

Minutes NCCI Meeting 12th March 2024 5.33 pm

	Summary of discussion	Actions
1. ATTENDANCE	Present: Darren, Wil, Kate, Laila Apologies: Billi Guests: Andre,	Minutes: Laila 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	Wil declared potential conflict of interest for Rainbow Road Walking Track and Jungle Patrol.	
2. PREVIOUS MINUTES	Minutes 13/02/2024 adopted.	DCMs to upload to website.
3. BUSINESS ARISING		
Summerland Signatory Changes for beneficial owners	To change the beneficial owners and account signatories at Summerland Bank, they will need the AGM minutes (and management committee minutes) to contain the full name of relevant people. SCU has advised a vice-president can no longer be a beneficial owner. A new-signed minutes that remove Darren and make any two of the president, treasurer and secretary, beneficial owners for SCU purposes.	Billi has beneficial owners paperwork but will clear it with SCU to make sure procedure is done correctly. Ongoing.
Apothecary extension enquiry	Sammi currently sub-lets the room behind the Apothecary to practitioners for massages. She would like to use this space as storage by cutting a doorway into the back wall of the Apothecary. Committee approves if the wall is not low bearing and a doorway is installed rather than a hole in the wall. It should be a	Wil will have a conversation with Sammi about committee decision. Andre will support and communicate with Sammi ongoing.

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	<p>licenced and insured builder or carpenter completing the work.</p> <p>Committee would like to enquire about Sammi's intentions for providing another space for the practitioners currently using the room.</p> <p>Committee would like communication about the length of the work so arrangements can be made for tenants while work is undergoing. Sammi will communicate with her tenants and NCCI will communicate with tenants of B&B and block out dates during the work if necessary.</p> <p>Motioned: Wil Seconded: Darren</p>	
Market ground hire	<p>It was decided in November 2023 that the grounds hire would be changed back to \$150+ GST instead of \$100. Michael Balderstone was going to talk to Steph Seckold about the matter and the committee to communicate this to DCMs. In the past rent has been waived during rain and covid.</p> <p>Andre reports some tenants have used the stage without payment but are happy to do so. The cost for the stage hire is \$50. The information can be found on the website.</p>	Billi and Kate will contact Steph to relay information.
ComSkool to target rent	They are currently on a lease version 2 (max 5% pa increase) but as part of the option renewal they should be moved to a version 4 (max 110% CPI). This change could benefit them over the new schedule period	Kate to liaise and confirm with Judy at ComSkool in March.

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	<p>depending on the annual CPI over the next 3 years.</p> <p>If they ask for the three-year introduction of the increase, they could go onto the version 4 lease. The financial impact: The target from 1.7.24 is \$896.95 (incl GST) + 110% 23-24 CPI. This would be \$58.83 (GST inc) + 110%CPI monthly increase and would be adjusted annually for the following 2 years in line with other similar tenancy arrangements.</p>	
Bark Hut electricity	<p>Martin has installed meter box, which will cost NCCI money.</p> <p>Andre reports he usually sends invoices to Suzanne stating which budget/ line item to pay from.</p>	Laila to confirm with Suzanne which line item meter box has been paid from.
Lease agreement with Hemp Club	<p>It has been recommended that a new lease and signed schedule with The Hemp Club not be pursued but rental increases identified in letter from NCCI dated 25 July 2023 be applied going forward. Hemp Club is already paying the additional rent for year one of the rental increases as discussed.</p> <p>Committee would like to talk to tenants directly about the matter as it's preferred tenants have signed leases stating conditions for the benefit of both parties.</p>	Kate and Billi will contact tenants to introduce themselves and discuss further as month-to-month leases are not ideal for NCCI.
Miki Hill lease	<p>Miki's lease for A4 has finished and she would like to continue a month-to-month lease. A preferred lease is 6 months.</p> <p>Committee will approve considering the circumstances Miki has explained in her</p>	DCMs to communicate committee decision to Miki.

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	<p>email. The matter of a six-month lease will have to be revisited in the future.</p> <p>Motioned: Wil Seconded: Kate</p>	
Rainbow Road Walking Track community and committee involvement	<p>It was discussed in previous meeting that a theme for February Newsletter should be regarding Rainbow Road Walking Track community engagement. Committee has not received newsletter.</p> <p>Hannah Rice-Hayes from Lismore City Council helps community organisations establish land care groups, which NCCI can benefit from in the development and maintaining of Aquarius Park and Rainbow Road Walking Track. Once contact has been made and construction is under way, committee would like to encourage community engagement and set up a Facebook group.</p> <p>Andre has contacted Martin and will advise Darren and Michael Balderstone of upcoming meetings.</p>	<p>Rain to confirm if a February Newsletter was sent out. It's preferable that newsletters be sent to members via. email and uploaded to website as a blog post.</p> <p>DCMs to contact Hannah to enquire about forming a land care group for Aquarius Park and Rainbow Road Walking Track.</p> <p>Andre to update committee of progress in monthly reports and liaise with Darren and Michael.</p>
Correspondence	<p>Michael Worthington has enquired about holding A3 (Acacia) till May 1st when his current lease is finished. Committee approves once communicated price has been confirmed with Rain who has been in contact with Michael.</p> <p>Motioned: Wil Seconded: Kate</p>	<p>Rain to notify committee of the price communicate with Michael and committee will respond as per email. Kate to talk to Rain about lease sign up.</p>

