

**Minutes NCCI Meeting 13<sup>th</sup> August 2024 5.46 pm**

	<b>Summary of discussion</b>	<b>Actions</b>	<b>Responsible</b>
<b>1. ATTENDANCE</b>	Present: Wil, Kate, Billi, Laila Apologies: Darren Guests: Andre, Diana	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  We acknowledge the passing of Rodney Laurie and extend our love and thoughts to his friends and family.		
<b>CONFLICT OF INTEREST</b>	None to declare.		
<b>2. PREVIOUS MINUTES</b>	Minutes 09/07/2024 adopted.  Forwarded by: Wil Seconded by: Billi, Laila	DCMs to upload to website.	
<b>3. BUSINESS ARISING</b>			
Aquarius Park Track and Land care group	A Facebook group named 'Friends of Aquarius Park' has been created. Rain and Andre have been working on two grants applications for the Aquarius Land care Group.  Council is doing regeneration on all places they have disturbed. Most other areas will be ours to clean up prior to opening of the track. The fence lines along caravan park have rubbish in some places. John Blatch sent a quote for clean up of certain areas. Committee has approved \$1000 for weed clearing and a second contractor can complete any necessary mowing.	PM to discuss with caravan park manager.  PM to contact John Blatch and let him know weed removal has been approved.	

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	<p>Andre spoke with Hannah Rice-Hayes from LCC about having a land care workshop. The workshop will be held on Saturday the 7<sup>th</sup> of September at 9:30 am – 12:30 pm with Hannah and John Blatch. President Wil will also speak. The idea is to create a subcommittee from the people interested at the meeting.</p> <p>The old compost toilet could be pulled down but could also be changed into a cubby house for children but the funds would have to be raised for funds.</p>	<p>DCMs to please create posters (by the end of the week) and event on Facebook for information session and workshop.</p> <p>PM to continue conversation with Hannah and John and possibly check where to get petrol voucher for Hannah for doing the workshop.</p> <p>Defer and discuss when Vice President is present.</p>	
Aboriginal Cultural Centre	<p>Leaseholder approached DCMs to discuss rent but was advised to contact committee. PM will attempt to set up meeting between committee and leaseholder as he is on site most days.</p> <p>DCMs and Bookkeeper provided community member with 'Pay The Rent' details for a Good Times article.</p>	<p>PM will set meeting with Mahlie and NCCI if he sees him.</p> <p>Treasurer to contact Meg James to inform her that NCCI is entering conversation about the future and sustainability of the Cultural Centre and that if fund raising is needed, a pay the rent article would be helpful in the future.</p>	
Insurance renewal	<p>Kate has investigated insurance renewal. Public and legal liability has been completed. Increase of loss of rental income approved. Next one due, in September, is building cover. Kate reports there is little choice of insurance companies due to location.</p>	<p>Committee has accepted quote.</p>	
Pond safety	<p>Andre reports the pond has been cleaned out and a 12v pond pump has been installed. Committee thanks Andre and volunteers for their work.</p>	<p>Resolved.</p>	

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Power room/ electricity for market	<p>The lock to the power room has been changed with only NimFM and NCCI to have keys.</p> <p>Electrician, Martin, has upgraded market power.</p>	PM to contact market organiser Steph to relay electricity information from Martin.	
Communication between staff and committee	DCMs brought to the committee's attention that smoother and perhaps faster communication between staff and management committee is necessary and enquired about how this could be done e.g. contacting a specific member for a particular area/issue. Committee decided to create a Whatsapp group for anything requiring urgent response.	Feedback from staff is that WhatsApp group works well so far. Committee and staff to review this strategy in a few months.	
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 discuss and review at an informal meeting.	
Casual hire invoicing	DCMs suggest casual hire invoicing to be delegated to bookkeeper. Currently, casual hirers are invoiced in arrears for the previous month. DCMs propose to invoice in advance for upcoming month. If hirers wish to cancel, they can notify DCMs via. email to arrange a refund/ credit. DCMs will then inform the Bookkeeper each month of required credits/refunds. It will be the Bookkeeper who handles invoicing for casual hirers and permanent tenants at the beginning of each month.	Committee would like more information from DCMs first. Is it possible that anyone booking for casual hiring pays in advance and exceptions work out an alternative way?	
<b>Correspondence</b>	Committee approves EOI for A12 (Stephanie). 12+12 approved.	<p>DCMs to inform Stephanie and begin lease preparation.</p> <p>Treasurer to discuss with Phil.</p>	

