

Minutes NCCI Meeting 12th November 2024 5.41 pm

	Summary of discussion	Actions	Responsible
1. ATTENDANCE	Present: Wil, Kate, Billi, Laila Apologies: Guests: Kylie, Davina, Kate, Darren	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			
2. PREVIOUS MINUTES	Minutes 10/09/2024 adopted. Forwarded by: Wil Seconded by: Billi, Laila	DCMs to upload to website.	
3. BUSINESS ARISING			
Nimbin Rainbow Walk and land care	<p>Land care workdays are held monthly on Saturdays at 7:30 am. Next meeting is 16th Nov. PM is heavily involved with the project to get it running.</p> <p>Council's opening day for Aquarius Park has been pushed back to Mid February 2015, which will include politicians and likely be held on a Saturday (possibly 15th). Committee would like to organise an opening day event/ picnic for the community on that same day with music or activities for kids. Budget will come from NCCI.</p> <p>The old compost toilet in Aquarius Park could be pulled down or rebuilt into something else. It has been suggested it could be rebuilt into a shed with JP budget. Committee has discussed both aesthetics</p>	<p>Committee to check if any events coincide with this day and make final decision on date.</p> <p>A separate meeting will be held to organise opening day, including budget and activities.</p> <p>Ongoing.</p>	

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	and security issues regarding the placement of it but needs to make a final decision.		
Self audit/ review with ATO for not for profit organisations	<p>A meeting was held 20th of September with accountant Loris Blanco who informed committee of the upcoming changes, possibly affecting previous nfp organisations.</p> <p>Kate has been in contact with ATO regarding not for profit status and changes and treasurer Billi has completed the NFP registration with ATO with previous treasurer Diana Roberts as she is an associate on our accounts. Loris has been informed.</p>	Treasurer to follow up whether a tax accountant needs to be engaged for tax return lodgement with the continued nfp status.	
AGM preparation for November 2024	<p>Date set for 14/11/24 at 6 pm at Birth and Beyond. DCMs have sent an AGM notice to members, including link to Financial Report 2024. The 2024 Financial Report should've been made available 21 days prior to AGM as per policy but due to a medical emergency in the management committee, the report was not made official on the website till later.</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's report Treasurer's report</p> <p>Nominations for executive positions signed and received by secretary at least seven days</p>	<p>Treasurer has organised sushi for catering from local business.</p> <p>President to prepare Treasurer to prepare</p> <p>Secretary to prepare AGM agenda and bring copies to meeting as well as AGM 2023 Minutes copies.</p>	

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	<p>prior to AGM. Agenda needs to be prepared for AGM although not distributed prior. Appointment of Public Officer does not need to be a recurring agenda item if the person is continuing which is the case with Diana Roberts.</p> <p>Last year's AGM Minutes will need adopting and can be read online or at meeting.</p> <p>A membership renewal station will be set up at the AGM for any members who have not paid their membership digitally.</p>	<p>DCMs to bring up to date membership register and help with online membership. PM to bring float and receipt book.</p>	
Audit	<p>Loris Blanco completed an audit with recommendations for committee to discuss and possibly implement. The audit highlighted the need for updates to policies and procedures. Bookkeeper, Suzanne, is providing final information for the audit still.</p>	<p>Ongoing.</p>	
Grant opportunities	<p>DCMs and PM have informed committee of two grants that may be suitable for NCCI. Infrastructure grants and Australian Heritage Grant. Committee/President would like to review guidelines prior to deciding.</p>	<p>Secretary will have a look at dates for grant applications to see if they are still open as committee did not respond.</p>	
Shared internet usage	<p>Nimbin Youth have enquired about limited usage of internet from NCCI office, covering the cost of their usage. Committee has decided to donate internet usage.</p>	<p>Secretary to inform Nimbin Youth.</p>	
Correspondence	<p>Reply received from Bob (NimFM) re: lease and rental negotiation letter.</p>	<p>DCMs to respond with suggestion of a meeting.</p> <p>President to contact Diana, previous treasurer, as they were both involved in meetings and correspondence with all tenants re: lease and rental negotiations in 2023.</p>	
Property Manager report	<p>The monthly PM report lists received tenants requests from past month, including</p>		

