

Minutes NCCI Meeting 14th September 2023 5.07pm

	Summary of discussion	Actions
1. ATTENDANCE	Present: Will, Darren, David, Michael, Louise, Billi, Amy-Kate, Laila Apologies: Diana Guests: Andre, Rain, Wick	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		
2. PREVIOUS MINUTES		Minutes 10/08/2023 adopted
3. BUSINESS ARISING		
Solar update	We want RPC to honour the grant outputs by providing the report outlined in the grant using correct electricity meter audit readings. Andre is under the impression the readings can be done only at certain times.	Andre will follow up.
Debit card	Access granted to Andre, Darren and Will with a card each however this is not necessary.	Biko to follow up with Summerland regarding Will and Darren having individual access to cards and accounts.
Mobile phone	Replacement found by Andre and is now working. His phone number is on the website.	
Key register	The key register exists on a digital spread sheet, indicating who has access to which keys. Andre has not yet checked which keys are there but he will keep track of the spread sheet.	Andre to keep track of spread sheet and keys.
Office move	Will was to pick a white paint for the old office and notify Andre. Andre has picked a warm white.	
Deed of agreement with LCC	Deed to transfer ownership has been signed by Diana and will need to be submitted.	Will to follow up location and submit to LCC.
Digital lease management	Lease management set up by Aether. A digital signature can be completed via. Adobe both by tenants and committee members as it can be sent to relevant parties. The lease should be sent to NCCI to be signed by two members at a monthly meeting or in times between the meetings, however this works better for digital signatures. Hard copies for lease agreements for the committee should be filed and tenants asked whether they want a physical copy or not. The lease agreements will be saved digitally as well.	Aether to make sure committee has access to digital leases.

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Website updates	Updates on the website about Aquarius Park, Truth & Beauty & Rainbow Road are required. Billi will collaborate with committee in the following month to update identified topics and photos will be taken and uploaded another time.	Billi will complete updates in the next month. Will has offered to help with content. Once completed it will be sent to Aether.
NNCI 3+3 lease	Will was to reply to NNCI regarding committee's decision to accept 3+3 leases but missed it last month. He will reply asap.	Wil will email NNCI.
Night market suggesting	Darren has discussed the matter of a night market with Ian Gorman who had the idea. They had a conversation about the possibility of moving it from the usual market area to the top car park for better access and lighting. Some committee members do not believe the usual market area is set up for evening/night events due to lack of lights. A night market during summer may provide more daylight hours. A landscape design consultant has been engaged and perhaps once proposals are in place for the grounds, using the usual market area in the evening can addressed.	Ian will follow up if/when he wishes to continue planning.
Two grants submission	Diana has submitted two grants. The paving grant was sent to FRRR. The project total was \$12.916 of which we're contributing \$4.300. The restumping grant was for \$63.098 of which we're contributing \$13.098. Suzanne and Will have been listed as contacts. Will has not been notified yet.	Funds need to be kept aside in reserves in case the grants are successful. Suzanne will quarantine funds in NCCI reserve account.
B&B wall project	The Birth and Beyond wall project needs acquitting.	
Correspondence	<p>Grant support letter request from CWA to update kitchen facilities was written and provided by Biko. NCCI was provided with only two days notice but requires more notice in the future.</p> <p>Communication with Simone regarding continued rent at A3 while dealing with a family matter. Agreement to discuss long-term plan as soon as possible.</p> <p>Noise and behaviour complaint by worker at Birth and Beyond during yoga classes. Reply sent by Biko on behalf of NCCI. The space should have been booked out during the work on the wall. This is something the committee, PM and DCMs will need to pay attention to for future projects.</p>	<p>Andre to inform secretary Sandy about the need for notice in regards to future support letters.</p> <p>Rain to follow up with Simone in a few months time.</p>

