

Minutes NCCI Meeting 13th February 2024 5.13pm

	Summary of discussion	Actions
1. ATTENDANCE	Present: Darren, Wil, Billi, Kate, Laila Apologies: 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 conflict of interest regarding deed of acquisition for 54 Cullen Street (footpath next to Birth and Beyond). See 'Other business'. Kate declared that there could potentially be a conflict of interest being part of NAG and NCCI and will cease her membership in NAG.	
2. PREVIOUS MINUTES		Minutes 14/12/2023 adopted
3. BUSINESS ARISING		
Management of lease responsibility	Rain and Wick has been working with Diana and Helen to create a new Target Rent Calculator (spreadsheet) Discussion at financial meeting 28 th Jan 24: Tenants should legally give three months notice in writing to exercise their option for renewal.	Kate will oversee lease management together with Rain. Wick will finalise target rent calculator.

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	<p>Policy is that every page of a lease should be signed but that likely hasn't been done for a very long time. The two signatories required can't be done digitally currently. A possibility could be for tenants to tick each page digitally.</p> <p>NCCI do not have physical copies of leases, only schedules. Tenants should have copies of leases. Some leases do not have start dates. This needs to be followed up and sorted which committee will plan and discuss ongoing.</p>	<p>Committee will discuss a plan.</p>
Insurance Check	<p>Kate was waiting for access to previous emails. Billi reports it could be on the Google Drive.</p>	<p>Kate is going to contact the insurance broker/ firm (previously Timothy Perry) to confirm details on the insurance.</p>
Summerland Signatory Changes for beneficial owners	<p>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.</p> <p>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.</p>	<p>Billi has beneficial owners paperwork but will clear it with SCU to make sure procedure is done correctly.</p>
Maintenance to Bark Hut – Internal weather boards	<p>Andre and Darren report internal weather boards are rotting (white ants have been in there but are not currently visible) and the damage is</p>	<p>Andre has patched it up and fixed the window. It should be pointed out to pest inspection that this has been missed.</p>

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	<p>not structural. It has been difficult to check this space regularly due to the use of it in the past.</p> <p>Tenants should notify NCCI about damage and maintain it at the same level as when first received and occupied.</p>	
February Newsletter	<p>Rain sent out a January Newsletter to members, tenants and subscribers. Committee should decide on theme and who to write the newsletter. Topics could be: NCCI project updates, news related to NCCI or Nimbin, tenant updates and success.</p> <p>Committee is happy for Rain to write the February newsletter. This could be about the designs for Community Centre grounds, construction regarding walking track or engagement around our land at 11A which we're hoping will have community involvement with maintenance, land care and feel of ownership.</p> <p>Andre reports John doing land care at 11A is \$57/hour with five people but he recommends crowd funding. He reports he is happy to train people if volunteers come in. A land care group has to be established for 11A.</p>	<p>Rain to write February newsletter and investigate land care group development (started by Biko) and encourage community support in newsletter.</p> <p>Billi will talk to Nat regarding volunteer involvement at 11A.</p>

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Correspondence	<p>Ganja Faeries – Online booking system difficulties. Biko requesting a calendar for scheduling classes. Rain is in correspondence to work on solution.</p> <p>NNIC enquiry regarding participation in NAIDOC celebrations; Will NCCI be participating this year?</p> <p>Aether email regarding Adobe e-signature license annual cost. It was discussed whether we use it for anything other than signing leases and if it's worth paying for this?</p> <p>State Government/ Foundation for Rural and Regional Renewal (FRRR) asking for an acquittal report for the designs for NCCI.</p> <p>Simon paid arrears and is up to date.</p>	<p>DCM to confirm if such a calendar exists? Committee expressed interest in having classes available online a few months ago.</p> <p>Laila to contact a previous committee member to know about our prior involvement during NAIDOC and communicate with Rain.</p> <p>Rain to set up a monthly payment and set up reminder after three months so committee can review.</p> <p>Wil to contact Diana regarding update. Billi to ask Suzanne about financial report and funds set aside for this.</p>
Membership request for approval	<p>CWA (Country Women's Association). Kate looked at our constitution for accepting organisations as members.</p>	<p>Rain to reply and inform that our constitution does not allow for groups but individuals are welcome to apply.</p>
Property Manager report	<p>Circulated</p> <p>Andre is going on leave for eight weeks. Rain will work from the office during her hours to be on site and can take the maintenance requests coming through.</p>	

