

Minutes NCCI Meeting 16 February 2023 5.05pm

	Summary of discussion	Actions
1. ATTENDANCE	Present: Diana, Wil, Michael, Darren, David Apologies: Louise	Minutes: Diana 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	None declared	
2. PREVIOUS MINUTES	Minutes 8 December 2022 adopted	
3. BUSINESS ARISING		
Chubb or Firestop	An updated quote received from Chubb and Firestop appear cheaper	Diana to ask Helen to confirm
Protection online and offline data		To be addressed by Cinnamon Pollard, Entrepreneur's Program (same government industry program as Stuart McPhee)
Rainbow Power audit		Darren to follow up – Diana to send Darren the report
Market stage sign		Biko to word a no camping/no sleeping sign for the market stage and circulate to committee for their feedback
Casuarina verandah		No action for now
Website venue hire, future platform and management into the future	Website platform will no longer be hosted after December. Dogwhistle has recommended moving it onto a Wix platform and suggested ours and the Chamber's websites could easily be migrated for \$3000 in total – the figure being offered by Council for technical solutions. The VisitNimbin site is a much more complex site and will require considerable simplification – an issue for the Chamber and Council.	The following were in principle decisions: No action until report received from Cinnamon (planned for our March meeting) Migrate our website to a Wix platform Discontinue the venue hire calendar and direct those casual hirers with classes to the events calendar on the VisitNimbin site if they wish to promote their classes Noted the future of the VisitNimbin events calendar needs to be determined in conjunction with the website – it may become a Chamber or even NCCI calendar
Key audit	Darren advised Biko is proposing one master key for external doors to be kept securely in the office, never to be handed out. This was requested by the committee in December. Biko is further proposing 2 keys for each door be held in the office for	Noted Staff are reminded of the policy regarding committee authorisation requirements in relation to expenditure

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	office and maintenance use. Darren has approved this in consultation with Sam.	
Dance studio storage	Sam has placed an order for custom built cupboards with Dayal Singh – they are unable to construct until May or June	Noted
B&B wall progress/wayfinding project	Timber has been delivered. Discussed mural options with Wil – preference for murals on signs that get mounted. Wil advised vehicle access will be provided to rear of B&B through collapsible bollards	Timber to be painted rather than oiled.
CORRESPONDENCE	Request from Sally Flannery to terminate her lease for family reasons Room G2 EOIs – Because of the position of the space we want it to be a dynamic space that is regularly used rather than a storage space. CWA request to plant around Figtree – no plans provided yet. Noted that we have a natives only planting policy	Sally Flannery be released from her lease immediately – Helen to confirm with Sally Agreed to Aquarius using G2 until the end of the Aq50 event. After that the future be reviewed. Helen to invoice the hemp embassy rent Community not for profit unfunded from 17 February 2023 until the end of May for this purpose. A lease to this effect to be organised – no renewal option All G2 applicants to be advised and, should they still be interested after the end of May, asked to identify how they can provide a dynamic, interactive space that draws people into the community centre Biko to convey our appreciation to CWA and advise that while we think their proposal could be lovely, we will get the landscape architect to consider and consult with them as part of his design planning. The process should start very soon
COORDINATOR'S REPORT	Reports x 2 circulated in advance Armsign & Lismore Council quotes for signs noted – not required	Confirming B&B can only be booked for ½ day or full day bookings - \$40 or \$65 Sam to be asked to check air con, contact northern air if necessary and cancel call out to electrician Pursuing a defibrillator at this stage is not supported as a priority

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		<p>Wil to upload information provided by Biko to our website (noted it needs a bit of reworking as not ready to post in its current format). Biko to change date footnote on governance manual prior to uploading and resend to Wil</p> <p>Mental Health policy template from Employsure to be circulated to committee for consideration next meeting. No more action to be taken in this regard until then.</p> <p>Biko to note Louise is the liaison between the committee and her for meeting clarification purposes and wishes to continue in this role – as per decision in November 2022</p> <p>Incident reporting proposal – consideration of recommendation deferred until committee can study what’s in place already</p> <p>Reporting of daily grounds check to be a brief one or two sentences in monthly report</p> <p>Office security: Tenants to be advised we will not accept rent in cash in the office due to security concerns unless it can be banked immediately. Petty Cash held in the office to be reduced to \$100 No more time to be spent exploring increased CCTV for NCC as not a priority</p> <p>Good Times articles complete with an image/s to be circulated well in advance of the deadline in future for committee consideration and timely submission to NGT</p>
FINANCIAL	Reports circulated. Everything looks sound. Diana discussed a few issues as regards how things are reported. Review next reporting month	Noted
SITE MAINTENANCE	Report circulated and spoken to by Darren.	
RRWT update	How engaged do others want to be	Diana to chat to Darren and David and show them the ideas to date Louise to advise if she wants to be included
Rental Schedules	Room A4 Miki Kobayashi-Hill month to month – no option to renew Claudia Grati Room A2 3 + 3	Miki to be asked to inform us when she would like a longer-term lease and the committee will consider

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General Business		
Tenant rent increase principles		To be discussed at a special meeting (March 2)
Stuart's roadmap	Preliminary report received for discussion	To be discussed at a special meeting (March 2)
Nick Alderson landscape planning	Grant money has been received. Stuart didn't have anything specific to incorporate into advice to Nick Alderson so project can commence	Diana to contact Nick to canvas the process from here
Where to meet in future?		Try the NCC office for March
Next meeting	2 March B&B with Stuart Committee meeting 9 March in the office	

Meeting closed 7.30pm