

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

	<b>Summary of discussion</b>	<b>Actions</b>
<b>1. ATTENDANCE</b>	Present: Diana, Darren, Wil, Michael, Billi, David, Laila Apologies: Louise, Amy-Kate Guests: Andre	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 12/10/2023 adopted
<b>3. BUSINESS ARISING</b>		
Submission of Deed of agreement with LCC	A new deed has been signed and witnessed at the meeting.	Wil will send deed to LCC.
Website updates	Updates on the website about Aquarius Park, Truth & Beauty & Rainbow Road are required. Billi contacted Linnet regarding Truth and Beauty and was informed they have not engaged in meetings for a while. The group completed a plan but without costing of their projects. A landscaping architect, Nick Alderson, was hereafter engaged. Once Nick's plans are in, the community will be engaged.	Billi will complete updates with support from Wil after AGM. Once completed, DCMs will be notified to update the website.
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.
AGM	AGM date set for Thursday 16 <sup>th</sup> November at Birth and Beyond, 5-8 pm.  Nominations for four office bearers/ consecutive positions need to be set a week before the AGM. Only three ordinary members can be made on the day. If there are more than three nominations, it will be voted on. There is currently no tenant representation on the committee, which would be ideal and should be encouraged.	Wil, Darren, Billi and Laila are nominated for consecutive committee positions. Amy-Kate has been nominated as an ordinary committee member.

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	<p>Biko is currently the Public Officer. There's an official procedure and paperwork to complete a change over should she not wish to hold this role any longer. Diana is willing to become the Public Officer.</p> <p>A Returning Officer manages the election of the nominated people. Diana has raised her hand to assist in this role.</p> <p>Amy-Kate has contacted Wick regarding the possibility to speak at the AGM.</p> <p>Billi will arrange catering; food, drinks, cups etc.</p> <p>Float and receipt book are needed for membership sign up and payments on the day of the AGM. People can also pay on their phones.</p> <p>An updated membership list, detailing who is financial, is needed.</p> <p>Financial Reports should be available to members prior to the AGM and at the meeting.</p> <p>Minutes from previous AGM should be available. Diana has completed the treasurer report and Wil will complete a president report.</p> <p>Agenda for this year's AGM will be the same as the previous one with auditor added to the agenda.</p>	<p>Diana will bring the form to appoint a new Public Officer to the AGM. The role is to lodge financial statement. Appointment of Public Officer will need to be on the agenda.</p> <p>Diana will be the returning officer for the AGM.</p> <p>Amy-Kate and Wil will arrange a time to discuss with Wick.</p> <p>Billi has a \$250 catering budget.</p> <p>Michael will be responsible for taking membership payments on the evening of the AGM. He'll have a float and receipt book, which Diana will bring.</p> <p>Diana will follow up the membership register and sort a membership list with Rain and Suzanne.</p> <p>Rain to double check if Financial Reports have been sent out to all members.</p> <p>Diana will bring last year's minutes to the AGM 2023.</p> <p>Laila will complete the 2023 AGM agenda and send to committee members prior to meeting.</p>
Debtors Report	<p>Diana notified committee and staff via. email correspondence, while overseas, that several tenants are in debt and this needs urgent attention and actioning.</p> <p>Andre and Rain were going through debtors report and contacted tenants with debt via. Email. However, debtors need to be followed up by Suzanne first and if she experiences any issues, she should contact the committee.</p>	<p>Suzanne will be the main person responsible for following up debtors.</p> <p>Andre can assist with in person follow up if necessary.</p> <p>Diana will arrange to meet with Suzanne.</p>

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	Family Day Care is in serious debt currently. Suzanne informed Diana she was following up.	
Ground hire cost	<p>Currently people pay \$100 for ground hire. Prior to Covid-19 and floods, the rate was \$150 per day. The committee has agreed to change the price for ground hire back to \$150 when being used for commercial purposes.</p> <p>Steph contacted Wil and Darren regarding an idea for a New Years Eve market/event and enquired about committee support for such an event. Due to timing and other obligations, the committee cannot assist with this now but is interested in supporting and contributing to future events.</p>	<p>Michael will contact Steph about new price of \$150.</p> <p>Committee will advise DCMs that we're changing the price but no changes on the website are needed.</p> <p>Steph was advised to email proposals to committee in the future.</p>
<b>Correspondence</b>	Biko has requested a payout. This has been completed.	
<b>Membership request for approval</b>	Andre Finch has been approved.	
<b>Property Manager report</b>	<p>Circulated</p> <p>Lilly Pilly has a mouldy bathroom. Andre hasn't spoken to the tenant regarding the reason for it but will clean for now.</p> <p>There's been an ongoing issue with the state of the toilet at B&amp;B after use. Andre has put up a sign, hoping this will help.</p> <p>Gutters at the Neighbourhood Centre are nearly cleaned apart from back section with wasps.</p> <p>Andre has agreed with Rob from Headers to mow when needed for \$80/hour. Rob suggested someone to slash an area at Alternative Way, which Rob can then maintain afterwards.</p> <p>Hazards from report were discussed. Path with fig tree was costed previously for a grant but the costing requires review. However, it's been decided that a geo-tech report to identify the impact on the early learning centre is desirable as the roots are lifting the path but also impacting on the early learning centre grounds and possibly</p>	<p>Andre will monitor ongoing.</p> <p>Andre will assess and wear PPE if/when spraying.</p> <p>A workday at Alternative Way to deal with weeds and clear for mowing has been scheduled for Tuesday 14/11 at 12 pm.</p>