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	<p>Andre has met with a Geotech engineer who has quoted \$1500 to write a report on the fig roots problem at the Early Learning Centre. Andre has given the go ahead as our budget for a quote was \$3000.</p> <p>Andre to follow up with Peter Hughes as if Tesla battery will set in when power goes out in town.</p> <p>Tree logging budget was taken away but Andre reports there's a few trees that are near buildings, looking dead. Andre got a quote for \$3000 for two trees.</p> <p>CWA has previously been notified they can only use NCCI approved contractors but they used one from Lismore for gas problems and Andre approved. Committee approves if they're licensed and insured and invoices supplied on requests. This should be a lease item. Big changes should come to NCCI as a request with invoice provided. With smaller items, invoices should be provided upon request for insurance purposes.</p>	<p>Andre to contact Peter Hughes.</p> <p>Billi will follow up on budget available for this.</p>
DCMs report	<p>Circulated</p> <p>Bark Hut requesting copy of lease and name change. Committee</p>	<p>Billi and Kate to meet with Bob and Renee in two-three months time to review lease.</p>

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	<p>approves name change. We can change the lease if they change their structure but they are not changing structure yet. They're a charity and social enterprise.</p> <p>Billi has checked advertisement budget. \$400 is available.</p> <p>Aether reports lease template has been uploaded to website.</p>	<p>Rain to provide recommendations on how and where we could potentially use advertisement.</p> <p>Committee is unsure what that means? Where it has been uploaded and what the usage is for? DCMs to please clarify.</p>
Financial report	<p>Circulated</p> <p>Meeting on 28th of January with previous treasurer Diana to discuss budget and finances.</p>	
Schedules for signing	<p>Nimbin Neighbourhood & Information Centre Inc G2 Bark Hut, term: 12 month, term of option: 12 months</p> <p>Nimbin Neighbourhood & Information Centre Inc, Banksia House, term: 42 months, term of option: 36 months</p>	<p>Darren and Wil signed.</p> <p>Darren and Wil signed.</p>
General Business		
Sammi request at Birth & Beyond	<p>Sammi from the Apothecary has brought up a request for an air con from the practitioners using the garden room at B&B.</p> <p>As Sammi rents the space, committee approves her installing one as this is her responsibility. She may need to investigate capacity on</p>	<p>Rain to communicate with Sammi regarding the request.</p>

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	the building and power and whether adding one more aircon could overload the system or not. Sammi can bring information and quote to NCCI and a payment plan could possibly be worked out.	
Replacements during Andre's vacation	Andre will be away for eight weeks but he'll be contactable after two weeks. It was discussed that finding someone to cover the gardening aspects in his absence is main priority as anything to do with maintenance that is not urgent can wait. Darren is happy to be the emergency contact.	Andre will continue to look for someone to cover the gardening/grounds maintenance aspect during his leave and communicate the details with committee. Darren is emergency maintenance contact during Andre's leave.
Rent options for vacant rooms	A3: There has been some interest in this space. The rent is dependant on business category. A12: Should be a C2 category (+\$43 for aircon each month). Committee has received EOI for the space by Remote Village. Refer to DCMs report. A14 (old NCCI office): Currently advertised for a C1 rent which may be too much considering there's been no interest. While it is prime location, the currently advertised rent puts it at the same category as The Apothecary who's the only tenant paying that rent. C2 rent may be more appropriate. Andre reports that the EOI he's aware of have been	Committee is still awaiting confirmation that a rent calculator spreadsheet to work out rent for the square metres of a space has been completed. Kate will contact Diana to get an update. In the advertisement of the spaces, it should state that rent is dependant on business classification.

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	<p>artists and the carpet has been unattractive to them.</p>	
ComSkool to target rent	<p>Discussions should start in March 2024.</p> <p>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 - 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>	Kate to liaise and confirm with Judy at ComSkool.
Bark Hut lease and electricity	<p>Bob Dooley and Renee have requested a copy of the original signed lease but it has not been located yet.</p> <p>Two operations share the same meter (Bark Hut/ Aquarius and Neighbourhood Centre). They use different power. The issue has been that the meter has been tripping.</p>	<p>Ongoing. Committee will discuss a solution to retrieving leases.</p> <p>Andre will contact electrician Martin Mater for a second quote.</p>

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	Andre provided them a quote of around \$13-\$1500 and reports he was informed, the tenants will email NCCI regarding the matter.	
EOI for A12 – Remote Village	<p>Rain and Wick, founders of Remote Village, are interested in renting A12 as an office space, starting in February. They plan to share the office with Nimbin Youth Events (which Rain is actively involved in) as part of their collaboration with the young people of Nimbin.</p> <p>Remote Village is a social enterprise, which aims to assist humans in need. They provide "happy boxes" filled with personal essentials, as well as food, food vouchers, clothing, and clothing vouchers, among other support services.</p> <p>Remote Village has enquired about renting at a non-profit rate for a six-month period.</p>	Committee approves non-profit rate + monthly aircon payments. Laila will communicate this to Remote Village and a lease can be prepared and signed.
Lease arrangement for Hemp Club	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. Committee would like to talk to tenants directly about the matter.	Kate and Billi will contact tenants to introduce themselves and discuss further as month-to-month leases are not ideal for NCCI and has been denied to other tenants seeking similar arrangements.

