

## Minutes NCCI Meeting 9<sup>th</sup> November 2023 5.03pm

	<b>Summary of discussion</b>	<b>Actions</b>
<b>1. ATTENDANCE</b>	Present: Darren, Wil, Billi, Amy, Laila Apologies: Guests: Rain, Andre, Wick	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>		
<b>2. PREVIOUS MINUTES</b>		Minutes 09/11/2023 adopted
<b>3. BUSINESS ARISING</b>		
Action Plan	The Action plan sent out by Biko needs reviewing and approval so it can be uploaded to the website. A separate meeting was scheduled 09/10/23 to address it prior to the AGM. The committee will review Action Plan and send notes to Wil.	Wil will collate additions or edits and distribute to committee for discussion and final approval at next meeting. Laila will add this to the February agenda.
Digital systems (membership list, casual hiring, leasing)	Diana has sent out a spread sheet regarding the current state of leases and schedules for committee's consideration. There are trigger dates for committee decision and actioning. Diana suggests Aether to diarise this. She reports the March to March quarter CPI is usually known in April-early May which triggers the decision regarding the level of rent increase to be applied and tenants must be given adequate written notice. She adds there needs to be a process for formally notifying Suzanne once a new tenancy occurs so she can start the invoicing process herself. This should be meeting minutes and a copy of the signed schedule.	Once decisions have been made regarding specific tenants, Diana will update the sheet and committee will manage and update going forward.

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	<p>Wick is working on a spread sheet that gives the committee lease/schedule information about each room, including rents to charge, regardless of tenant classification. Diana reports via. email that figures don't align currently so it's a work in progress.</p> <p>A membership list is in progress. Allocation of hours for DCMs to work over a few weeks to complete this. Rain has been watching whose membership is coming up. A few are due in January.</p>	<p>Wick suggests a 30-60 min. meeting/ discussion with Helen regarding the original formula could be helpful. Committee has approved this.</p> <p>Rain will enquire about renewal and send an invoice.</p>
Appraisal of the new staffing structure	<p>Darren and Diana have met with Andre.</p> <p>DCMs appraisal is set for 12th of February 2024 at 3 pm. Wil and Amy will meet with Rain and Wick.</p>	<p>Aether to send out calendar invite</p>
<b>Correspondence</b>	<p>Maintenance to Bark Hut: Andre reports they wish to paint inside and the work has been commenced. They also wish to either keep floorboards or put down lino, which they'll pay for. Committee approves lino flooring. Committee approves to inquiry of painting the front door yellow (the artwork will stay). Andre will fix and paint railing.</p> <p>Andre and Darren report internal weather boards are rotting (white ants have been in there but are not currently visible and the</p>	<p>Andre to communicate with Bark Hut lease holders.</p> <p>Laila will add to February agenda.</p>

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	<p>damage is not structural. In conversation with the real estate, Andre reports he believes we are responsible for the building and the tenant for the room. Re; Bark Hut white ants in the walls would likely be our responsibility.</p> <p>Bark Hut has been used for storage and for many years it has been difficult to repair.</p> <p>Kirsty from NACRS has enquired about permission to get Starlink service professionally installed onto the Bottle Brush building to improve internet service and remote access.</p> <p>The changed access to Birth and Beyond during council walk way construction received some inquires/complaints which were responded to and sorted.</p>	<p>Rain to add lease agreement (re maintenance) to shared drive.</p> <p>Pest inspection should be completed bi-annually which Andre should be available for.</p> <p>Committee has approved with the condition of no drilling through the roof. Rain has communicated this to NACRS.</p>
<b>Membership request for approval</b>		
<b>Property Manager report</b>	<p>Circulated</p> <p>Andre reports specific tenants are using the internet set up by NCCI which they haven't been paying for but are happy to contribute to. Committee agreed to \$100 per month in total (\$20 each).</p> <p>Andre is taking leave from the 23<sup>rd</sup> Feb 2025 and two months forwards. He has found someone available for 5 hours per week to clean grounds. A working with children's check has been requested but has not been received yet. Andre will do some days with</p>	<p>DCMs will discuss with Andre and set up ongoing payment for internet usage.</p> <p>Andre is currently communicating with a man regarding the job. Billi and Amy have suggested people they can get in contact with in the case that Andre can't find someone.</p>