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	<p>The Brommers would like to apply for a grant to pay artists at the market under NCCI's auspice. Committee would like to support this but note that cash cannot be paid to artist from grant and invoices are needed if the application is successful.</p>		
<b>Property Manager report</b>	<p>Circulated</p> <p>The replacement of a fluorescent light tube and starter as requested by CWA was completed by PM.</p> <p>Key for B&amp;B toilet was taken as well as toilet paper. PM has decided only big rolls will be used now instead of small ones.</p> <p>JP storage room has been cleaned out and PM requests to use it for building materials rather than the garden shed as well as close in the end room under the stairs. Committee approves.</p> <p>Property Manager has started to replace blinds in Dance Studio. The plastic ones will be replaced with wooden in the hopes they will last longer.</p> <p>Roof replaced. Ridge capping to be replaced next month.</p> <p>PM has applied for an outdoors furniture grant (up to \$10.000) to replace wooden furniture on the grounds.</p>	<p>PM to continue to monitor whether this is an ongoing issue or resolved.</p> <p>PM to enclose room under stairs for more storage.</p>	

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	<p>Aged Care has enquired about Andre finishing the closing off the veranda at Bottlebrush during his working hours. Committee do not have a budget for this currently.</p> <p>PM has communicated with Uncle Gilbert regarding mural but the work has not been started yet.</p> <p>Andre has enquired about the possibility of having a labourer for a few extra hours. Committee has approved 20 hours.</p>	<p>PM to communicate committee's decision with Aged Care since the request came through him.</p> <p>PM will continue contact with Uncle Gilbert.</p> <p>PM assistant/labourer needs ongoing discussion.</p>	
<b>DCMs report</b>	<p>Circulated</p> <p>DCMs have fixed Governance section of website.</p> <p>Full arrears settled by Simon 15<sup>th</sup> July.</p> <p>DCMs would like to confirm not for profit rate for Nimbin Youth.</p> <p>Enquiry from Scarlet Ruffles regarding discounted hire for Birth and Beyond.</p>	<p>Committee approves not for profit rate and DCMs can send schedule to be signed and include in next report so it can be included in minutes.</p> <p>DCMs to inform Scarlet Ruffles that B&amp;B is a half day or full day hire only. Dance Studio is preferable due to businesses (tax and massage) possible still operating in the evening and noise complaints have been received in the past in instances where loud music has been played in B&amp;B.</p>	
<b>Financial report</b>	<p>Circulated</p> <p>Apothecary payment made.</p> <p>NimFM in arrears. New lease is needed. ComSchool may also need a new lease.</p>	<p>Resolved.</p> <p>Treasurer to contact Bookkeeper to verify rent increase for NimFM. Treasurer and Diana will meet</p>	

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		with tenant to discuss and sign new lease to bring them to target.	
<b>Schedules for signing</b>			
<b>Membership request for approval</b>			
<b>General Business</b>			
Committee updates on website	Committee bios for website need completion.	Committee and staff to send their bio in third person of max. 250 words to DCMs by 23/07/24. Photos taken by president to be sent at a later date.	
Policies and procedures	Committee would like DCMs to pause the updating of policies and procedures for now to have time to read and review. For any updating/rewriting of documents, committee request that changes are highlighted and sent in a document to committee for transparency.  It may not be all policies and procedures that require updating.	Committee will discuss with DCMs.  Diana will send Kate a template for WHS to read through so it can be discussed with committee.	
<b>Other business</b>			
Memorial for Rodney	Andre has suggested something in memory of Rodney to be put on grounds such as a plaque, artwork etc.	PM to discuss with Uncle Gilbert whether it would be possible and acceptable to include something related to Rodney into the mural.	
Power board at B&B	Andre reports he has received feedback on the power board in the hall at B&B because according to Fire Stop it's non-compliant and needs to be ripped out and replaced with a steel enclosure. We need to find out who installed it in the first place as they should fix it.		



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