

Minutes NCCI Meeting 13 April 2023 5.18pm

	Summary of discussion	Actions
1. ATTENDANCE	Present: Diana, Wil, Michael, Darren Apologies: David, Louise Guests Laila Jensen Billi Bourne	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 9 March 2023 adopted	
3. BUSINESS ARISING		
Rainbow Power audit	Quote received from RPC in 2020 for a 32 panel install. Energy audit outcomes – Darren & Biko have been following up and coordinator’s report contains specific details.	Project for the future: solar panel install. Biko to keep an eye out for grant. Darren to report further next month on opportunities to become more energy efficient
Website update	3 quotes received for website migration. Dogwhistle have been engaged and website migration to the Wix platform is almost complete. \$1280 to migrate site. \$560 to make booking system for casual hire better meet our online needs.	Position description for communications person to have an extra 2 hours per week added to service the Chamber’s needs. Once an hourly rate is known the Chamber is to be advised to give final approval Training suggested in Liz’s EOI to be held off until someone is working in the communications role
Nimbin Health & Welfare concerns		Diana & Darren to meet with them tomorrow
Rent increase letters	Letters to go out immediately after the CPI is known to avoid 2 letters	Diana to finalise letters with Biko & Helen asap after 26 April
Landscape architect	Nick Alderson needs a detailed survey plan of the site in autocad. Due to extensive nature of this, surveying will be focussed on key areas eg top car parks; market area; quadrangle. This is not included in the grant received and will need to be funded by us. Ken Chelsworth will do the survey work – cost to be advised when Ken has more info. He’s meeting with Nick towards end of April.	Sam to send all his visio files on a USB to Ken to see if they can be converted to AutoCAD.
B&B group room		Air con to be included for consideration in budget next year.

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		Darren to sort design of B&B storage cupboard and organise Andre to do the work. Funds to come from the Flix reserve.
Correspondence	Mardi Grass request to use grounds if public liability insurance not forthcoming. Market DA does not allow for a market such as this	Investigation to be undertaken into an events DA for NCCI grounds into the future – Wil to begin the conversation and forward council’s event planner to Darren.
Coordinators report	<p>Reports circulated. Michael advised Graeme Batterbury request no longer relevant. LCC GM coming to Nimbin on Wednesday for a tour of the village – Diana & Wil to bring aged care ramp access to his attention. Biko’s concerns regarding the proposed restructure noted.</p> <p>Concerns re access to dance studio discussed. Suggested regular trustworthy hirers get keys; casual one-off hirers get a code, and the code gets changed monthly.</p>	<ul style="list-style-type: none"> • Michael Worthington’s request for B&B group room declined as it’s to be available as a community meeting space. • Noted that the Chamber appears to be agreeable to contributing to Aiti’s mural restoration – an invoice to be sent to the Chamber for the requested amount once the work is complete. • Biko to work on clearing out our hallway so Greg Bork can display his archival material. • Simone’s request noted – Diana to coordinate a response. • Don’t action getting a solar panel cleaner at this stage as Andre is prepared to do the job. • Biko to feedback on suggestions re dance studio access (could be extended to B&B) and likely cost
Financial reports	<p>Circulated. No concerns noted. Challenges of developing a budget for next year given significant issues still being worked through noted. A decision of Council re a VIC will influence outcomes, as could discussions with Jungle Patrol</p>	Acacia floor sanding to be included in budget for consideration - \$4541.90 (Inc. GST). Also, air con in B&B.
Maintenance report	<p>Circulated. Noted building and grounds inspections to occur on 17th April. Sam believes piano installed on market stage is adequately protected from weather</p>	<p>Darren to check Andre was able to clean panels. Coin operation option and timer option to be explored for air con operation in the dance studio (Darren to coordinate) Michael & Wil to organise a different time to view rooms as the inspections will likely take all day. Sam to be asked to remove door opening lock on Acacia toilet. Door opening lock on front door Acacia needs to be adjusted – Sam to be advised.</p>

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Rental Schedules for Signing	None	
General Business		
Transition process	Diana has commenced sorting and reducing office files – to be continued Archive room to be sorted so storage needs can be better assessed (audio equipment to go to a redesigned B&B storage cupboard).	Diana to continue sorting office files and coordinate archive room storage options
Restructuring	Community engagement opportunities and process transparency discussed	to be covered over time in our monthly NGT articles
Staff performance reviews	These were due last month. To be conducted once there is more certainty around the future so they can be conducted within the context of reviewed position descriptions	
Licorice Allsorts event	Request for NCCI to apply for a temporary liquor licence for the event as it will be a fundraiser for NCCI. Event is being organised by Darren	Agreed, assuming the Bush Theatre doesn't obtain its own license for the event. Darren to sort
Agenda next meeting	Need to review policies around tenancies/rents etc in line with recent decision-making and changed lease version	
Next meeting	May 11 in the NCC office	Consideration be given to meeting in other rental spaces after Aquarius

Meeting closed 7.30pm