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	<p>him before leaving and introduce him to the three volunteers who contribute their time Mondays and Tuesdays. Andre has also been looking for someone to do maintenance once a week or two half days.</p> <p>Rain will work from the office during her hours to be on site and can take the maintenance requests coming through. Andre reports most received requests have not been about maintenance but rather people on the premises.</p> <p>A window was smashed on Lilly Pilly but a look through the security footage was unsuccessful. The damage can be paid and fixed from the maintenance budget.</p> <p>Andre spoke to three employees at Rainbow Power and someone will look at the grant regarding responsibility. Andre reports we have access to solar analytics with password. What they agreed to do was to audit that information and explain what it means and where we can save power.</p> <p>Andre is meeting with a Geotech engineer during the second week of January 2024 as the slab at the childcare centre is moving. He reports there should be approximately a \$3000 budget for a report.</p> <p>Andre is meeting with a roofing company to examine and quote new roofs for Acacia and JP office.</p>	<p>This is ongoing but Andre will communicate with Rainbow Power.</p> <p>Ongoing.</p> <p>Ongoing.</p>

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	<p>Andre has enquired about correct procedure for moving people along who does not have clear and direct purpose on the grounds. Police advises to put up no camping signs and committee approves and advises multiple services such as Age Care and Neighbourhood Centre are able to support in the matter. The committee has a duty to protect the NCCI assets for the community.</p>	<p>Andre will put up no camping signs. Amy will look at the current insurance.</p>
<b>DCMs report</b>	<p>Circulated</p> <p>A12: Committee agrees to changing rate from commercial prime.</p> <p>A14 (old office). Continue to advertise. So far, Rain reports they can advertise in Good Times and community groups online. The Real Estate will do free advertising. Review in February.</p> <p>Shared Drive At the moment members can have access to everything but with specific/individual emails it's easier to see if anything has been edited. Committee would like access to all folders and previous employees should no longer be able to access files.</p> <p>Wix transfer is complete.</p> <p>Committee photos are due to be taken. Wil will manage the shoot. Committee members and staff will meet Friday the 16<sup>th</sup> of February 2025 at 9:30 am in the office.</p> <p>Newsletter</p>	<p style="background-color: yellow;">Reduce rent but options for C2 and C3 for A12?</p> <p>Laila to add to February agenda.</p> <p>DCMs to email Biko regarding closing her work email. Specific emails for each committee member can be set up.</p> <p>Calendar invites to be sent to staff and committee.</p>

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	<p>Rain suggests committee can inform about NCCI visions or highlight potential items in minutes to share what is going on with the community. If committee members are unable to write it, Rain has offered to do so.</p> <p>Biko and Helen have not yet received an appreciation card and gift.</p>	<p>Committee to choose newsletter theme and decide whom to write the one for February.</p> <p>Newsletter should be posted via. Website as a blog post and email.</p> <p>Billi will follow up gift and card for Biko and Helen. Aether agency to thank Biko for acquitting Wiabal grant.</p>
<b>Financial report</b>	<p>Circulated</p> <p>Billi reports there has been no official handover in her treasurer role but she has been focusing on the Cultural Centre and bringing their arrears to a manageable level. CWA and Tuntable Falls Community have supported financially into different accounts as well as Chamber of Commerce (funds are following up). Different organisations had been given different accounts. Biko still on signatories but there's no access. Biko is happy to stay on there for another six months.</p> <p>Budget vs Actuals Diana reports via. email the permanent hire income in the budget vs. actuals report is sitting well below where it should be hence there is a big deficit for the year to date. It should be sitting at over \$115,000. Currently the reason is uncertain but Diana reports it can't simply be due to the few vacant rooms. It could be that rent paid hasn't been imported into Quickbooks yet but it needs investigating.</p>	<p>Suzanne might be able to check this and report back to committee.</p>

