

Minutes NCCI Meeting 18th June 2024 5.36 pm

	Summary of discussion	Actions	Responsible
1. ATTENDANCE	Present: Diana, Wil, Kate, Billi, Laila Apologies: Darren Guests:	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 11/06/2024 adopted.	DCMs to upload to website.	
3. BUSINESS ARISING			
Aquarius Park Track and Land care group	Logo design for Aquarius Park Landcare: Committee prefers the white background with green lettering. Rain reports NCCI are already members of the Richmond Landcare Group. A Facebook group has been created but not advertised yet. There's a meeting at the track with John Blatch and Martin Soutar at 10am on 24 th July where a clean up of certain site areas will be discussed to not interfere with current regeneration efforts. The committee will have to find a way to maintain these areas afterwards, possible with help from the land care group. Diana advises that it might be necessary with a concept plan prior to getting active involvement from land care Australia.	Two members, including President, will be attending the meeting and discuss getting a quote from John Blatch about clearing certain areas prior to the opening.	
Aboriginal Cultural Centre	Darren and Billi met and spoke with Marley Bayles who is the leaseholder. A meeting needs to be organised to discuss solving the	Treasurer has made contact in person and via. text to arrange a day to meet. A meeting should be held with two committee members present.	

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	arrears and a sustainable future for the centre.		
Insurance renewal	<p>Insurance renewal has been investigated by Kate to allow for coverage for more volunteers as it's likely necessary for the land care group. She is currently seeking quote for liability insurance.</p> <p>Diana reports there could be coverage for volunteers as part of Land care Australia.</p>	<p>Ongoing contact with insurance company.</p> <p>Biko's report to committee in the past, likely from 2022 may have more details. Committee would like to locate this to gain more information.</p>	
Pond safety	<p>The mesh over the pond was supposedly removed during Mardigrass. Kate measured pond and it's less than 30 centimetres debt. A drainage hole could insure it stays low at all times.</p> <p>Billi reports Darren has flagged the pump could be problematic. Solar ones didn't last.</p>	<p>Drainage hole to be made.</p> <p>Property Manager to investigate pump options upon return.</p>	
Correspondence	<p>Second overdue rent notice sent to tenant.</p> <p>EOI for A12 received with interest of 6+6 lease for K. Wearne.</p>	<p>DCMs to check policy for overdue rent and action to be followed. It's likely next action is to send an eviction notice.</p> <p>Committee to read overdue rent policy to be aware of procedure.</p> <p>DCMs to contact tenant and begin lease signing process.</p>	
Property Manager report	<p>Circulated</p> <p>Phone is now redirected to Andre again and he is taking calls and will respond to suitable tasks. Manual tasks cannot be completed as of yet.</p>		

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	Grounds will be mowed on Thursday 11 th in preparation for NAIDOC and PM will be on site.		
DCMs report	<p>Circulated</p> <p>Diana provides power update on behalf of Darren. Power cutting out has been investigated by electrician Martin and was caused by an overload.</p> <p>The lock to the power room needs changing with only NimFM and NCCI to have keys. Steph has been given one in the past for the markets. It is relevant to ask Martin that in the case the power blows during Sundays when markets are on, if access to the power room is necessary in which case Steph should be provided a key.</p> <p>Market power will need upgrading. There are currently two twenty amp but one will be changed to 40 (60 combined) which electrician Martin advises is the maximum capacity. If there is more than that, the system will blow up. A 15 amp power point will be installed for a coffee machine.</p> <p>The CWA has requested the replacement of a fluorescent light tube and starter. Previously NCCI has purchased these lights for tenants. Diana reports Sam believes there might be one left in storage. CWA needs to pay for the tube if we have it. If not, we could order more.</p> <p>A casual hirer of the Dance Studio has complained verbally, reporting issues about toilets being dirty on Saturdays, curtains</p>	<p>Vice President will install the new lock. If unable to, secretary will get completed.</p> <p>Treasurer to discuss with electrician whether access to power room is needed to for markets. Steph to be informed of committee’s decision to update electricity for markets.</p> <p>Secretary to check storeroom. Provided we do have one left, either Andre or committee member can change this.</p> <p>Committee awaiting email from casual hirer about the mentioned issues. Action may have to be taken regarding toilets such as request cleaners to come</p>	

