

Minutes NCCI Meeting 10 August 2023 5.07pm

	Summary of discussion	Actions
1. ATTENDANCE	Present: Diana, Wil, David, Michael, Darren, Laila Apologies: Louise, Guests: Amy Kate Dillon, Billi Bourne Andre	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 13 July 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 to contact Fabien at RPC to discuss
Hallway update		External slot used for donations and key drop off to be removed from office and put into the hallway from the outside wall in a location identified by Andre Tunable happy to take the desks Mailboxes to be relocated and reduced in number
Sam letter		Letter to be filed Dinner to be organised
Debit card	In mail - \$2000 has been put onto the card	Darren & Andre to be able to use it. Access to be sorted – forms signed at meeting
Mobile phone	0477156286 (do not give out) -Not working well	Phone to be returned with request for a working replacement
Key register	Aether has set up a digital register	Needs bringing up to date
Review KPIs Property Manager	Planned for November	Needs someone to action sometime in November
Book Exchange	Lismore idea not an option it appears	Discuss other ideas with Nemo
Office rent moving forward	General feeling is we should advertise at a C1 rate when vacated and see who replies	Once vacated and painted we advertise Grills on window to be removed but kept Office to be painted white –

Minutes NCCI Meeting 10 August 2023 5.07pm

	Summary of discussion	Actions
Jobs for Sam to quote on	<p>Acacia rear stair covered walkway Banksia restumping Casuarina roof gutter and fascia replacement Banksia to Figtree footpath Clubs grant quote being prepared for B&B restumping and associated works Repaving/concreting out front of NNIC where pavers have deteriorated</p>	Noted
Membership register	Updated and available as a google doc	<p>Noted Renewal reminder invoices to go out as they lapse A digital system that identifies this for the bookkeeper would be optimal</p>
Deed of agreement with LCC	Not available at meeting	Needs to be signed
Managing leases going forward		Diana has talked to Aether and the plan is to set up leases so they can be managed digitally. Needs something that alerts the committee or Andre to a lease expiring so action can be taken to renew
Correspondence	<p>Emails sent to tenants concerned about rent rises Response from NNIC seeking further clarity</p> <p>Simone has been informed of committee decision</p> <p>Apothecary request for rent reduction due to noise disruption during renovation</p> <p>Ian Gorman interest in establishing a food market as a regular activity</p> <p>Poetry World Cup request for sponsorship</p>	<p>3+3 leases. Target to be reached over a 3 year period – noted the target will increase annually and this will need consideration Agreed to wait for Simone to get back to us</p> <p>Agreed to waive rent on downstairs room for 4 weeks and discount Apothecary rent by \$675+GST</p> <p>Agree in principle but suggest Ian consider the need for lighting and power at night. First event could be a trial – no charge from us</p> <p>More appropriately directed to the Chamber</p>
Coordinator's report	Circulated	

Minutes NCCI Meeting 10 August 2023 5.07pm

	Summary of discussion	Actions
	CCTV needs wifi to be viewed remotely	<p>Could keep our office wifi and put a new service into jungle patrol – cost could be passed on to office tenant and connection in JP shared with them. This would provide wifi access to the dance studio casual hirers. Need to understand the cost and requirements. It’s possible we could find options that are cheaper than Telstra plan. Definitely do not need white pages listing. General feeling we don’t need the 66890000 service anymore. Discuss next meeting when costs are clearer</p> <p>NAIDOC remaining funds – will await a decision from NACRS</p>
Membership request for approval	<p>Approved: Martha Murray Anni Lacour Liz Shepherd Amy-Kate Dillon Laila Jensen Jasmine McHenry Rebekah Webster Billi Bourne Robyn Counter Elspeth Jones Jane Mari Stephen Thornton Klara Marosszeky Catello Sersale Baden Minus Sarah Mari Charlie Cohen Branka Adlington Nicole Feathers Lisa Camilleri Bronwyn Owen</p>	<p>All Approved Membership register to be updated with approvals noted and Suzanne given access for invoicing purposes. A welcome letter for new members to be made shareable</p> <p>New members not paid up to be invoiced – refer google doc on shared drive -and invoice sent with a welcome letter. Membership is \$20pa (GST incl)</p>
Property report	<p>Circulated \$660 quoted to move the sandstone blocks</p>	<p>Bill McEnry might have a good option, supplying more without moving the current sandstone blocks</p>

