

## Minutes NCCI Meeting via Zoom 12<sup>th</sup> August 2021, 5pm

	<b>Summary of discussion</b>	<b>Actions</b>
<b>1. ATTENDANCE</b>	Present: Diana, David, Michael, Wil, Biko Apologies: Linnet, Louise, Helen, Darren	Minutes: Diana Facilitator: David
<b>ACKNOWLEDGMENT OF COUNTRY</b>	An acknowledgment from those attending of the Widjabul people of the Bundjalung nation and gratitude expressed to Elders past, present and emerging	
<b>CONFLICT OF INTEREST</b>	None declared	
<b>2. PREVIOUS MINUTES</b>	Minutes 8 <sup>th</sup> July	Ratified with amendment that target rent for a non-prime commercial use of room A12 rent is \$600 (GST included) plus air con recoup costs
<b>3. BUSINESS ARISING</b>		
<b>Logo progress</b>	Work in progress	Mark & Wil to finalise
<b>Website update</b>	Diana previously circulated a report to everyone on progress migrating the website. Permission has now been received from Council to utilise the VisitNimbin /Come to the heart platform.  Noted the Chamber has agreed to input up to \$7000pa to maintain VisitNimbin, NimCoC & NCCI websites into the future. Efforts will be made to obtain a contribution towards this from Council	<ul style="list-style-type: none"> <li>○ All material for inclusion on the website to be sent to Diana – who will coordinate content with Dogwhistle</li> <li>○ Agreed in principle to \$7000 annual contribution from next financial year for website maintenance &amp; currency</li> <li>○ Helen to establish a Stripe account to allow for room hire payments from the website</li> <li>○ Biko to circulate wording on welcome sign at Ngulingah Nursery with a view to including it on our website</li> </ul>
<b>11a Alternative Way</b>	Council has not yet appointed a project manager. Weed treatment and slashing can be funded from the RR walking track grant – but not until signed off by Council.  Discussions have been held with John Blatch & Warren Olley regarding these works. Warren has retired but will slash this block one more time as he's very familiar with it – and will show a replacement slasher the lie of the land for future slashing  Biko advised our Constitution and insurance support formation of a Landcare group under the NCCI umbrella Insignificant additional funds to acquisition of 11a over the past month. \$5000 from Comskool. NCCI contribution to acquisition still over \$90,000	Weed treatment and slashing on hold until funds available from the grant.  Before engaging John Blatch & team discussion to take place on alternatives to spraying for weed control  Unanimously agreed that NCCI form a Landcare group under the umbrella of NCCI and Biko to commence this process

## Minutes NCCI Meeting via Zoom 12<sup>th</sup> August 2021, 5pm

	<b>Summary of discussion</b>	<b>Actions</b>
<b>Tennis Club update</b>	No action this month re Ardite levelling compound follow up or working bee	Sam & Darren to progress
<b>Comskool lease</b>	Correspondence noted. Comskool seems to have misunderstood NCCI's financial situation and need.	NCCI to respond to Comskool letter. Biko to circulate a draft response
<b>A12 vacancy</b>	2 EOIs received – both similar uses. Not commercial uses as such but supporting semi-commercial operations	Biko to clarify monthly rent being offered by PN K to be offered an alternative space if PN offer accepted
<b>Cultural Centre grant update</b>	Agreed to auspice the grant and do whatever infrastructure works we can from funds received. Until a new entity is formed all discussion regarding grant expenditure will be with Gilbert Laurie & Cec Roberts – the lease signatories	Biko to inform the funding body. Review project spending next month
<b>Truth &amp; Beauty</b>	Sam has provided feedback to conceptual drawings (refer Biko's report) Concern expressed that there is no overall vision documented for future development of the grounds – conceptual ideas are being considered out of the context of the whole. In the 2004 plan a management person worked with community to bring that document to fruition	Truth & Beauty sub-committee to review the 2004 grounds document and rework into a concept plan for 2021. In this process consideration to be given to building in B&B and 11a into the planning
<b>Outcome from special meeting re staffing and redefining admin roles</b>	PD for Biko finalised for signing PD Helen – a draft has been circulated to Helen and the committee based on discussions arising from Biko's performance review. David & Diana to discuss with Helen – hopefully Monday week	2 weeks replacement leave to be built into recurrent budget for both positions – coordinator and bookkeeper Biko to sign her PD when next in the office and line up a management person to do likewise David & Diana to meet with Helen asap following lifting of COVID lockdown
<b>CORRESPONDENCE</b>		Market fee for July waived as no market
<b>Coordinator's report</b>	Circulated.	Biko to follow up signing NIMFM lease <ul style="list-style-type: none"> <li>○ RPC commissioned to undertake energy audit (Clubs grant)</li> <li>○ NimCoC has agreed to contribute 50% to mural cost B&amp;B</li> <li>○ Robyn to become an NCCI contractor</li> <li>○ Biko to reinforce PPE &amp; WHS policies with volunteers</li> <li>○ Michael to sort the relocation of Donato's sandstone blocks</li> <li>○ Casual hire fees - increase as per recommendations in report</li> </ul>

## Minutes NCCI Meeting via Zoom 12<sup>th</sup> August 2021, 5pm

	<b>Summary of discussion</b>	<b>Actions</b>
<b>Financial report</b>	<p>Circulated. Reserves report discussed. Debtor's report discussed and update given by Diana</p> <p>The "gifts" received for 11a Alternative Way takes NCCI over the income threshold that signals a requirement for an audit. It could cost upwards of \$2000 for an audit.</p>	<p>Discuss reserves policy format next time we meet face-to-face. Diana to give Helen feedback on circulated draft</p> <p>Noted that we will probably require an audit for the past financial year, depending on feedback from Fair Trading. Helen to engage Nimbin Tax &amp; Accounting to do this work if required</p>
<b>Maintenance report</b>	Circulated	<p>Biko to follow up NNIC key</p> <p>Agreed to purchase white ant treatment for B&amp;B</p> <p>Sam to do a detailed costing for B&amp;B side wall recladding so we can seek a funding source</p>
<b>Rental Schedules</b>	None	
<b>General business</b>		
<b>Policy and procedures</b>	<p>Policies &amp; Procedure review – detailed review undertaken by Diana &amp; circulated. Over time everyone needs to familiarise themselves with our policies</p>	<p>Agreed:</p> <ul style="list-style-type: none"> <li>○ That we adopt the policy documents circulated: Human Resource Policy &amp; Procedure Manual; Governance &amp; Management policies &amp; procedures; Work Health Safety Policy &amp; Procedures Manual.</li> <li>○ These be uploaded to our website in a pdf format together with our Constitution. Any changes to these documents must be approved by the management committee.</li> <li>○ Biko to provide a statement on child safety for consideration as an inclusion</li> <li>○ Biko &amp; Helen to go through earlier recommendations for new policy and provide management with a priority listing for consideration and a strategy to action recommendations</li> <li>○ NNIC WHS sign be modified to suit NCCI, laminated and put up strategically</li> </ul>
<b>M/Ship fee 2021-2022</b>		Retain as for the 2019-2020 year
<b>AGM date</b>		Next meeting set a date in November
<b>Closure over Xmas period</b>		NCCI will close the office for 4 weeks plus public holidays over the Xmas period. Paid relief to be available for 2 of these weeks if it's possible for outsiders to step into the responsibilities
<b>Next meeting</b>	9 <sup>th</sup> September hopefully in person 5pm Birth & Beyond	

## **Minutes NCCI Meeting via Zoom 12<sup>th</sup> August 2021, 5pm**

Meeting closed 6.40pm