoration of existing door noted.</p> <p>LCC re lease transfer documents 54 Cullen St laneway</p>	<p>Correspondence noted</p> <ul style="list-style-type: none"> ● Darren to speak to Andre re propping up bearer supporting the floorboards at the entrance to the CWA space ● Noted smoke detectors are not required for non-residential premises. If the CWA would like one it will be at their cost – Andre to advise them ● Andre to give okay to painting of door in blue by CWA and ensure we get keys to new security door being installed by the CWA ● Wil to sort printing and signing of lease transfer documents
Coordinator's report	None circulated as Biko has been away for 2.5 weeks	
Financial reports	Circulated and noted. Helen being very unwell for some time has highlighted the need for a stand-in. Rain from Aether Agency is a bookkeeper and has agreed to being trained to meet our needs	<ul style="list-style-type: none"> ● Helen to train Rain as the backup bookkeeper as soon as she is better and both are available – Helen to coordinate ● Diana & Helen to meet asap to sort the bookkeeper position description and separate out the leasing components – Helen to coordinate
Maintenance report	None given	Andre to provide brief written updates to the meeting in the future (or can attend to deliver his report and answer questions)
Schedules for signing	NNIC – 6 months for the bark hut garage	
General Business		
Pavers out front of NNIC		Sam to cost repaving or concrete
Projects for Sam to cost		To be put into a list extracted from the building report

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NGT article	Previous effort was not a NCCI article	Diana to write August NGT – tenants’ meetings; staffing into the future; mandarin tree
B&B Wall	All the outside wall has been removed. No live white ants but prior damage extensive. Replacement studs required	Noted
Laila Jensen’s committee membership	Diana nominated Wil seconded that Laila be co-opted onto the management committee	Unanimously supported
Room A4	Carpet needs replacing as in very poor condition	Agreed Rob the floor sander to sand the floor – est. August 7 th – approx.\$600. Removal carpet and lino to be undertaken by Andre prior to this date
Room vacancies	A current procedure for handling room vacancies is noted in the Coordinator’s operations manual	Helen to provide rent information for each room vacant or to become vacant Aether to promote 3 room vacancies asap Andre to show interested people the available rooms and explain the EOI process to interested parties
Next meeting	August 10 th NCCI office	

Meeting closed 7.02pm