

Minutes NCCI Meeting 9 March 2023 5.15pm

	Summary of discussion	Actions
1. ATTENDANCE	Present: Diana, Wil, Michael, Darren, Louise Apologies: David	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 16 February 2023 adopted	
3. BUSINESS ARISING		
Rainbow Power audit		Darren to follow up with RPC and also inquire about more solar panels into the future. Biko to put request into Nimbin Hook Ups trades and services for solar panel cleaners, or see if NNIC have someone for their panels
Cinnamon's report	<p>Received this week - very detailed and useful. Report recommendations to be implemented in full, if possible</p> <p>Venue hire to be put onto the same website as the rest of the our website</p> <p>Google business profile, SEO and performance to be optimised on the new website – as per the report's recommendations</p> <p>Remove the events calendar from the NCCI website and, if possible, integrate bookings from the NCCI booking system to be automatically uploaded into the Chamber's calendar. If this is not possible then put the onus of publishing the event back onto the event organiser to add it to the Chamber's calendar.</p> <p>Recommended that we generate donations online by replacing our existing platform with a new fit for purpose and promote it via email, Facebook and newsletters promotion. Pick a platform that can also run project based fundraising campaigns.</p>	<p>Action: Diana to express thanks to Cinnamon and Stuart and inform them of our decisions – see below</p> <p>Action: migrate website to a Wix platform asap</p> <p>Action: a second quote to be obtained from an independent Wix developer who may have more free time than Dogwhistle to speed up the migration (Cinnamon to action this)</p> <p>Action: Liz, Cinnamon, Helen & Biko to meet asap to document any upgrades or reconfiguring required for the online venue hire booking system to better meet our needs</p> <p>Action: Biko to update the Wix booking system copyright date</p> <p>Action: Google Analytics 4 to be installed on the newly migrated website</p> <p>Action: remove the events calendar from the NCCI website</p> <p>Action: Cinnamon to research possible platforms that do both member management and online giving/donations</p> <p>Partner with the Chamber for a grant for the website migration (Strengthening Communities Program)</p> <p>Venue Calendar on our website to be removed in new website.</p>

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	<p>Consider dissemination of a quarterly membership newsletter. Cyber security become a key feature of our operations as per report recommendations.</p> <p>Social media be more proactively utilised into the future.</p> <p>Reviews and star ratings to be given attention into the future</p>	A digital specialist be engaged to migrate the website – either Dogwhistle or someone else recommended by Cinnamon
Website management into the future	Website, casual hire and email to be managed externally by the end of 2023 through a position located within NCCI's organisational structure. Hours and resources dedicated to this role to be determined once a PD is finalised	Action: Wil to work on a PD for a communications officer and send to Cinnamon for feedback
Market stage sign	<p>Agreed wording: Overnight camping is not permitted in the Nimbin Community Centre grounds. Campers will be moved on. Thank you.</p>	Action: Biko to organise for this sign to be created (note slight wording change) and located prominently on the market stage
NH&W response	Response received.	<p>Darren & Diana to meet with NH&W to discuss parking issues and rental proposal into the future (NACRS to be moved to the target rent for their building)</p> <p>Action: Diana to convene meeting</p> <p>Action: Biko to follow up access to concrete drop-off ramp with NACRS & LCC as a matter of urgency</p>
Tenant's rentals	<p>Proposals circulated after meeting with Stuart McPhee last week to be implemented. Details circulated to staff for actioning.</p> <p>Diana is meeting with Family Day Care tomorrow</p>	<p>FDC to be advised we may need the land they haven't returned. Rent to be increased to the target for 2023-2024 prior to the option being taken up</p> <p>Diana to work with Helen on a tenant-by-tenant basis before letters go out</p>
Nick Alderson – Landscape architect	11.30 Tuesday meeting set by Nick but many on the committee can't make then – Diana to try and find a different time	Action: Diana to contact Nick and advise (ideally not Tuesday for a meeting)
B&B Meeting Room	Remaining sandwich boards to be placed in to B&B cupboard for now and door lock to be changed so gear will be safe	<p>Sam to rehang the ladder in B&B group room, remove the stairs and change the lock on the door so our sound equipment can be stored safely.</p> <p>Action: Darren to liaise with Sam regarding this</p>

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Correspondence	<p>DA consent for 11a Alternative for RRWT signed.</p> <p>Feedback to landscape architect re B&B laneway – Diana provided feedback and other are encouraged to do the same before it's too late to input.</p> <p>Full on theatre offer noted but not to be actioned.</p> <p>Noted re NH&W letter re option – to be discussed in face-to face-meeting.</p>	
Coordinator's report	<p>Circulated</p> <p>Mental Health Policy consideration deferred for now</p>	<p>Action: EOI to be submitted to Kevin Hogan's office for air con in B&B group room</p>
Financial report	<p>Circulated</p> <p>A draft 2024 budget was circulated and noted.</p> <p>Helen advised she has approx. 9.8 weeks accumulated leave and will pay it out to bring her leave entitlements back to within policy. Over the next few months Helen will take maybe a month's leave and engage a bookkeeper to relieve her – she has someone in mind who is interested. Helen advised that it's a tricky time to take leave as we prepare the budget and negotiate lease renewals.</p>	<p>Action: Helen to work further on the budget in consultation with Diana and in light of decisions made tonight</p> <p>Helen's actions to trial a stand-in bookkeeper welcomed.</p> <p>Biko to handle leases when the trial is underway.</p> <p>Action: Diana to develop PDs for Helen's position - broken into 2 parts – one finance and one tenancy lease management</p>
Site maintenance	<p>Verbal update given by Darren.</p> <p>Walkway completed – looks great – and completed within the budget provided by Council.</p> <p>Timber has been delivered for the B&B wall and the project has started – Darren is overseeing the project with Sam. Agreed to insulate the wall once the external lining is off – even if this is not fully costed into the project itself.</p>	<p>Action: Darren, Diana & Sam to develop a PD for a property manager</p> <p>Action: Helen to seek funds reimbursement from LCC for the walkway project</p>
Rental Schedules for Signing	<p>Nimbin Hemp Inc 1.3.23-31.5.23 no option</p>	

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General Business		
Budget submission to LCC	Discussion on the future of our office. LCC open to renting it for a VIC into the future. What rent would we seek?	Action: Diana to make a submission. Office could not be available before January 2024. Rent sought \$350 pw. VIC will require a staffing formula which Tina is seeking funding for
Digital tourism kiosk		Action: Wil to advise Tina it can be located in the NCC Acacia hallway as it could serve a VIC well into the future
Website migration	The Chamber is seeking funding support to migrate their website. NCCI to ask the chamber to consider making the project application encompass both websites	Action: Diana to convey to the Chamber and seek their support
Institute Community Director's webinar	Thursday Mar 16 1-2pm webinar Governance structures and decision-making Costs \$80. Of interest to the committee and Wil would like to attend. A recording is available after which could be shared	Action: Diana to register Wil for the webinar
Next meeting	April 13 in the NCC office	Consideration be given to meeting in other rental spaces into the future

Meeting closed 7.30pm