

**Minutes NCCI Meeting 8<sup>th</sup> October 2024 5.44 pm**

	<b>Summary of discussion</b>	<b>Actions</b>	<b>Responsible</b>
<b>1. ATTENDANCE</b>	Present: Wil, Kate, Billi, Laila Apologies: Guests: Rain, 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>	Wil declares conflict of interest in regards to walkway between carpark and town besides B&B, which had received complaints due to weeds growing on council land. Andre was going to liase with council and Wil. The matter has been resolved but Wil stresses he can't be emailing council due to working for them.		
<b>2. PREVIOUS MINUTES</b>	Minutes 10/09/2024 adopted.  Forwarded by: Wil Seconded by: Laila, Billi	DCMs to upload to website.	
<b>3. BUSINESS ARISING</b>			
Nimbin Rainbow Walk and Land care group	Nimbin Road Walking Track has changed to Nimbin Rainbow Walk  A land care workday was held on Sunday 6 <sup>th</sup> Oct (postponed from 29 <sup>th</sup> due to wet weather). Committee will seek update regarding the workday from PM and discuss suitable date for the next one.  Council's opening day for Aquarius Park is in December 2024, which will include politicians and likely be held during the day/work hours. Committee would like to organise an opening day event/ picnic for	DCMs to update where necessary.  Ongoing.  Committee to check if any events coincide with this day and make final decision on date. A separate meeting will be held to organise opening day, including budget.	

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	<p>the community separately, possibly in mid February 2015 with children’s activities.</p> <p>Property manager advises more funds might be needed to get the track completely ready. He suggests \$10000 but committee agrees with \$5000, allocated from Nimbin Flix account.</p> <p>The old compost toilet could be pulled down or rebuilt into something else. PM reports it has been suggested to be rebuilt into a shed which Sam has offered to do in a volunteer capacity. Committee is discussing dismantling the shed due to being located at the entrance of the walk.</p>	<p>Committee approves \$5000 to clear areas prior to opening day.</p> <p>Ongoing.</p>	
ATO changes for not for profit organisations	<p>Bookkeeper notified committee on 30<sup>th</sup> August that ATO has updated rulings regarding Not for profit organisations for the 23-24 year, which means NNCI will potentially need to complete and lodge a tax return with ATO. A meeting was held 20<sup>th</sup> of September with accountant Loris Blanco who informed committee of the framework for the changes.</p> <p>NCCI is likely to fit the main purpose category ‘community service’ in step 2 of the ‘how to prepare an NFP self-review return’: <a href="https://www.ato.gov.au/businesses-and-organisations/not-for-profit-organisations/statements-and-returns/how-to-prepare-a-nfp-self-review-return#Communityserviceorganisation">https://www.ato.gov.au/businesses-and-organisations/not-for-profit-organisations/statements-and-returns/how-to-prepare-a-nfp-self-review-return#Communityserviceorganisation</a></p>	<p>Committee to self-review for next meeting.</p> <p>Treasurer to contact tax agent to help with NFP self-review return and tax return.</p>	

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AGM preparation for November 2024	<p>Date set for 14/11/24 at 6 pm at Birth and Beyond. DCMs have posted event on Facebook and advertised in Nimbin Good Times. B&amp;B has been booked for the event.</p> <p>Committee would like to get the meeting catered like previous years, possibly sushi and juice, water etc.</p> <p>Committee has decided not to engage a guest speaker. Things to be prepared include: President report Financial report Agenda</p>	<p>Treasurer to check budget and catering arrangement</p> <p>President to prepare Treasurer to prepare Secretary to prepare and check with previous treasurer Diana when budget had to be distributed to members prior to AGM</p>	
Audit	<p>A meeting was held 20<sup>th</sup> of September with accountant Loris Blanco who will be completing the audit for NCCI. He reported on the things he has already begun to check and how he will likely request more information.</p> <p>Treasurer has been notified of communication between bookkeeper and auditor and audit is progressing. If bookkeeper cannot supply requested information to auditor, she will contact committee.</p>	Ongoing.	
<b>Correspondence</b>	Age Care has enquired about parking in the market area for workshops held on Mondays between 1 pm and 3 pm for seven weeks from 14/10/2024. They are expecting 8-10 cars.	DCMs to reply to tenant and inform committee of response so a final decision can be made.	

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	<p>Committee has concerns about DA restrictions, pedestrian safety and insurance in regards to parking in the market area and does not believe it's an appropriate site to have 8-10 cars. PM has reported he has tentatively approved this but committee would like to enquire about the reason why other grounds/village car parks cannot be used for the workshops and whether it's an accessibility issue.</p> <p>EOI's received from Tess from Aquarius Archive Centre for A14/ front office.</p> <p>A request to join the committee was received by a person looking to relocate to Nimbin and get involved in the community.</p> <p>There has been ongoing correspondence between the committee and a casual hirer who has accumulated debt but enquired about a deduction in rent. The casual hirer was informed NCCI is working on an online calendar for the benefit of the whole community and was asked whether she would like her classes to be included in it. This was verbally delivered information and not an agreement or binding obligation as the digital communication managers are working on the calendar only when other pressing and day-to-day tasks have been completed. The calendar is a work in progress requested by the committee itself and is currently not reflective of all the classes/ events being held in NCCI spaces. Tenants should not rely on the calendar</p>	<p>Committee to decide within a fortnight and let DCMs know.</p> <p>DCMs have replied to inform of the correct procedure to join/ get involved with committee and community projects and events.</p> <p>Committee has already addressed in an email response that there has never been an expectation or obligation by staff or committee to advertise/promote classes on the premises as this is the responsibility of the individual business.</p>	

