

## Minutes NCCI Meeting 12<sup>th</sup> October 2023 5.07pm

	<b>Summary of discussion</b>	<b>Actions</b>
<b>1. ATTENDANCE</b>	Present: Will, Michael, David, Billi, Laila, Amy-Kate Apologies: Diana, Darren, Louise 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 14/09/2023 adopted
<b>3. BUSINESS ARISING</b>		
Solar update	We want RPC to honour the grant outputs by providing the report outlined in the grant using correct electricity meter audit readings. RPC installed smart meter but as it was not installed probably no readings came out. Report is meant to come quarterly. Andre explains he was unsure what information to get from RPC but he enquired about readings and was told they've tried to access our account online but couldn't access it and we should have a password to do so ourselves. Biko has some passwords and will meet with Andre to attempt access. After Wil's arrival, he could shed more light on the report, meant to identify where energy savings can be made, that should be provided. Andre will contact RPC again.	Andre will follow up report for smart meter readings.
Submission of Deed of agreement with LCC	Deed to transfer ownership was signed by Diana and sent off by Wil who was contacted and informed there were no witnesses and a new form has to be signed and submitted to LCC.	Wil to follow up within the week.
Website updates	Updates on the website about Aquarius Park, Truth & Beauty & Rainbow Road are required. Billi will contact Diana to confirm exactly which subjects need updating.	Billi will complete updates in the next month. Once completed, DCMs can update the website.
NNCI Reply re: lease	Wil has emailed NNCI but has not received a reply as of yet.	DCMs will email NNCI their new lease for signing with rental target in the schedule.
Action Plan	Review and approve so it can be uploaded to website. Separate meeting was scheduled 09/10/23 to address action plan before AGM.	Committee will review Action Plan and send notes to Wil.  Wil will collate people's additions or changes and distribute to committee for discussion at next meeting

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PM Trip Hazard Report	<p>Andre asked committee to address his trip hazard report and whether this should be done prior to or after centre ground re-design.</p> <p>The biggest concerns are hazards around Age Care. Present committee members are unsure about availability of budget to fix temporarily and prior to grounds re-design. Signs alerting to trip hazards will be a first step.</p>	<p>Andre will add signs to high-risk areas until the grounds re-design report has been received and viewed.</p>
Office sign	<p>Jungle patrol office sign will remain alongside new NCCI sign.</p> <p>It's been suggested a phone number, email or website should be added to the front door but Andre's phone number is on the website. Enquiries can be made online.</p>	<p>Andre will paint door and add NCCI on front door to office along Jungle Patrol. The agreed wording will be: Jungle Patrol Community Safety Nimbin Community Centre Office</p>
AGM	<p>AGM date set for Thursday 16<sup>th</sup> November at Birth and Beyond, 5-8 pm.</p> <p>Notice for the AGM has been put on the hall for AGM.</p> <p>Amy-Kate has contacted Damon Gameau who is unavailable. Guest speaker to choose theme.</p> <p>Follow up budget for guest speaker and AGM items (catering) with treasurer.</p> <p>Nominations for four office bearers need to be handed to secretary a week before AGM. The forms should be on the website.</p> <p>Nominations can be made beforehand or on the day. However, only three ordinary members can be made on the day.</p> <p>Biko is the Public Officer. Every organisation has to have one and often they have another role. Official procedure to do paperwork to change over.</p> <p>A returning officer manages the election of the nominated people. Sledge has been that in the past.</p>	<p>Rain to promote AGM on social media for 6 pm start in November Good Times.</p> <p>Amy-Kate will contact Mullumbimby Neighborhood and Community Centre to enquire about possible connections or local guest speakers.</p> <p>Billi will contact Diana to enquire about budget.</p> <p>Biko to complete paperwork for changeover.</p>