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	<p>Committee thanks Rain and Wick for creating posters for advertising. Committee would like to get posters printed and distributed more.</p> <p>Andre reports there has been interest in co-working space or rent by hour and it is something committee will discuss ongoing should there be no interest in available rooms in the coming months.</p> <p>Loris Bianco/ his employer have submitted a formal termination of lease letter for C1 (Figtree). It has been communicated to Loris that rent will need to be paid till end of lease.</p> <p>Age Care has enquired about relocation of Starlink which they wish to offer as a community support and service during times of need. Committee finds it preferable to have it on the current roof but agrees to relocation as long as everything is WHS compliant. Andre reports he may have found a suitable spot.</p>	<p>Get posters printed via. account at Neighborhood Centre or own printer once arriving. Posters can be left in office and committee can collect and distribute.</p> <p>Rain will communicate with Loris and continue to invoice till lease is up. DCMs to notify Suzanne when bond money can be paid back and to correct account as noted in email.</p> <p>Andre will confirm and communicate with Age Care about relocation.</p>
Membership request for approval		
Property Manager report	<p>Circulated</p> <p>Andre had a workplace injury 27/02/24 and completed an incident and injury report. He has a doctor appointment on 19th March to follow up on injury.</p> <p>A request from Nimbin Tax and Accounting at B&B has been received regarding airflow in the building and potential solutions. Andre costed project to add insulation.</p>	<p>DCMs to formally respond that Andre will investigate door option such as potentially changing the latch as this seems the most cost and time efficient solution. NCCI will also happily auspice grant fund for</p>

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	<p>Darren reports there were previous discussions about adding a roof but there is no budget currently for that. Committee may identify this as a project in the future but it is not within the current project to do. Committee approves to investigate bottom door latch to solve the issue or auspice a grant if a suitable one is found.</p> <p>Andre has been in contact with Max at Rainbow Power regarding the smart meter they installed and Max will look into this. We want RPC to honour the grant outputs by providing the report outlined in the grant using correct electricity meter audit readings. NCCI will write a formal email if there is no update by next month.</p> <p>NCCI put in a ramp to footpath at Age Care and council has put in from road to footpath but there is currently a 2-hour parking sign when there should be a no parking sign.</p> <p>Committee discussed safety while working on roof with harness and ladder with Andre who identified an extension ladder is needed to do gutters at Neighbourhood Centre. Ladder can be costed from maintenance materials. For high roofs, there should be at least two people working together.</p> <p>Three quotes for dead tree removals provided. Treasurer input is needed as there was a tree-pruning budget but the funds were removed.</p>	<p>suggested upgrade of wall/ insulation should Nimbin Tax and Accounting obtain one.</p> <p>Andre to check in with Max at Rainbow Power prior to April meeting.</p> <p>DCMs to email Barry Goodwin at Lismore City Council to follow up no parking zone sign.</p> <p>Andre will check budget for ladder and communicate if it can be purchased from line item this financial year or the next.</p> <p>Ongoing as treasurer input is needed. Billi to follow up if funds are available.</p>

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	<p>Andre reports the projector at B&B has broken. It was hired out to the Environment Centre and handed over to the next hirer who reported it faulty after ten minutes.</p> <p>Dance Studio aircon requires a timer. Clearner have reported they have had to turn it off on Sundays. Martin will provide a quote and committee will decide.</p> <p>Andre reports most tenants are unsure about the responsibility for fixing and updating/improving spaces. It was discussed that for commercial spaces, internal updates are the tenant's responsibility. NCCI should keep it functional and improve/fix structural features.</p> <p>Andre reports challenges with moving people on with no clear objective on the premises. There have been complaints regarding safety, particularly from current, previous and potential users of the Childcare Centre. As it is the responsibility of the committee to protect our shared community assets, the matter will be brought to police attention and solution pursued in the manner they suggest.</p> <p>Censor lights can be installed in spots where they can't easily be taken down or broken.</p> <p>Motioned: Wil Seconded: Darren</p>	<p>Andre to seek quote.</p> <p>Ongoing.</p> <p>Ongoing as committee needs to seek clarification.</p> <p>Laila will follow up with Rain to enquire about capacity for seeking moving on letter, as Committee will otherwise pursue this.</p>
DCMs report	<p>Circulated</p> <p>Committee thanks Rain for taking initiative with media release for Rainbow Road</p>	<p>Rain to circulate to committee prior to publication.</p>

