

Minutes NCCI Meeting 3 November 2022 5.10pm

	Summary of discussion	Actions
1. ATTENDANCE	Present: Diana, Wil, Michael, Darren, Louise Apologies: David, Biko 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 8 September adopted	
3. BUSINESS ARISING		
Stuart McPhee AusIndustry - Strengthening Business Entrepreneurs' Programme	Update following last meeting and Stuart's subsequent meeting with Michael & Biko and tenants. Stuart wants to develop a road map of where to from here. Issues Stuart has identified: The world has changed – Covid, flood, rising costs etc. Low rentals while recognising need to support tenants. Management – how we operate as a committee and engage younger people to step up Staffing & job descriptions and value for money as wages is our biggest variable component Financial constraints of the organisation Stuart's contract runs until June 30 but likely to be extended Much discussion, feedback and ideas shared with Stuart	Stuart will develop an action plan/road map of where to from here Stuart will come to the AGM (5pm 10 November), talk about what he does and how he's going to approach the NCCI challenges Diana to send Stuart these meeting notes
Meeting with tenants and questionnaire feedback		Deferred until further consideration given to our challenges by Stuart
Insurance claim	Detailed report provided by Helen. Claim is finalised	Noted Thanks to Helen for her persistence in this matter
Campers sleeping Centre Grounds issues	Discussion outcomes noted. Sub-committee to find solutions has been formed which Louise is part of.	Helen to explore impact on our insurance of people sleeping in the centre and on the verandah – concerns raised by Stuart earlier in the meeting Louise to reportback next meeting re sub-committee progress
Future of casual hire spaces	Birth & Beyond to become a non-regular hirer usage space Dance Studio to become the casual hire space for regular users	Decision of committee in September meeting to be implemented Sam and Darren to discuss storage options for the dance studio and construct same asap. Noted that Michael would like to be consulted Biko to develop a strategy to actively promote the availability of B&B meeting space as identified in September

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Paving outside cultural centre	Frank is back and Sam is talking to him about the grant work	Darren to liaise with Sam and progress this within the grant if possible
Cave Electrical quote	\$7142 very detailed quote	Agreed in principle. Darren to speak to Sam and progress Biko to pursue Chubb for a quote for future inspections
S94 funding for walkway	Approved with conditions	Darren to progress with Sam and ensure council conditions are met
Correspondence	<p>Quotes received for air con from 2 companies</p> <p>Request for casual hire rental discount</p> <p>Request from Lismore Council to formalise pedestrian right of footway</p> <p>Remaining correspondence noted</p>	<p>Agreed to go with Northern Air quote for dance studio only – Biko to inform Martyn Jackson and Sam. Sam to check we have the power capacity for this first.</p> <p>No discounts for the dance studio space</p> <p>Biko to write a letter to Council for circulation and signing by the committee: We will give them agreement for a right of footway over 54 Cullen St laneway Wil to advise that stormwater from Emporium needs to be directed away from 54 Cullen St Agree to installation of bollards or similar, to provide safety for the community from traffic that currently crosses the pathway</p>
Coordinator's report	Circulated	<p>Agreed to request for 4 weeks annual leave over the Xmas period – Biko to provide dates</p> <p>Kitty to be engaged to provide relief to handle emails, phone messages and casual hire bookings from early January and keep a record of her hours. Hourly rate as per grant writing rate. Diana & Louise to provide back up for Kitty. Biko to ensure Kitty understands the casual hire online booking system before she goes on leave</p> <p>Biko to chat to Wil regarding decommissioning and consolidating NCCI Facebook accounts for consistent messaging and branding</p> <p>Current casual hire rate for 3 hours + to be replaced with a \$60 full day rate as recommended in the coordinator's report</p> <p>CWA MOU for aircon and whirly gig installation to be signed by the committee</p>
Financial report	<p>Annual report has been circulated to the committee</p> <p>Monthly financial report for October will be provided to Diana as not available for this meeting.</p>	<p>Annual financial report endorsed – thanks to Helen</p> <p>Michael to chat to Helen with his questions</p> <p>Monthly report to be circulated once Diana has viewed it</p>
Site maintenance – report from Darren	<p>Lilly Pilly painting finished</p> <p>Garage eaves closed in</p> <p>Walkway in train – timber ordered</p>	Sam to do the required work in Lilly Pilly to meet firestop requirements as room couldn't be accessed when they came out – Biko to request of Sam

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	Minor maintenance carried out since the last meeting	Other maintenance actions contained elsewhere in the minutes
Rental Schedules	Stuart's advice is to not sign schedules until we sort the future. He also generated discussion regarding the future for the Cultural Centre. F3 Simon Chmeilewski 1 year plus one-year option G2 Bark Hut Sally Flannery 1 year plus one year option	F3 & G2 signed and agreement given for NBN to be installed in F3
General business		
Market rental	Markets have been rent free for the financial year to date	Biko to advise Steph rental to be charged from January 2023 if markets are held. No market no rent – to be further reviewed as part of the Centre's review process with Stuart
Structure of meetings	Stuart's recommendation is that staff report but not attend management meetings	Staff no longer to attend meetings unless requested Darren to liaise with Sam before meetings Louise to liaise with Biko before meetings
Public interface for NCCI	The public interface for NCCI needs to move beyond the individual and reflect the organisation.	Good Times articles/contribution for NCCI to be circulated to the committee prior to submission and if an author's name is required it's to be the NCCI management committee Letters sent at the request of the committee to be signed either by a committee person or identified as the coordinator signing on behalf of the committee (with committee approval) All communication reflecting committee requests/decisions to be identified as being on behalf of the management
2 step authentication for webmail	Concern expressed by Diana that the 2 step identification process for NCCI webmail requires Helen's authentication	Helen to discuss alternative options with Diana for future consideration
Chamber of Commerce Rep		Diana to be our nominated rep replacing Wil Polson – the Chamber to be advised – Biko to action
AGM	Noted that only ordinary committee member positions can be nominated from the floor at the AGM	Priority for office to promote the AGM first thing Monday and promote Stuart's presence – see above minute for content. Biko to ensure everything is prepared and seek committee help if necessary
Next meeting	8 th December if new committee agrees	

Meeting closed 8.00pm