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	alone for attendance to classes and many advertise/promote their business elsewhere as is their responsibility. See 'other business' for decision re: debt and hiring.		
<b>Property Manager report</b>	<p>NNC roof has been leaking but PM has tried a different technique to fix and will monitor the situation when it rains.</p> <p>B&amp;B electricity compliance certificate will be completed by Mark for \$120.</p> <p>B&amp;B back/car park garden has been cleaned up due to complaints.</p> <p>Silky oak, previously identified as a problem was felled by Joe Little.</p> <p>Landcare grant has been submitted.</p>		
<b>DCMs report</b>	<p>DCMs have drafted a thank you letter to Jungle Patrol for their generous contribution to the Rainbow Walk.</p> <p>The online calendar will be investigated for phone and desktop visibility.</p> <p>Casual hire billing has been discussed at length between DCMs and bookkeeper who will continue to collaborate during hand over period. Rain will be handling invoices for the month of September and hereafter Suzanne will take over invoicing for casual hirers.</p> <p>Price will be included to committee when EOI's come through as per recommendation by previous treasurer Diana.</p>	<p>Committee to read and approve.</p> <p>Ongoing.</p> <p>DCMs to notify casual hire tenants of the new system, with a one month transition period to get familiar with the updated format.</p>	

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	DCMs have sent a letter to committee regarding negotiations for NimFM and Commskool.	Committee to review. DCMs to send to tenants once approved.	
<b>Financial report</b>	Defer to next meeting.		
<b>Schedules for signing</b>	Loris Blanco, Birth and Beyond, 3 year lease +3 year lease.  Bruce Farrow (Kathryn Rivers), A12, 12 month lease + 12 month lease	DCMs to send for approval to treasurer and president.  DCMs to send for approval to treasurer and president.	
<b>Membership request for approval</b>	Amanda Gauci  Jay Doo	Committee approved  Committee approved	
<b>General Business</b>			
Rental Spreadsheet	Wick has developed a rental spread sheet on a private website (with log in) with every room under NCCI and drop down categories which will calculate cost and inform of current CPI used for the tenant. The website can also calculate annual increases. Tenant categories come through on EOI's but are not noted on schedules ongoing but it will be recorded on the website spread sheet. Rain is uploading all the schedules and leases for each tenant and once it has been completed, DCMs will notify committee. The cost for the website has been reported to be: \$10 for domain/year. Hosting \$10/month.  The proposed process for yearly CPI implementation is that committee decides/investigates CPI at yearly budget	DCMs to send link and password to management committee members once spread sheet has been completed.  Committee to incorporate yearly rental increases check and communication into DCM position description.	

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	meeting and inform DCMs who will calculate and notify bookkeeper.		
Grant opportunities	DCMs and PM have informed committee of two grants that may be suitable for NCCI. Infrastructure grants and Australian Heritage Grant. Committee would like to review guidelines prior to deciding.	President will need to review prior to agreeing for employees to spend time on writing up and applying for grants.	
MOU update suggestion	As part of auditing, it was identified MOU's (memorandum of understanding) are needed for transparency and ownership of any bigger items installed by NCCI in rooms. DCMs will update MOU and send for signing to the most recent tenant who had an aircon installed by NCCI and now paying it off every month. This will be a common procedure moving forwards.	DCMs will update MOU and send for approval to committee. Once approved, it will be sent to permanent tenant.	
Tree removal	PM has reported a rotten tree on the grounds, which leans over a neighbour's property. Branches from the tree fell on their greenhouse in a recent storm, luckily without damage. PM is requesting a quote and will send through to committee.  Committee believes it's an OHS issue and approves (from tree lopping funds).	PM to inform committee once quote has been received.	
Internet usage request from Nimbin Youth	Nimbin Youth have enquired about limited usage of internet from NCCI office, covering the cost of their usage.	Committee does not see any issues with this and approve. Cost to be discussed/ worked out next meeting.	
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<b>Other business</b>			
Public liability investigation for Rainbow Walk	PM reports someone has made him aware that public liability for Nimbin Rainbow Walk should be checked or updated to	Ongoing.	

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	<p>include open parkland, open to public so NCCI is properly covered. The walk is public access with pedestrian right of way and the potential of people going into community centre lands.</p> <p>Kate has emailed Tim Parry and awaiting reply.</p>		
Staff position description	Committee to review and update position descriptions to reflect current responsibilities. Attendance of committee meetings by employees will also be discussed.	Committee members to read and update.	
Aged Care request for electricity bill breakdown?	Jenny from AgeCare requests electricity bill breakdown: what they're using and what they're paying per kilowatt.	President to discuss with Diana. Electricity and wiring may need investigation.	
Lease for Neighbourhood Centre	Physical lease was brought to a NCCI meeting to be signed by committee but has to be located again.	DCMs to locate or re-write schedule to be signed.	
Casual hirer in arrears	A casual hirer has accumulated a debt of \$630, equivalent to three months rent. Debt should not be accrued by someone hiring on a casual basis. The new casual hiring system will make this impossible in the future but in this case the committee has decide the casual hirer has till the end of the week to run classes and pay back debt or future spots booked by this person will be cancelled.	DCMs will send letter to casual hirer, outlining the condition for continued hiring.	
Change of passwords for locks yearly	The incident with a casual hirer using a space multiple times per week without paying prompted the discussion that the coded locks to rooms should be updated as a precaution but also due to safety practice. The committee would like the locks with	<p>PM to change code to Dance Studio and note the yearly change around maintenance inspection.</p> <p>DCMs will update the information regarding yearly updated password on website and inform tenants.</p>	



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