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	<p>causing the early learning centre concrete slab to lift. Advice on how to deal with this prior to any action on the path is desirable and a budget has been set aside for this work.</p> <p>Andre reports a drop from cement can be filled up with dirt and a handrail added. It has to come out of the maintenance budget.</p> <p>The Neighbourhood Centre reports problems with rats getting into their food and have attempted to fill holes themselves. Committee has judged this to be appropriate action for them to do.</p> <p>Re-stumping of B&amp;B is necessary before refurbishing. Committee is still awaiting grant decision that Diana submitted. There's a specific budget from the Nimbin Flix residual funds set aside for refurbishment of B&amp;B, as it's in need of it, particularly the usability of the kitchen.</p>	<p>Andre can contact Darren to come on site to look at hazards etc. that he wishes to get a second opinion on.</p>
<b>DCMs report</b>	<p>Circulated</p> <p>It was discussed that some committee members have difficulty editing reports in PDF format and word documents may be user-friendlier.</p> <p>Larger projects may require more hours for DCMs and committee will consider this and approve when relevant.</p> <p>There was a recommendation made that the new membership procedure requires a change of constitution and therefore membership approval at the AGM. Diana reports no constitution change should be necessary for this and was under the impression the new system was already set up.</p> <p>Nothing can be accessed on the Google Drive currently and committee members are locked out of NCCI email. Committee members should be able to access relevant passwords and forms.</p> <p>Andre and Suzanne should be the main staff managing and billing tenants for electricity although Rain has been assisting in this.</p>	<p>Consideration for DCMs.</p> <p>Ongoing communication between committee and staff.</p> <p>DCMS to notify committee when the new membership procedure is in place.</p>

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	<p>Secondary signatory will be one of the committee members and not two staff members approving batches. Darren is able to view community centre funds through his personal account while Wil has received a credit card that he never wished for. This is an issue created due to a misunderstanding and requires rectifying.</p> <p>Tenants: Simone is vacating her room at the end of November and her arrears should be taken from her bond. She owes more than her bond and will need to be invoiced for this. Andre reports tenants before Simone did a floating floor on top of carpet. There's rot in the window, which needs fixing.</p> <p>Philippa has moved into A1. She has paid bond and signed a 24 months lease with option of 12 months. The room Philippa vacated have holes in the walls, according to Andre, which can be fixed but requires paint afterwards.</p> <p>Micki enquired about Simone's room but it needs advertising first. Micki can put in an EOI hereafter if interested. Room vacancies can be advertised in GoodTimes and with a sign on the front of the building (big black board) with Andre's phone number.</p> <p>Correspondence from Environment Centre via. Sledge. Diana explained situation to Rain but Andre reports he believes the Environment Centre is waiting for a meeting with the committee.</p> <p>Wix website transferred. There will be a \$500 charge from Andre's card for the website.</p> <p>Instead of a Christmas get together for members and tenants as suggested by Rain; the committee would like to arrange a fundraising-focused get-together early next year.</p>	<p>Committee would like to have access to a shared, online workspace where forms, procedures, policies and passwords are gathered. DCMs to clarify if such a space is in the works or what is happening with previous Google Drive space.</p> <p>Moving forward, Suzanne and Andre will manage and bill for electricity.</p> <p>Dianna will approve Suzanne's batches.</p> <p>Darren and Wil to contact Summerland as Biko is on sick leave.</p> <p>Suzanne to take Simone's arrears from her bond and invoice for outstanding amount as her bond is not likely to cover her full arrears.</p> <p>Andre will fix rot in window before Simone leaves.</p> <p>Andre will fix holes and paint walls in the room Philippa vacated.</p> <p>DCMs and Andre</p>