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	<p>being hung on top of mirrors from the previous days and a broken blind. Casual hirer also notes she had to request an invoice for the use of the space herself after six months of not being sent one. Toilet is currently being cleaned on Sundays. Committee is aware of the dirty toilet situation and signs have been hung and emails sent to all tenants to request the door to the toilet stays locked, as it is not public but to be used by tenants with keys. Unfortunately, the toilet door is still being left open.</p> <p>DCMs suggest casual hire invoicing to be delegated to bookkeeper. Committee would like to seek further information about the process; how is the information going to be passed on to Suzanne to complete the invoicing? What will the procedure look like? At the end of every month, do the DCMs send info to Suzanne who will then invoices tenants?</p> <p>Committee bios for website need completion.</p> <p>EOI for F5 approved for a youth space. Cleaning to be completed first as committee wishes to give this space over to the new tenant in proper condition. Once cleaning has been completed, lease can be prepared.</p>	<p>earlier in the week or negotiate with tenants to pay for extra cleaning of the space.</p> <p>Property Manager to fix broken blind upon return.</p> <p>DCMs to clarify process</p> <p>Photos to be uploaded and members to send their bio in third person of max. 250 words to DCMs.</p> <p>Secretary has contacted Evolve Cleaning Company to enquire about a deep clean as previous two attempts by DCMs to engage cleaners have fallen through or been rejected.</p>	
Financial report	<p>Circulated</p> <p>Apothecary in arrears.</p>	<p>Committee to email tenant prior to sending notice.</p>	

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	<p>NimFM in arrears.</p> <p>Statement of account sent to Nimbin Accounting. Leaseholder has recently changed which could be the reason for arrears. Diana reports the tenant has a history of prompt payment.</p>	<p>Treasurer to contact Bookkeeper to verify rent increase for NimFM. Treasurer will send Diana the newest version of tenant rent spreadshee.</p> <p>Committee to review next meeting. A conversation with tenant is likely required.</p>	
Schedules for signing			
Membership request for approval			
General Business			
Jungle Patrol	<p>Jungle Patrol will pay out the lease of the office but will no longer be paying cleaning or abn use from 1st of July 2024.</p> <p>There is a filing cabinet and a table belonging to JP in the shared office that NCCI can chose to use or pass on. There could be more in the storeroom downstairs that could be used.</p> <p>JP should be removed from website and door.</p>	<p>Bookkeeper to invoice JP for 28 months of rent from now to end of release (31st October 2026) and terminate afterwards.</p> <p>Property Manager to check if any JP belongings in the storeroom should be used or passed on.</p> <p>DCMs to remove JP from website. Property Manager to remove JP from door.</p>	
Communication between committee and roles between meetings	<p>Rain and Wick are seeking more information from the committee regarding smooth communication between staff and committee. For transparency, committee would like communication to go to all members rather than contacting one committee member unless discussed or agreed to. As a starting point, committee would like to create a WhatsApp group where urgent and informal issues can be</p>	<p>Committee to inform DCMs and PM about intention and to review this strategy in a few months.</p>	

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	sent to committee members as it's likely response will be faster as well as making it obvious who sees the communication. Formal matters are still preferred to come via. email to the committee.		
Mural funds and completion	Chamber is paying for the mural at NCCI but it has to be completed before mid September 2024 due to funds being held to this time only.	DCMs to contact Gilbert to inform him of project start as soon as possible due to funds being available only till September.	
Performance review and staff meetings	Wil has distributed staff position descriptions for committee to read and discuss as there might be a need to update.	Committee to review prior to next meeting and discuss.	
Acacia security	There haven't been any more reports about the security of the Acacia building. It's possible a new lock needs installing but committee would like to wait and discuss this further once Property Manager has returned.	Ongoing.	
Change of minutes template	Billi and Laila discussed and review minutes template and whether it should contain motions. Diana advises this is likely not necessary as template already includes a conflict of interest section. Additionally, for every item, it could be clarified if anyone removes themselves from discussion due to conflict of interest.		
Other business			
Subpoena	NCCI received a subpoena by a community member. Diana attended in Lismore on behalf of NCCI and was advised no further documents or court attendance are required.	Resolved.	
Governance on website	Committee tried accessing governance tab on website during meeting but it was not working. This requires further investigation.	DCMs to check Governance section of website as it's currently not working.	