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		A committee member should offer someone from the community to be the returning officer.
Debtors Report	<p>Diana reports via. Email correspondence to committee and staff that several tenants are in debt and this needs addressing urgently.</p> <p>Andre and Rain have been going through debtors report and there are quite a few tenants paying old rents and not the new rate. They have already been in communication with people regarding the matter via. Email and Andre reports there have been no received replies. The next step will be that Andre will make contact in person. Helen was managing leases before she left.</p> <p>Family Day Care in debt.</p> <p>Nimbin Community School. It was reported Judy has liked hard copy invoices in the past, which Biko printed out. Rain and Andre have been communicated with them and Judy is aware. Michael reports Kathleen will likely be doing the books.</p> <p>Marley's rent could possibly be covered by Jacqueline from Rekindle The Spirirt and Red Tribal (who can support with rent for up to a year).</p> <p>Clarification needed from Suzanne on committee's agreement for Sammy's rent during work on B&amp;B wall. Was the agreed rent invoiced to Sammy and paid?</p>	<p>Andre and Rain will continue to address the debtors report and communicate with tenants who are behind in rent.</p> <p>Rain has been in contact with Marley on the phone and will set up meeting with him.</p> <p>Laila to email Suzanne to follow up.</p>
Fencing 11a	Council enquired about replacing barbwire fence with three-panelled fence for the entry section off Alternative Way but indicated co-contribution. Wil followed up but no reply as of yet.	Ongoing.
EOI's for A1	Costs associated with changes to A1 were considered to some extent. As the vacancy wasn't anticipated, the committee agreed to renovations. Andre has circulated a break down of costs.	

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	<p>A trial of renting as a casual space till Christmas with review after New Year was discussed but needs further conversation (rates, payments, staff time managing casual hire of A1 etc.)</p> <p>Committee wishes to see expressions of interests before making a decision. DCMs report EOI's consists of sound healer, hairdresser and podcaster). It was mentioned, rent could be put up but the room has been promoted already for \$600 up, brought up to target.</p>	<p>DCMs to follow up and distribute EOI's to committee. If no EOI's received, please advertise in Good Times for November edition.</p>
Market ground hire cost	Ongoing as not urgent.	Await Diana's presence to clarify.
Grant spotting	<p>It was discussed with committee's capacity and recent changes, it may be better to focus on grant project development rather than grant spotting without having projects ready as managing and acquitting grants are lengthy processes. We have identified projects at the moment but it could be more efficient with costs made up and information ready.</p> <p>Kitty could be approached for the grant opportunity for 11a (Janelle Saffin).</p>	<p>Ongoing after AGM.</p> <p>Wil will contact Diana to see if there is budget to pay Kitty. If available, Wil will contact Kitty.</p>
<b>Correspondence</b>	<p>DJ Nemesis event at B&amp;B was not a great experience.</p> <p>Electricity rates. No reply from Age Care since communication with Rain. Andre believes they've paid.</p> <p>NH&amp;W excess NAIDOC Celebration funds. AgeCare was going to take funds but wishes to leave it. If grant funding it has to be given back. Committee unsure where the funds are sitting.</p> <p>Cancellation of casual hire in B&amp;B due to incident with worker.</p>	<p>Andre has put up no smoking signs in B&amp;B as cleaners identified the lack of it. DCMs will reply DJ Nemesis to convey committee does not wish B&amp;B to be rented for such an event.</p> <p>Billi to follow up with Diana/treasurer.</p> <p>DCMs will send our apologies as other solutions have already been discussed with the previous tenant.</p>
<b>Membership request for approval</b>		