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	<p>Debtor's Report Diana reports via. email that when viewing the debtor's report - there is a contribution of \$600 that will come from the Chamber. It's been overlooked in the transition to a new committee.</p> <p>Reserves report The grants that were applied for were not successful.</p>	<p>Suzanne will bring amount in reserves to attract grant funding for those projects back into the bulk of unallocated reserves. The two projects should be shown as "costed but unfunded projects"</p>
<b>Schedules for signing</b>	<p>DCMs include copies of lease agreements and schedule in reports to be minuted.</p> <p>Age care 3+3 Children's Service Neighbourhood Centre</p>	
<b>General Business</b>		
Membership register	<p>Diana started a current membership register for the organisation to inform the AGM. She reports there are now between 51 and 54 current members and membership fees fall due once approved and then 12 months later.</p> <p>Diana has sent a draft of a policy for committee's consideration. Once a policy is adopted this will then need to be built into the operations manual of the DCM, the PM and the bookkeeper. It needs to work from the DCM perspective and be clear and simple to maintain while minimising the time spent on this by all.</p> <p>Her recommendation is that once adopted it can be built into the governance and</p>	<p>Ongoing. Committee members to view. Laila to add to February agenda.</p>

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	management policies document which can be viewed on the website.	
Management of lease responsibility	Helen's role included supervision of leases. This was a result of her having the coordinator role for a while and keeping 3.5 hours per week of that role to support the coordinator. Following Helen's resignation, the task needs to be reallocated. Amy will have a handover with Rain in the new year to learn how to manage leases which is likely to take about an hour. Rain recommends committee's own purchase of Adobe.	Rain will check pricing for Adobe and report back. Rain and Amy will meet early 2024 for a handover.
NCCI Rep at Chambers meetings	Diana was the previous NCCI rep at Chamber meetings and recommends the continuity of this.	Amy is happy to attend by invitation or when available. Meetings happen first Thursday of the month at 1 pm.
Lease situations with NNIC, NCARS, NH&W, Aquarius	<p>NNIC Diana has been in correspondence with Natalie Meyer from NNIC where she explained NCCI needs a system where all rents are adjusted from 1 July. She recommended that the increase to bring them up to target commences from 1 July 2024 rather than 1 January and finishes over a 3-year period.</p> <p>NH&amp;W Diana met with NH&amp;W 5<sup>th</sup> December and negotiated a 3 + 3 lease for A5. They are going for funding to increase their service and need security of longer leases. Thus far they've been on a month to month for A5 for a long time. They're both backdated to 1st July. Rain has sent the digital copies out to NH&amp;W and also Wil and Darren.</p> <p>Aquarius - Bark Hut</p>	<p>This was missed during meeting and Laila sent email to committee members regarding a decision. Committee to decide on matter and communicate with NNIC.</p> <p>Committee decision required.</p>

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	<p>Benny and Katie are currently on the lease. Bob Dooley is now the Nimbin Aquarius president and Benny no longer wants his name on the lease. Bob has requested the schedule for signing via. email to Diana. It needs a committee decision first. Diana reports they currently pay \$484.53/month rent but if put onto target they'd go to \$543.95/month (figures inclusive of GST) - an increase around \$14 per week. Changing their lease version means they'd go from a maximum 5% annual rent increase to 110% CPI.</p> <p>Diana reports Simon Cheimlewski is possibly a debtor and his lease expired 31.10.2023. He did not exercise his option to renew so is effectively on month to month - a leasing option not previously supported by the committee but we discovered it was happening a lot without our knowledge.</p> <p>The Hemp Club (Simonetta &amp; Gerald) Diana reports we advised by letter on 25.7.23 that from 1.7.23 their rent would be \$1239.47 (incl of GST). This is the figure Suzanne is invoicing and they are paying. To bring them up to the target for their space we advised we would add \$82.88 to that rent then increase the total by 110%CPI to give the 2024-25 rent. The same was to happen for the 25-26 year. In the same letter we advised they would be put onto a new lease - version 4 - and we offered a lease length from 6 months to 3 years. I suspect this schedule and lease was never produced or</p>	<p>Committee decision and further communication required by committee members.</p> <p>Committee decision required.</p> <p>Committee decision required.</p>