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		If work is scheduled in/on any building in the future, tenants should be notified. Will or Louise will discuss the incident with Sam. Andre will discuss with committee member(s) if there are problems ongoing with any workers on site.
Coordinator's report	<p>Circulated</p> <p>Action plan</p> <p>Court document outlining Crystal has access to NCCI. If on site, police can be notified.</p> <p>Closing of the veranda at AgeCare has commenced.</p> <p>Biko has started a register, listing appliances and contents in each room along with who installed them and who's responsible for them. On commercial leases, tenants are usually responsible for maintaining the inside while NCCI maintain outside structures and grounds. NCCI is only responsible for air cons in the dance studio and B&B. There is no need for a register, as a basic record should suffice.</p> <p>New Epipen has been ordered.</p> <p>New NBN could take up to a month to be in place and working. CTV is now in the archive room and the Wifi will stay in the old office.</p>	<p>Action plan will be reviewed and discussed 02/10/2023 by committee at a separate meeting.</p> <p>Committee asks for more information regarding the register and the need for it as it may not be necessary.</p> <p>Epipen will be placed in office once received.</p> <p>Andre will oversee NBN set up.</p>
Membership request for approval	Rain Wickham	Approved.
Property report	Circulated	

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	<p>Andre asked committee to address his trip hazard report and whether this should be done prior to or after centre ground re-design. As there are smaller and bigger items listed, discussion and decision making regarding trip hazards have been adjourned to next meeting.</p> <p>Jungle patrol office sign to remain alongside new NCCI sign?</p> <p>Andre enquired about whether there's a protocol in place for who he can hire/ subcontract for projects and whether there is a budget for it. Andre can employ others when needed and can discuss case by case projects with committee as projects usually have labour budgeted into them. However, any allocated budget that is unspent cannot be used for other items as it goes back into the bigger budget and prioritised where needed.</p> <p>Andre reports there were renovations in three rooms at the same time with A1 not budgeted for and set up as a project, adding to his workload.</p>	<p>Committee to read and decide on action regarding property manager's trip hazard report next meeting. Item to be included in next on October agenda.</p> <p>Committee has not decided on the matter.</p> <p>Committee agrees it is a case by case matter, in which Andre can contact committee for bigger decisions, but he has autonomy to employ someone when necessary.</p> <p>Committee to discuss the possibility of setting aside a budget for renovations of future rentable spaces with treasurer.</p>
DCMs report	<p>Circulated</p> <p>Maz expressed disappointment about lack of buffer time for casual hire. This seems to have been a one-time issue between a regular casual hirer and a new casual hirer. The matter has been and will continue to be treated with sensitivity.</p> <p>Sign at old office notifying new office space at Jungle Patrol. Emails should be sent to tenants, communicating the conclusion of face-to-face contact as well as no cash payments.</p> <p>Aether has set up digital tenants maintenance forms, which are sent directly to Andre. Tenants lodge their requests for low, medium or high priority (tenants perception). Complaints and tenants alteration forms have also been created and will be sent to Andre. MOU's are for outside/ bigger structures and are rare lodgings. As they require more conversation than a lodged form, Aether will not need to set them up.</p>	<p>Aether will inform new hires that if they hire a space, there may be classes beforehand. They will address the matter on the website (terms and conditions)</p> <p>Aether to email tenants regarding changes.</p> <p>Accepted.</p>

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	<p>Thanks to Aether for Meet and Greet. Will received positive follow up emails. There could be future, regular engagement with tenants.</p> <p>A public calendar for classes is in progress. This will promote tenants but also the community centre. Aether reports having received positive feedback from a casual hirer from the recent NCCI social media posts.</p>	<p>Aether has created the template and will continue the project.</p>
Financial report	<p>Circulated</p> <p>Budget vs. Actuals July- August 2023 Balance Sheet, August 31st 2023 A/R ageing summary, September 12th 2023 Profit and Loss Detail – Jungle Patrol Revamp, Waibal Revitalise, Birth & Beyond Wall, by class/grants, Reserves report</p> <p>Clarify whether there are outstanding invoices by Nimbin Community School. It was reported Judy has liked hard copy invoices in the past, which Biko printed out.</p> <p>Marley’s rent could possibly be covered by Jacqueline from Rekindle The Spirirt and Red Tribal (who can support with rent for up to a year).</p> <p>Clarification needed from Suzanne on committee’s agreement for Sammy’s rent during work on B&B wall. Was the agreed rent invoiced to Sammy and paid?</p>	<p>Debtor’s report regarding outstanding invoices requires clarifying with treasurer. Cath has taken over from Judy and Michael will follow up ongoing plan for managing invoices.</p> <p>Aether to discuss with Marley</p>