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Miki Hill month-to-month or six month lease	Miki's lease for A4 has finished and she would like to continue a month-to-month lease. A preferred lease is 6 months.	Rain will communicate on behalf of committee that a six months lease can be accommodated, as the preferred lease period is usually three years.
Staff liaison	Billi relayed Kate's suggestion that there might need to be a committee member who staff can contact as an individual instead of facing the whole committee when issues, questions or dilemmas arise.	Wil can be contacted by staff regarding sensitive matters or others should staff not wish to bring them to the whole committee.
Walking Track committee involvement	<p>Martin Soutar, Project Manager from LCC, reports in an email that a contractor for Track Construction has been engaged, and they are currently organising paperwork, and finding an appropriate starting date, likely early March. He would like to update the budget and get together to see who is doing what, and when, over the entirety of the site (with Parks Manager).</p> <p>Andre and Darren will take NCCI engagement with this project. Michael has been passionate about the project and would potentially also like to be involved.</p> <p>Diana advises in an email that someone needs to be on board and monitoring the construction of the track through 11a as we will be creating the park around the track. We should also be consulted in the placement of infrastructure such as</p>	Andre has contacted Martin and will advise Darren and Michael Balderstone of upcoming meetings.

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	<p>art works, signage and furniture. Maintenance of the track will not be our responsibility but developing around the track, managing weeds and slashing/mowing will be ours. We need to be sure we can still keep weeds down and mow without too many obstacles. I imagine brush cutting may become a need too. Depending on design outcomes there may be other concerns from our perspective as far as financial impacts.</p> <p>To get land care funding for development and maintenance of Aquarius Park, we were advised a few years ago we needed a concept plan first. You should plan for this to be done in next year's budget.</p>	<p>Ongoing. Committee to discuss when preparing budget.</p>
Meeting culture	<p>Meeting culture was briefly discussed such as having space and time to air opinions and differing views to better reflect, learn and make decision together.</p>	
Bonds	<p>Bonds have been identified as a potential area of issue as it's uncertain to current committee how old they are, if updating is required and if what we hold reflects what we have. Part of lease issue.</p>	<p>Ongoing. Billi will look into this by contacting Suzanne.</p>
Recording of rental schedules	<p>Diana reports that recording of rental schedules issued have been included in minutes to ensure the committee had a clear record of decisions made. What the</p>	<p>DCMs will include any new rental schedules since last meeting in their monthly report. Secretary will record the lease schedules in minutes and Bookkeeper will be able to see the details this way.</p>

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	<p>minutes should say is whom the schedule was issued to, the term of the schedule (eg 12 months) and the term of the option (eg 12 months).</p> <p>It's important committee members don't sign electronic lease schedules without them being brought to a committee meeting as committee members in the past have been inclined just to sign and not read the details.</p> <p>Biko used to include it in her report and the schedules were on the table for 2 committee members to sign.</p> <p>It's important that the bookkeeper is kept in the loop so she can issue correct invoices. Normally this would be straightforward but because we've agreed to extra rent increases over 3 years for some tenants the bookkeeper really needs to track this and ensure it occurs.</p>	
Tenant requests for letter of support	<p>Usual procedure is to circulate requests for letter of support to committee members if urgent. Otherwise, DCMs can add to correspondence or their monthly report if there is no deadline.</p>	<p>DCMs to add non-urgent tenant requests to their monthly report or forward urgent requests to committee.</p>
Record keeping as per Diana's suggestions	<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</p>	<p>Ongoing. Committee to read recommendations sent by Diana for next meeting and discuss.</p>

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	a priority and include reference to policies relevant to their individual positions. Items/areas include: Wages Budget Current tenant rental Target rents	
Membership draft policy review	Diana started a current membership register for the organisation to inform the AGM. She has sent a draft of a policy for membership for committee's consideration.	Ongoing. Committee to read and discuss at next meeting.
Tenant request for extension	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 discussed that if it's not a low-bearing wall, it should not be an issue but it has to be a doorway rather than a hole in the wall.	The item is deferred to next meeting in March for further discussion and decision.
Markets ground hire	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.	Billi and Kate will contact Steph to relay information.
Other business		

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Deed of acquisition	Deed of acquisition for 54 Cullen Street signed by Darren Maxwell and Laila Jensen.	Wil to send to LCC.
Tenant lease break	Loris wishes to vacate C1, which means breaking his lease. He will submit a formal written notice but has communicated he is willing to continue paying rent until a new tenant is found. There has been found nothing specific on his lease regarding breaking it. Generally, a tenant is obligated to pay rent till lease is up. A break lease clause needs to be added to leases going forwards.	Kate to look up obligation.
Next meeting	General meeting Tuesday 12 th March 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 7.40 pm