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<b>Property Manager report</b>	<p>Circulated</p> <p>Andre reports there were renovations in three rooms at the same time with A1 not budgeted for and set up as a project, adding to his workload.</p> <p>Key register is currently on a piece of paper but will be transferred to a document. There are three sets of keys all in the office.</p> <p>Our policy ongoing is to only plant natives, not to dig out established gardens. This was agreed on due to a prior complaint by NNCI. Andre reports Moni and her group often arrive, having a plan in mind. Since thaye've been gardening in the vicinity for a long time, he often follows their lead and agreed with digging out certain plants although he's unsure if they are native or not.</p> <p>Ian Brooks sent an email to council informing he has been slashing at 11a. He used to pay/donate.</p>	<p>Ongoing. Committee to discuss the possibility of setting aside a budget for renovations of future rentable spaces with treasurer.</p> <p>Andre will transfer key register to a digital one.</p> <p>Andre knows of committee's history on the matter and will continue to work with the volunteers.</p> <p>Wil will respond to council that it's a NCCI asset and Ian is not associated with the maintenance of this currently.</p>
<b>DCMs report</b>	<p>Circulated</p> <p>Potential for secure password folder in Google Docs to have a record as most passwords should not be personal but belonging to the organisation.</p> <p>No need for NCCI to advertise or manage events online. Tenants can do that individually for their own events.</p>	<p>Andre will follow up with Biko. Rain and Wick may need to assists with an accessible document for passwords.</p>
<b>Financial report</b>	<p>Circulated</p> <p>Budget VS Actuals Jul-Sep 2023</p> <p>Balance sheet Sep 30, 2023</p> <p>A/R Ageing Summary Oct 10, 2023</p> <p>NCCI Reserves Report Sep 2023</p> <p>Profit and Loss Detail</p> <p>Profit and Loss by class – grants</p> <p>Profit and Loss B&amp;B Wall</p> <p>Profit and Loss Detail – Jungle Patrol Revamp</p>	
<b>Schedules for signing</b>		
<b>General Business</b>		

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Coordinator	<p>Biko is on sick leave. Andre reports Rain and himself are going through Biko's procedure manual. Diana made an interim position description that will need reviewing and possibly delegating to Andre and DCMs.</p> <p>Farewell gift to Biko. Thanks and acknowledgement at AGM. Treasurer reports budget is a committee decision as there's no line item but it could come from the professional development budget. Committee could not find line item so this will be followed up with treasurer. Current cost could be around \$70.</p>	<p>Wil will search for Biko's interim position description and distribute to DCMs and PM.</p> <p>Michael and Louise will look for appropriate gifts</p>
Landscaping project		Ongoing. Survey work has been completed and forwarded to Nick Alderson, the landscape architect engaged earlier this year.
Truth and Beauty Sub-committee	Michael reports Linnet was part of this but we have not had contact.	Billi will contact Linnet to enquire about the existence and doings of the sub-committee.
Maintenance and weed management of 11a	<p>Ruben will organise a time with Rob to meet with Michael or Andre to show what needs to be mowed. He has to supply an hourly rate.</p> <p>Weed control management was discussed and this can be followed up with the landcare group.</p>	Amy-Kate will contact Rob.
Plan for garden maintenance on level 2 restrictions	Andre reports there is a possibility of putting a lock on the tap to one of centre's water tanks. It could also be closed off completely to save water. He's seen several people, looking like campers, fill up containers. The specific tank is for watering gardens. He waters from it approximately 30-60 min. once per week.	Andre to monitor water usage and present suggestions to next meeting. He will add a sign for people to be mindful of usage during the summer.
Volunteer Registrations	Childcare centre on grounds may warrant police checks. If not for profits or schools request WWCC or police checks for volunteer positions, they do not cost money.	Amy-Kate to review insurance and volunteer policy. Rain and Wick will have access to PDS for insurance.
Air con timer and/or signs	A timer for air cons such as a button could be installed.	Andre to explore options and costs.
DCM, PM and President to prepare reports for AGM	Only president and treasurer reports are necessary for AGM meeting.	
Other business	Katie and Benny are both leaseholders of Bark Hut.	A committee member should follow up with Benny in regards to him wanting to remain as the sole leaseholder.

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	Farewell gift to Sam.	Billi will look for an get present for Sam.
<b>Next meeting</b>	General meeting on Thursday 9 <sup>th</sup> November at Jungle Patrol/NCCI office at 5 pm  AGM on Thursday 16 <sup>th</sup> November is AGM at B&B at 6 pm	Laila to prepare agenda and take minutes. Apologies Diana for November agenda preparation.  Laila to check if AGM requires agenda

Meeting closed 7.34 pm