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	<p>signed. The committee needs to decide whether to action this.</p> <p>Sammi is being moved onto our target and new schedule from December 2023.</p> <p>Simone's lease ends at the end of November.</p>	<p>Suzanne will sort the owings from her bonds and invoice the remainder if necessary.</p>
Insurance check	<p>There's no clear cover for storm or flooding damage. Amy wants to clarify with insurance and whether that is to do with the area. Andre reports there's a lot of bad run offs. Amy will also look into business interruption insurance in regards to walkway.</p>	<p>Amy will contact insurance company.</p>
Summerland signatories	<p>To change the beneficial owners and account signatories at Summerland Bank, they will need the AGM minutes (and management committee minutes) to contain the full name of relevant people.</p>	<p>Will to close access to account and bankcard. Darren has already done so.</p> <p>Laila will add to February agenda.</p>
Rental for A3	<p>Michael Worthington has expressed interest in Room 3 for his osteopathy business from end of April. If the space is still available at that time committee approves C3 rent and six weeks bond. Michael wishes to install NBN (his own extension and account). Once lease is sorted, Andre will discuss internet options with Michael.</p>	<p>No action required. Room will be available.</p>
Chamber filing cabinet	<p>Diana has forwarded a request on behalf of The Chamber. They ask permission to store their filing cabinet in the NCC office. Until now David Spain has stored the records but he's no longer the secretary and the</p>	<p>The committee approves and Laila will email Diana regarding decision.</p>

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	Chamber would like to find a long-term storage option. There's a cabinet with two drawers, about the size of a large, wide bedside table.	
NCCI financial meeting	The committee members would like a run through of the financials with previous treasurer Diana as it will help overall understanding and preparation of 2024-2025 budgets which should start in April.	Committee members have suggested Sunday 28 <sup>th</sup> of January at 10 am. Laila will email Diana with meeting day and time.
JP budget request for maintenance of village	Village maintenance needs: Chamber of Commerce to be asked to put in a budget request to Council for 2023-2024 to allow for increased maintenance of the village by Jungle Patrol, including new assets. NCCI also to be asked to put in a similar letter regarding RRWT and way finding project maintenance.	Wil to complete letter and follow up date for submission.
NCCI meeting change	Due to work commitments by some committee members, the management committee meeting has changed from a Thursday (at 5 pm) to a Tuesday at 5:30 pm, commencing in March 2025. The next meeting in February will remain a Thursday.	Aether to update calendar and send invites.
Naming of rooms/buildings	As requested by Diana, there have been alterations to both the F (Causiana) and C (Figtree) on the leases spread sheets. Ather has changed these around to reflect "C" for Causiana and "F" for Figtree as it's otherwise quite confusing. However, upon discussion with Andre, it has become apparent that a comprehensive overhaul might need to be approved before	Ongoing. Andre to include the changes that would be required in next report.

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	going ahead. This would encompass various aspects such as updating the front board, revising fire plans, amending key registers, revising evacuation plans, and updating directories. These changes would need to be communicated to all tenants also.	
Aether hours	<p>Aether emailed tenants about who they are as there has been some confusion.</p> <p>Since leasing has been taking off Rain, her hours have diminished. Now that she's settled in her role and tasks, she's mainly doing admin and it's not sustainable long term. She's spending five hours max doing social media. Wick does 2-3 hours per week or longer working or creating spreadsheets. At the beginning, they banked hours but now they invoice week by week.</p> <p>In the interim, before the handover with Amy, Rain can be engaged with the leasing. Rain reports she has capacity to be involved with leases.</p> <p>Over Christmas, Aether are taking public holidays but will likely check emails regularly. Committee advises to set up an Out of Office email reply with Andre's phone number or email in case of emergency from 22<sup>nd</sup> December till 2<sup>nd</sup> January.</p>	<p>Rain to be across and inform about information about commercial leases.</p> <p>Committee believes it could be helpful if Aether include hours or work load in monthly reports for better understanding.</p>
<b>Other business</b>		
<b>Next meeting</b>	General meeting Thursday 8 <sup>th</sup> of February at JP/ NCCI office at 5 pm.	Aether to send out invite.

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		Laila will prepare AGM agenda and send to committee members. Agenda items to be received beforehand.

Meeting closed 7.26 pm