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		<p>Andre or Rain can notify Environment Centre that Diana will be in contact with them.</p> <p>Wick and Andre to communicate about and be aware of date.</p> <p>Ongoing.</p>
<b>Financial report</b>	<p>Circulated</p> <p>Jungle Patrol Revamp cost: Roughly \$200 left in budget for NBN movement. Allowed \$2000 for the office movement budget but we've gone over budget. Diana informed to committee that two reports regarding the revamp do not seem to be corresponding. Diana will meet with Suzanne</p> <p>Budget VS Actuals do not seem to be reflective of actual budget. Normally, you never get information about grants, which have been included. NCCI's main source of income is permanent rentals but there are serious debtors which need following up.</p> <p>Reserves Report does not allow for major projects. Reserves have to be built up.</p> <p>Helen will have to be paid out (sick leave and long service).</p>	<p>Diana will meet with Suzanne, and possibly Billi, to check in and look at reports.</p> <p>Suzanne</p>
<b>Schedules for signing</b>	Philippa Nilant has signed a lease for A1 of 24+12 month option.	The management committee has approved and Darren and Wil have signed off.
<b>General Business</b>		
Previous office space (prime or non-prime)	Committee has agreed to a Prime location (commercial) with rent to be \$1525.94 (ex GST) per month as per Rain's email.	DCMs to advertise.
Trip timer for Air Con	Andre reports he has been in contact with electrician Zeppelin and timers for Dance Studio and B&B can be arranged but it'll cost \$300 per unit. It was only left on once that committee know of and may not be an issue.	Andre will check if there are signs up in the rooms and on the doors of the rooms with air condition units. Committee will re-assess later.
Age Care; ramp, roof, cementing	Age Care has enquired about a ramp, roof and cementing. Tenant requests for work can be included in the annual site inspection process and be prioritised according to budget.	Andre will keep note of tenant requests and include in annual site inspection so they can be considered alongside other needs and priorities.

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	Andre can contact Darren to get second opinion on requests made by tenants.	
Audited financial statement	Adopted. President and treasurer have signed.	
Appraisal of the new staffing structure	Appraisals are due. There will be a meeting with all employees to gauge how the new staffing arrangements are working once Darren and Diana have met with Andre.	Darren and Diana will schedule a time with Andre to meet.
Renovation/ refurbishment budget	This is an ongoing discussion. Refurbishments have previously been funded from maintenance budget but A1 was a significant project and a space that hadn't been vacated for a long time. An approach could be to cost and fund from reserves every time a refurbishment is done.	Ongoing.
<b>Other business</b>		
Water system (Government incentive)	Andre has been informing committee about a new water system incentive in NSW. In discussion, a few things were identified; In Acacia there's no hot water, heat pumps are not necessarily low noise and cost money to run. Neighbourhood centre could benefit from it and possibly CWA but it might be cheaper to heat water with solar.	Andre will continue to explore and compare option ongoing.
Leaking pipe	A leaking pipe was identified and it was assumed it was the responsibility of NCCI to fix. NCCI was sent an invoice from the plumber Ashley. However, the responsibility belongs to LCC as it's a public toilet pipe and not our property.	Andre will contact LCC regarding the invoice from the plumber Ashley.
Keys	Old office keys need to be collected.	Andre will collect old office keys from the people who had access to the room. Once the new committee has been voted in after the AGM, he can issue keys for the new office to interested members.
Landscape architect	Landscape architect Nick Alderson was engaged through a grant to design and cost a range of works with committee's intention to seek grant funding in the future. Nick reports the survey plan is not fit for purpose and not easily fixed on site by additional measuring. Nick will meet with John Wade of Wade Engineering 10/11 with intention of carrying out survey work. Nick will meet the cost of John's work up to an amount of \$1000 due to limited funds available for the project. Hereafter, Nick will complete the master plan for the	Ongoing. Nick Alderson will inform committee of survey progress or completion.

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	previously agreed work and price. Diana informed Nick water storage along the back fence has been suggested in the past and if car parks are created there, it would need to be done first.	
Necessary digital systems	It was discussed and identified that the main systems that need to be in place are: 1) Membership list. 2) A system for casual hiring. This could be monitored by Suzanne but invoicing be generated by a system. 3) Leasing. There should be a digital record showing tenants details, time for renewal and options for renewal. Someone on the committee, or possibly the property manager, would keep an eye on the leasing but it should be systemised.	Committee to discuss this with DCMs.
<b>Next meeting</b>	AGM on Thursday 16 <sup>th</sup> November is AGM at B&B at 5 pm.  General meeting Thursday 14 <sup>th</sup> December at JP/ NCCI 5 pm.	Laila will prepare AGM agenda and send to committee members.  Laila will prepare agenda for the meeting.

Meeting closed 7.19 pm