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		Committee to follow up with Suzanne
Schedules for signing	Miki Hill requests to sign three month lease in A4 (Acacia) with option to renew in three months.	Accepted. Lease agreement to be sent to two members who will sign digitally.
General Business		
Council proposal of fencing 11a	Council enquired about replacing barbwire fence with three-panelled fence for the entry section off Alternative Way but indicated co-contribution.	Wil will seek further information about co-contribution before a decision is made.
A1	<p>Costs associated with changes to A1 were not considered. A possibility in the future is to see whether a room can initially be rented without renovation. DCMs report the two times rooms have been renovated recently, there have been a lot of interest in them.</p> <p>A1 as a casual hire space was discussed. Andre suggests \$12hr, \$40 half day/4 hrs, and \$60/day to cover the rent as a casual hire. It would need to be rented 1.2 days/week to return NFP rental and 2.5 days/week to cover C3 rental. Wifi from old office does reach but is not fast. There would be additional cost of table and chairs. AgeCare would like to rent once a month (five hours). A trial of renting as a casual space till Christmas with review after New Year was discussed but needs further conversation (rates, payments etc.)</p> <p>Committee wishes to see expressions of interests before making a decision. DCMs report EOI's consists of sound healer, hairdresser and podcaster). It was mentioned, rent could be put up but the room has been promoted already for \$600 up, brought up to target.</p>	<p>Andre will put together final invoice of costs so treasurer can incorporate.</p> <p>Aether will circulate EOI's for committee to reply. A1 as a casual hire in the future requires more discussion.</p>
NCCI Action Plan	Review and approve so it can be uploaded to website. Separate meeting is scheduled to address action plan before AGM on Monday 02/10/2023 at 4 pm. Whoever cannot make it, can email committee@nimbincommunity with changes and perspectives.	Review anything needing changing in constitution.
AGM 2023	AGM date set for Thursday 16 th November at Birth and Beyond, 5-8 pm.	Advertise AGM in Nimbin Good Times. Deadline is Friday 29 th September. Public notice is usually placed around town, such as in front of the hall. Aether to book B&B.

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	<p>Guest speakers were discussed such as Charlie Cohen, Gregory Joe Landers, Damon Gameau. Committee will think about themes (fire safety, community engagement etc.) and discuss at next meeting.</p> <p>Reports for meeting can be completed by DCMs and PM.</p> <p>A president report will be prepared by Will, possibly around changing of the guard, building on the legacy, future vision and engagement.</p> <p>Agenda for AGM will need preparing.</p>	<p>Amy-Kate to contact Damon Gameau.</p> <p>Follow up budget for guest speaker and AGM items (catering) with treasurer.</p> <p>President report published after AGM in Nimbin Good Times</p> <p>Laila and Billi will prepare AGM agenda, possibly with input from Diana.</p>
DCM request fro phone	<p>It was communicated NCCI is trying to eliminate unnecessary phone calls. Rain is unsure about the need for a phone at the present moment. She was under the impression there were more incoming calls. She is happy to continue to use her own phone for social media posts will re-access in a month or two. Two step identification is rare but would possibly be a reason for a work phone.</p>	
Date for headshots	<p>DCMs enquired about finding a date for professional headshots to be taken of committee members and employers (volunteers?) for website. Photographer Nicky from Chamber of Commerce has offered to take photos but Will would like to do these. Nicky may support with other photos for the website.</p>	<p>Headshots by Wil After AGM. This can be followed up at next meeting.</p>
DCM proposal for membership registration	<p>Membership approval and registration is currently a longer process, as a lot of members who are approved have not paid due to the wait time for approval and an invoice. The proposed membership registration requires a change of constitution at the AGM. It was agreed we will keep the usual process until November as it needs to be itemised at AGM and voted on. At the AGM, registration can be done online or in person.</p>	<p>Communicate proposed changes due to changing constitution regarding membership application to streamline process (notify 21 days).</p> <p>Constitution changes will be finalised on 02/10 and sent to DCMs same week.</p>

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		Amy-Kate is happy to help with membership registration at AGM.
Extra hours allowed for DCMs	Extra hours for Aether was approved by committee with review in three months.	November/ December meeting.
Good Times article	Amy-Kate wrote an article and had nice feedback. Next one to be done on AGM.	Next article to focus on AGM and possibly also add AGM details as public notice.
Market ground hire cost	Carry to next meeting	Laila to add to October meeting.
Grant spotting	Carry to next meeting	Laila to add to October meeting.
Next meeting	Birth and Beyond 12 th of October. Apologies Diana for October and agenda preparation for November	Aether will book B&B space. Laila to prepare agenda and take minutes

Meeting closed 7.18 pm