

Minutes NCCI Meeting 16 September Birth & Beyond 2021, 4pm

	Summary of discussion	Actions
1. ATTENDANCE	Present: Diana, David, Wil, Biko, Linnet, Darren, Louise, Michael from 5pm Apologies: Sam	Minutes: Diana Facilitator: David
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 12 th August adopted	
3. BUSINESS ARISING		
Logo	Work in progress. Discussions re getting it professionally done	Wil to finalise something based on current logo for website
Website update	There are challenges putting the booking system onto the website that Liz & Biko are working through Stripe account set up Hoping for the website to go live within the next 10 days Liz is currently working on images to see what we have that can be used but likely we will need more landscape images	Diana to send everyone a link to various pages as an indicator of where things are at and what it will look like Liz to Zoom meet with Biko Wil & Diana on Monday or Tuesday to identify and finalise what still needs to be done
11a Alternative Way	Slashing – underway tomorrow – cost unknown at this stage Weed treatment – Sam has met John Blatch on site to identify areas to not be slashed. At this stage we do not have funds for treating weeds unless we take from our reserves or use volunteer labour RPC have been asked to contribute 20% to all costs as their landholding is a little over 20% Landcare sub-committee TOR circulated by Biko to be further refined with stronger reference to specific suggestions provided by Hannah Rice-Hayes Helen circulated an update regarding financials – still a considerable contribution made by NCCI and no further donations anticipated Meeting with Council scheduled for 17 September deferred due to lockdown. GM has suggested 1 st October. Diana to explore	Biko to write to all donors with thanks, give an update and invite them to join the Landcare group. Good Times thank you to be organised by Biko - not to show amounts for individuals – only organisations and businesses Landcare sub-committee TOR to be reviewed and circulated in advance to allow input prior to adoption next meeting Discuss weed treatment options next meeting – after lockdown!

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	options for meeting given lockdown. Background discussion paper distributed to everyone to inform the meeting Stamp duty exemption – extra forms required for application - done	
Tennis Club update	Darren going tomorrow to check what’s required and sort materials for toilet repair Ardite – no update from company and Sam has yet to follow up	Discuss more next meeting
Comskool lease	Letter sent – waiting for a meeting – postponed due to lockdown	Discuss next meeting
Cultural Centre grant update	Still waiting for funds to arrive. *****	***** Discuss grant detail next month and plan for actioning components. Biko to circulate a breakdown of elements of grant prior to next meeting
Helen’s performance review	Diana & David reported on process and outcomes and high level of satisfaction with Helen’s performance and output. Revised job description signed. Position is now 10.5 hours per week. Helen will provide a report on options for replacing her when she takes leave. Her operations manual that would guide a replacement person is already very comprehensive	Noted
RPC energy audit	In process – *****	Noted
NCCI Audit	Helen has advised that Dept of Fair Trading are considering our request for audit exemption this year as income was a one off due to donations for 11a purchase	Noted
Policies & Procedures		Child safety statement adopted - to be incorporated into WHS policy document during next review process (February 2022)
AGM	11 th November 4pm AGM Birth & Beyond 5pm general meeting	Biko to action as time draws nearer
Donato’s stones	Still in situ. Will be moved when green waste is collected	
Birth & Beyond side wall – cost breakdown for replacement		Sam to provide next meeting
CORRESPONDENCE	Apothecary ***** CWA *****	***** *****

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	Letter from the Chamber offering free membership	Agreed to renew Chamber membership and Linnet will be our representative
Coordinator's report	Circulated. Revised position description signed at meeting	Agreed to Biko changing days so she can attend a local driving course
Financial report	Circulated – no comment on general format Reserves reporting format was explained to the committee – everyone found it very clear. Detailed report regarding annual insurances circulated. Noted big saving (\$4300) if excess increased to \$10,000. Agreed to take the risk and hope we don't have any incidents. Request for reduced holiday leave at Xmas	Agreed to Helens recommendations regarding insurance Request Helen check contents insurance for B&B – is it needed if the battery is external? Request for leave agreed to Action to be taken against debtor as discussed at meeting. Noted Biko has initiated the process Markets rent waiver granted
Maintenance report	Circulated	Biko to follow up and resolve NNIC key issue Sam to be directed to start work on the walkway as the grant should have been expended by now Fire stop requirement re Acacia doors to be discussed next meeting if not resolved
Rental Schedules	Kelly Heitmann 10 months + 10 month option Fig Tree Rm C1; Philippa Nilant 10 months plus 12 month option Rm A12 Acacia; NIMFM – 3 years with a 3 year option	
General business		
DCP Nimbin village	Some discussion of issues of concern plus elements worthy of support.	Diana to prepare a submission and circulate – due 1 st October
Next meeting	14 October 5pm B&B	

Meeting closed 5.55pm