Minutes NCCI Meeting 10 August 2023 5.07pm

	Summary of discussion	Actions
	B&B air con - revised quote – \$200 increase above previous quote NACRS - Request to share cost of paint on ramp to reduce slippage	Noted and accepted. To proceed asap Agreed to 50% contribution to paint
DCMs	No reports provided	Aether to report in writing to committee meetings in future (generally 2 nd Thursday of every month– except January) Reports to be provided well before the meeting to facilitate consideration of content. There is a request that for the September meeting their report include the systems they've put in place and how/who has access. Gratitude expressed for the planned BBQ initiative
Financial report	2023-2024 budget v9 circulated No other reports due to change in bookkeeper	Budget adopted Noted
Schedules for signing	Loris Bianco Figtree 12 months 12 month option	Signed
General Business		
Helen's termination	Helen has requested to take all her leave before resigning due to ill health. She is finalising the books for the last financial year and submitting them for an audit – hopefully via Peter Hughes	Noted
Bookkeeper	Suzanne Rensen has been engaged as our bookkeeper, 7 hours a week, starting 7 th August 2023. She has met with Diana & Rain (who acted in a relief role for a few weeks) and Helen has offered to provide support and advice to Suzanne on request	Noted. Financial reports to be provided next meeting: Profit & Loss against recurrent budget v9 Balance Sheet Grant funds – status Debtors Status of reserves
Jungle Patrol rent	What should be the % split in rent NCCI/Jungle Patrol?	Full rent for July and August 75% of rent from September 1 st to be charged to JP as storage has been provided for their sole use and office refurbishment has been a 100% NCCI cost. Internet to be shared 50/50.
Signatories/authorisations	Telstra sorted SCU bank accounts	Suzanne and Andre plus Wil It was resolved unanimously that Diana Roberts and Teresa Biscoe remain as signatories; Louise Graves and Helen Lynne are to be

Minutes NCCI Meeting 10 August 2023 5.07pm

	Summary of discussion	Actions
	<p>Red Energy</p> <p>Visa debit card</p> <p>Beneficial owners</p>	<p>removed. Suzanne Rensen; William Polson; Amy-Kate Dillon are to become additional signatories. The account will remain as any two to sign</p> <p>Wil , Suzanne and Andre</p> <p>Wil and Darren to be authorised to use it</p> <p>Diana Roberts & David Hallett are to be removed and replaced by Darren Maxwell & William Polson</p>
Market grounds hire		Discuss charges next meeting
Grant spotting	Who will take on this role.	Discuss next meeting. Billi indicated an interest
Website update		Diana to circulate the list she sent to Aether. To be reviewed next month
Clubs Grant	Birth & Beyond restumping project is around \$55000 – includes replacement of gutters that had pooling water, larger downpipes, retaining wall under building to redirect heavy rain, replacement of 3 windows in the Apothecary	\$15000 to be allocated from reserves if this grant is successful
Jungle Patrol AGM	Wil gave an update. He is now president, Darren vice-president, Diana secretary, David Hyett treasurer and Ben Hartley general committee member	Noted
Good Times article	Next article could be on new committee members	To be a regular agenda item
New management committee members		Amy-Kate Dillon and Billi Bourne were unanimously co-opted onto the management committee. The committee now has a membership of 9
DCM request		Wil would like to discuss options for a viewable calendar on the website reflecting casual hire bookings – not the detail but the activity
FRRR grant for pavers in front of NNIC – closes end August	This is now project ready as Sam has prepared an estimate for grant purposes – it's a \$10500 project	Wil to consider completing the application – funded from our recurrent budget. Billi and Louise are working on support letters. Agreed to contribute \$2500 from reserves
Next meeting	B&B 14 September	Apologies Diana for Sept and October and agenda preparation for November

Minutes NCCI Meeting 10 August 2023 5.07pm

Meeting closed 7.40pm