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	<p>leak at NNC, sach cords and lighting at Comm Skool and parking lines at back carpark by NimFM.</p> <p>Actions and jobs completed include: ridge capping at Acacia, Banksia and Bark Hut and picture frames hung at B&B. PM is working through the maintenance list and Acacia toilet reno which is slower due to navigating tenant use.</p> <p>PM also reports the Landcare grant outcome which NCCI applied for has been postponed to November while the one with aluminium seating was unsuccessful.</p> <p>PM has sent questions and updates to management committee regarding current projects and budgets.</p>	<p>Treasurer to contact previous treasurer Diana Roberts to set up meeting regarding budget with available committee members to properly address PM's questions and suggestions re; budgets and projects. Darren has also organised a meeting with Andre to go over grounds and buildings.</p>	
DCMs report	<p>DCMs are still working on the new digital rental spreadsheet and will send log in to committee once finished.</p> <p>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. MOU forms are being updated but one page has been updated and needing committee approval. Page was viewed prior and during meeting.</p>	<p>Committee approves.</p>	

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	<p>DCMs propose creating an official Nimbin Rainbow Walk Facebook page. Committee is interested in this but would like to await the outcomes of advertisement/branding etc. initiated by LCC Tourism. Local artist Ross is involved with signage developing.</p> <p>DCMs inform they will send Christmas greetings out to all tenants. Committee would like to thank Committee for this lovely initiative.</p>		
Financial report	<p>A tenant has overdue rent and two prior notices have been sent. The third will be an eviction notice.</p> <p>Cultural Centre debt continues to increase. Committee has been aware of the matter for a long time but has been unsure how to approach with many things affecting the possibility of meeting with leaseholder. Committee would like to discuss sustainability of the space with leaseholder.</p> <p>Previous treasurer Diana Roberts recommends that with current reserves, greater advantage should be taken of fixed term deposit interest rates. Committee agrees and approves pending budget conversation with treasurer.</p>	<p>DCMs to inform Committee of outcome.</p> <p>President or Darren to discuss with leaseholder in person.</p> <p>Committee will discuss further with previous treasurer prior to next monthly meeting and involve Bookkeeper.</p>	
Schedules for signing			
Membership request for approval			
General Business			
Jungle Patrol trailer	Jungle Patrol is generously gifting their trailer to NCCI. They will be wrapping up	President to fill out paperwork.	

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	soon and would like all matters dealt with ASAP. A committee member or staff will have to go into Service NSW to get rego paper, proof of purchase, copy of incorporation certificate.	PM to bring forms into Service NSW and card for payment.	
Public liability investigation for Rainbow Walk	<p>PM reports someone has made him aware that public liability for Nimbin Rainbow Walk should be checked or updated to include open parkland- open to public so NCCI is properly covered. The walk is public access with pedestrian right of way with the potential of people going into community centre lands.</p> <p>Kate reports she has been in contact with Timothy Parry who wants further questions answered regarding signage, seating, fencing etc. Questions were discussed and answered during meeting.</p>	Kate will reply Tim Perry and update Committee.	
Authorisation and register	NCCI has 'associates and contacts' registered for its ATO account/ profile. This needs to be updated to reflect current committee. Diana Roberts suggested Wil, Kate, (and possible Darren or Suzanne), as associates and Billi and Laila will be registers.	Treasurer to await reply from Bookkeeper. Committee to update.	
Thank you letter to Jungle Patrol	A thank you letter to JP was drafted by DCMs. Committee has approved.	DCMs to send thank you letter to JP.	
Thank you letter to Chamber of Commerce	NCCI Committee would like to send a thank you letter to School of Arts and Chamber of Commerce for providing and printing the new pictures in Birth and Beyond.	DCMs to draft thank you letters.	
Other business			

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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. Committee discussed how history of meter reading can be provided but is unsure exactly how to get breakdown.	Darren to discuss further with Andre.	
EOI from previous month	An EOI from Aquarius Archives was received last month and decision is required on the matter although tenancy is not commencing straight away if successful.	Secretary to check EOI and rental category and send email to committee to make a decision.	
New/ re-joining committee member	Darren has returned back from time away from the committee and is both available and keen to be part of the management committee again. Current committee co-opted Darren back onto committee.	Nomination form completed.	
Apology letter	Wil to approve apology letter to Neighbourhood Centre for incident involving pest/weed removal.	President to approve. DCMs to send to NNC.	
Staff meeting	A committee member met with a staff to discuss roles and wellbeing. Committee takes the matter seriously and would like to support all staff so their needs are met. Ongoing discussion of this is necessary.	Ongoing.	
Next meeting	General meeting on Tuesday 10 th December at NCCI office at 5:30 pm.	DCMs to send out calendar invite. Secretary to write and distribute agenda.	

