

Minutes NCCI Meeting 8 December 2022 5.10pm

	Summary of discussion	Actions
1. ATTENDANCE	Present: Diana, Wil, Michael, Darren, Louise Apologies: David Guest: Stuart McPhee	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 3 November adopted	
3. BUSINESS ARISING		
Stuart McPhee AusIndustry - Strengthening Business Entrepreneurs' Programme - Update	Has chatted to staff and some tenants since our last meeting and explored different ideas.	Stuart to report further in the new year and left the meeting at this stage
Cultural Centre update	Refer coordinator's report for detail. The grant timeframe has been extended to mid-March 2023. Landscaping the entrance from Sibley St is progressing. A lease has been signed by Mahlie Bayles. Stuart McPhee is exploring future business model options with Mahlie	Noted Thanks to Louise for her help in cleaning up the space Once a quote is received for restoration of Burri's dingo mural and an artist lined up, NCCI to approach NimCoC for funding from the mural fund – Biko to follow up
Walkway update	Project underway. WHS plan has been approved by Council. Much of the work will be undertaken December/January	Noted
Fire safety requirements	Refer coordinator's report for more detail Cave Electrical - Booked in from 12 January to undertake extensive electrical work at Birth & Beyond – required for NCCI's fire report	Noted
Chubb quote	Updated quote required from Chubb as a fire hydrant is included in the quote and no allowance given for reporting. Diana has asked Chubb (Louise) to provide a revised quote.	Updated quote from Chubb to be pursued Helen to provide the committee with information regarding the Firestop charges for the biannual reporting and reports generated that are required by Council.
Air con in dance studio	Verified by electricians that there is enough spare power capacity to provide air con in the dance studio. Noted that this will put Acacia building at capacity and no more big energy consumers can be installed without significant upgrades	Biko to give Northern Air the go ahead to install 2 air conditioners – as previously agreed
Facebook pages	Removal of additional Facebook presence underway	Noted
Access to webmail	Detailed response from Helen regarding the need for a policy to protect online and offline data to be provided to Stuart	Diana to action

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CORRESPONDENCE		
	Letter sent to all tenants regarding advice received as regards the impact of people sleeping in NCCI grounds on our insurance policies. No real feedback or concern expressed to date	Noted
	Request from Cindy Roberts to join the management committee	Declined for a number of reasons – Biko to draft a letter from the committee and run it past Louise
	NA request re B&B as a meeting venue noted	Agreed to review arrangement in 6 months – Biko to respond to NA
	NNIC donated painting inquiry	Action Biko: NNIC to be advised we can't accommodate it
	A4 request for rental from Miki Kobayashi-Hill – follow up email received today noted. It was noted, following a direct inquiry, that existing community massage spaces are currently fully occupied and massage space in short supply.	Biko to meet with Miki – in principle the committee agree to a 6-month lease on Biko's recommendation. Miki will need her own insurance
	Rainbow Power Audit	Darren to chat to RPC – discuss further next meeting
	Elen Jones re improvements she has made to her rental space (commercial kitchen and soundproofing) and suggestions regarding the future for the improvements made to the space should the new business owner decline to	Noted – Biko to respond on behalf of the committee and thank Elen for her offer of donating assets to NCCI and this be considered if the new owner, Claudia Grati, decides to leave the space
COORDINATOR'S REPORT		
	NCCI social media Noted that Dogwhistle's social media strategy should have some application to NCCI	Wil to take up the social media role for NCCI as an area he is experienced in Biko to cancel the social media training outlined in her report
	Website management and online booking system – a detailed outline of issues and concerns was provided to the committee	Biko to liaise with Dogwhistle with a view to ironing out her concerns
	Katie Cawcutt incident noted Recommendation to purchase a defibrillator noted	A location to house an accessible defibrillator to be identified. If a suitable location can be found grant funding to be sourced in partnership with other organisations
	Aq50 request for free B&B rent	Will consider request further once a program and funding is clearer
Financial reports	Reports provided for past two months Noted Lilly Pilly painting cost \$10,000+. This included extensive repair to the weatherboards and is not considered excessive by Darren or Sam.	Reports received and noted
Site maintenance –circulated	Concern chairs are missing from B&B. While we would like to do some classy storage for the dance studio time is of the essence Concern expressed by Sam in his report regarding use of the NACRS verandah	Storage in dance studio – chairs and tables to go under Acacia or Casuarina until a future is sorted. Some chairs may be better placed at B&B Biko to follow up missing chairs from B&B Cupboards to be purchased as an interim storage measure for the dance studio
Rental Schedules	Mahlie Bayles – 3 years plus 3 year option on the Cultural Centre	Noted

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General business		
Key management	Recent problems regarding non-location of keys etc.	Biko to undertake a complete key audit and make sure we have a master for every lock that does not leave the office so in an emergency they can be located
Coordinator holiday relief	Kitty has been engaged by Biko	As we do not have a budget for relief due to financial constraints Kitty to be informed by Diana that she is only doing relief basics and much can be done remotely
RRWT Community Open Day December 11, 11-3pm	Diana, Louise, Michael & Wil walked the track route with Martin Soutar this morning in preparation for Sunday Catering – Mark Guided tours – Michael, Louise, Wil, Diana Headers canteen will be open Feedback to be coordinated by tour guides and Darren Photos to be taken on the day using mobile phones	Diana to collate feedback and reportback to Martin Feedback on specifics required by Martin, following a pre-lodgement development application meeting he held with Council planning staff, to be coordinated by Diana following Sunday's event
Mitch Hughes skatepark fundraiser	Agreed to use of grounds in principle but Mitch is to closely collaborate with Wil	Wil to inform Mitch
Community building partnership grant	NCCI advised our grant application was successful and we will receive \$21,000 towards replacing the southern wall of B&B. Noted that this work may impact on use of the group hire space	Biko to complete the grant acceptance requirements prior to leave Kitty to be advised by Biko of our success and thanked on behalf of the committee Sam to be fully informed by Biko and commence the works once the walkway is complete Biko to inform B&B tenants of works and likely impacts B&B wall only to be sealed until Wayfinding project is sorted for art along the laneway – Sam/Darren to discuss with Wil regarding an appropriate sealant
Next meeting	3pm, 5 th January at Darren's for a more informal meeting	

Meeting closed 7.24pm