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	<p>Walking Track/ RRWT. Committee would like to read any response prior to release.</p> <p>Rain reports The Incident Form has been revised as review of policies and procedures was necessary. Committee thanks Rain for taking initiative in the matter. It has been identified NCCI WHS Policy and Procedures on the website is also in need of review. Committee would like to know of changes/updates to all policy and procedure forms so they can be approved prior to uploading. Committee to organise a day to review policies and procedures.</p> <p>Committee thanks Aether for the Adobe Reader access.</p>	<p>Rain to track changes or highlight document prior to publication and seek committee input and approval prior to policy and governance changes.</p> <p>Ongoing.</p>
Financial report	<p>Circulated</p> <p>Deferred for treasurer attendance.</p>	<p>Billi to flag urgent issues.</p>
Schedules for signing		
General Business		
EOI's for vacant rooms	<p>Committee is still awaiting confirmation that a rent calculator spreadsheet to work out rent for the square metres of a space has been completed.</p> <p>C1: CWA and At Work have both showed interest in the space. If CWA wishes to take it over immediately, the continued rent from Loris can be terminated.</p>	<p>Laila will communicate with DCMs and Diana regarding the calculator.</p> <p>DCMs to communicate committee's decision and await official EOI. It is expected the most current lease and rate be agreed upon and signed.</p>

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	<p>A3: There has been some interest in this space. The rent is dependant on business category.</p> <p>A14 (old NCCI office). Andre reports that the EOI he's aware of have been artists and the carpet has been unattractive to them. Diana reports that according to the info she received from Helen, the rooms should be advertised at: Office - incl GST C1 1682.93 / month C2 1252.88 / month C3 824.11 / month</p>	<p>Ongoing. Committee to discuss rent and function if the rooms continue to remain vacant. Laila to add to April or May meeting.</p>
Locking toilets in Acacia	<p>Committee has been informed of public use of toilets in Acacia and to avoid this, committee would like tenants to use the keys provided for the toilet. It's communal grounds and buildings but not for use of all public.</p>	<p>DCMs to write 'tenants only' sign for the toilets and inform tenants via. email to use their keys.</p>
Security lighting in B&B	<p>There used to be a security light on the B&B wall, which was taken out during the wall replacement. The wiring is there still but the light is not up. This needs investigation and possibly immediate action.</p>	<p>Darren will follow up with Sam who completed wall replacement project.</p>
Jungle Patrol	<p>Deferred to the next meeting.</p>	<p>Ongoing. Laila add to next agenda.</p>
Landscape design plan	<p>Andre was in contact with Nick Alderson, landscape architect, 04/03/2024. Nick paid out of own pocket for his own surveyor to complete a detailed survey as the previous one was not sufficient. It was agreed in correspondence with Diana that he could submit a Progress Claim of \$1000. The amount has not been paid and the</p>	<p>Laila to communicate to Suzanne who will pay invoice and notify committee once completed.</p>

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	<p>preliminary concept plan is currently on hold.</p> <p>Nick plans to submit a preliminary concept plan for review before submitting a final plan. He recommends an engineer audit report to be completed to address hazards around the grounds.</p>	
Operation manual by Andre	An operational manual for PM's jobs where daily duties and equipment, keys etc. are noted is helpful in case replacement is needed during leave or other occasions. This is non-urgent but is for the benefit of all.	Andre to complete an operation manual for his daily tasks.
Extra Aether hours	Aether estimates an extra 4-6 hours are needed to build a public calendar. Due to budget constraints this is on hold till next financial year.	Ongoing. Committee to review and discuss budget.
Record keeping	<p>Diana is recommending to the committee that certain items be discussed and adopted (after consideration of any feedback) and the DCM, PM and BK be directed to update their operations manuals as a priority and include reference to policies relevant to their individual positions. Items/areas include:</p> <p>Wages Budget Current tenant rental Target rents</p>	Deferred. Committee to look over recommendation. DCMs to send calendar invite for Thursday 21 st March to committee members. Laila will re-send paperwork to committee.
Membership draft policy	Diana has sent a membership draft policy in need of review and adoption. Once a policy is adopted this will then need to be built into the operations manual of the DCM, the PM and the bookkeeper as well as cooperated into the governance and	Deferred. Committee to look over recommendation. DCMs to send calendar invite for Thursday 21 st March to committee members. Laila will re-send paperwork to committee.

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	management policies document which you can view on the website.	
Lease and bond retrieval	Several leases are unable to be located currently as well as bond information for some tenants. NCCI would like a copy of all leases for correct record keeping. Rain and Andre reports himself and Rain have a plan to approach tenants in person and via. email to request copies of leases.	Andre and Rain will work together to collect copies of leases. Ongoing. Committee to discuss retrieval and filing of lease
Other business		
NCCI licensed contractors list	For several reasons, transparency included, NCCI has a list on the website with local, frequently used and licensed contractors. This is in need of updating but is non-urgent.	Andre to update list of licensed builders on website.
NAIDOC	An enquiry was received about NCCI's involvement during NAIDOC. Laila has followed up with Diana about context and previous years engagement. Discuss involvement at next meeting	Laila to add to April agenda.
Next meeting	General meeting Tuesday April at JP/ NCCI office at 5:30 pm.	Aether to send out invite. Laila will prepare AGM agenda and send to committee members. Agenda items to be received and read beforehand.

Meeting closed 8 pm