

**Minutes NCCI Meeting 18<sup>th</sup> June 2024 5.30 pm**

	<b>Summary of discussion</b>	<b>Actions</b>	
<b>1. ATTENDANCE</b>	Present: Darren, Wil, Kate, Billi, Laila Apologies: Guests:	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 14/05/2024 adopted.	DCMs to upload to website.	
<b>3. BUSINESS ARISING</b>			
Aquarius Park Track and Land care group	<p>Following PM’s and DCMs meeting 14/05/24 with Hannah and Emily from LCC regarding land care for Aquarius Park, ongoing steps were identified and discussed.</p> <ul style="list-style-type: none"> <li>- Landcare group name was identified: Aquarius Park Land Care group. Committee would like to create a sub-committee but wishes to first discuss how, who, aim, roles etc.</li> <li>- Payment for becoming a member of Landcare Australia approved.</li> <li>- Committee would like a Facebook group called Friends of Aquarius Park to be set up so it can include people who wish to be part of the land care group but also people who are interested in information only.</li> <li>- Logo and branding can be followed up with Land Care Australia.</li> <li>- Insurance and volunteer increase: refer to <u>general business under insurance renewal.</u></li> </ul>	<p>Treasurer to email DCMs and Bookkeeper to notify of committee’s approval to pay for land care group fee of &amp;50</p> <p>DCMs to create a Facebook group and enquire into logo and branding with Landcare Australia once payment has been made.</p> <p>Secretary to add to next agenda.</p>	
Cultural Centre	Cultural centre electricity issues have been resolved.	Buy and install new lock to power room.	

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	Committee has decided to change locks to power room. Committee would like to meet with leaseholders of the Cultural Centre and discuss rising debt and loss of community input. Contact has been attempted without success but will continue.	President to continue communication with leaseholder.  Ongoing. Secretary to add to July/August agenda.	
NAIDOC	A request has been received by the Neighbourhood Centre to use the courtyard behind Acacia on 12 <sup>th</sup> of July for NAIDOC celebration. Committee approves with no cost for hire/ use of space.	DCMs to notify Neighbourhood Centre of committee's decision and to notify tenants of the event and possibility of noise on the day.	
<b>Correspondence</b>	EOI received for A14 with enquiry of three months of free rent and thereafter a lower than advertised rent. Committee agrees to lowering the rent to \$1075 + GST/ month for private business and with a 20% reduction for not for profit. Unfortunately, it is not possible at this moment to approve any periods of no charge.  Request received for Dance studio keys due to not being able to use space when booked. Committee approves with a \$200.  Steph has emailed a request for an upgrade of electricity at the market. Committee would like an electrician to investigate first.	DCM to email Chi and inform about reduced rent but no free rent.  DCMs to inform Kym that committee will allow a key in this unique circumstance with a \$200 bond to be paid back with return of key. DCMs to contact the casual hirer of the dance studio on the evening where the keys were not put in the drop box to make sure it's not a recurring issue.  DCMs to contact electrician, Martin, to investigate power problem and whether it was an overload that caused tripping.	
<b>Property Manager report</b>	Circulated	DCMs to notify Andre of necessary electricity/ light bulb changes upon return if not urgent.	

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	<p>A few electrician jobs were in need of doing and have been either completed or assessed by Martin. Any non-urgent matters can wait till Andre is back. Small maintenance requests can be completed by Matt Snail if Darren is not available.</p> <p>The Hemp Club has vacated. Andre normally does the condition report but is currently on leave. Rain has spoken to Darren via. phone and committee has decided to issue bond back.</p>	Bond to be issued to Hemp Club.	
<b>DCMs report</b>	<p>Circulated</p> <p>F5, Casurina has been vacated and one EOI has been received. Committee has decided to first get the space deep cleaned. The space is also in need of painting but will be decided on later. After a deep clean, photos of the room can be used to publically advertise the space.</p>	DCMs to ask the NCCI space cleaner, Helen, if she wishes to clean the room for an extra two hours. Hereafter, photos can be taken to advertise the space publically.	
<b>Financial report</b>	<p>Circulated</p> <p>Treasurer has been approving weekly batches, mainly wages at the moment.</p>	Treasurer to look into budget for meeting catering.	
<b>Schedules for signing</b>	CWA 6+6 months.		
<b>Membership request for approval</b>			
<b>General Business</b>			
Insurance renewal declaration	Ongoing communication with a broker regarding organisation, employees and volunteers. Committee wishes to increase volunteer capacity to 20.	Contact broker again to inform of volunteer increase.	

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Pond safety	Committee discussed different ways to make the pond meet safety requirements such as fencing, grid or filling it up. To start, committee would like the depth of pond measured and explore possibility of filling bottom with in rocks to make it shallower.	Ongoing.	
Performance review and staff meetings	Several meetings have been held with staff regarding communication, job responsibility etc. but committee has not yet discussed how to resolve or better conditions and pathways. Committee needs to review position descriptions and discuss together at next meeting.	Position descriptions to be distributed to every committee member and read to see if anything requires amendment.	
Acacia security	At the April meeting, PM identified the Acacia building has been left open regularly at night. Committee needs to discuss security options.	Ongoing. Secretary to add to agenda once PM is back from leave.	
Change of minutes template	Upon discussion, committee would like to adopt some changes to minutes template to include motions and possibly other sections. It was discussed that once a template has been agreed on, it will be available for the whole of the committee to use on the Google drive as a live document.	Committee members to read the co-co minutes template and have comments prepared for next meeting.	
<b>Other business</b>			
<b>Next meeting</b>	General meeting Tuesday 9 <sup>th</sup> of July at JP/ NCCI office at 5:30 pm.	DCMs to send out calendar invite.  Secretary to write agenda and distribute	

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Meeting closed 7:20 pm.