

**Minutes NCCI Meeting 10<sup>th</sup> December 2024 5.53 pm**

	<b>Summary of discussion</b>	<b>Actions</b>	<b>Responsible</b>
<b>1. ATTENDANCE</b>	Present: Wil, Billi, Laila, Kate Apologies: Darren, Amy-Kate Guests: Andre	Minutes: Laila Facilitator: Wil	
<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>			
<b>2. PREVIOUS MINUTES</b>	Minutes 12/11/2024 adopted.  Forwarded by: Wil Seconded by: Billi, Laila	DCMs to upload to website.	
<b>3. BUSINESS ARISING</b>			
Nimbin Rainbow Walk and land care	Land care workdays are held monthly on Saturdays at 7:30 am. Next meeting is Friday 13 <sup>th</sup> December with a Christmas party after. There are certain tasks or responsibilities that would be good to consistently do such as noting attendance, bringing tools, sourcing and bringing plants, keeping track of budget etc. within the land care group. PM has been attending every land care workday but would like to be able to not have to go every time. It would be ideal with a sub-committee that can organise the tasks and report to NCCI management committee.  Council's opening day for Aquarius Park has not been revealed. Committee would like to organise an opening day picnic for the community with music or activities for kids in March 2025 to ensure the walk has been	PM to discuss at next work day and committee members attending Christmas party could discuss further with the volunteers in the land care group.  A separate meeting will be held to organise opening day, including activities.  President to check if any events coincide with 23 <sup>rd</sup> or 30 <sup>th</sup> of March.	

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	<p>completed. The event should be advertised in Jan or Feb GoodTimes.</p> <p>The budget for the picnic will come from NCCI.</p>	<p>Committee estimates a budget of \$6000 for payment of performers and music.</p>	
NFP Self-Review with ATO	<p>Kate has been in contact with ATO regarding not for profit status and changes and treasurer Billi has completed the NFP registration with ATO with previous treasurer Diana Roberts as she is an associate on our accounts. Loris has been informed.</p> <p>Treasurer followed up whether a tax accountant needs to be engaged for tax return lodgement with the continued nfp status.</p>	<p>Treasurer to contact tax accountant Loris for confirmation.</p>	
Jungle Patrol trailer	<p>Jungle Patrol has generously gifted their trailer to NCCI. DCMs sent thank you letter on behalf of committee.</p> <p>PM went into Service NSW to get rego paper, proof of purchase, copy of incorporation certificate. He suggests selling the trailer and buying a smaller one to better accommodate for NCCI's needs.</p>	<p>Committee approves to sell trailer and buy a new and smaller one. PM will have a look for new ones and notify committee.</p>	
Public liability investigation for Rainbow Walk	<p>PM reports someone has made him aware that public liability for Nimbin Rainbow Walk should be checked or updated to include open parkland- open to public so NCCI is properly covered. The walk is public access with pedestrian right of way with the potential of people going into community centre lands.</p> <p>Kate reports she has been in contact with Timothy Parry who wants further questions answered regarding signage, seating, fencing</p>	<p>Ongoing.</p>	

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	etc. Questions were discussed and answered during meeting.		
Authorisation and register	NCCI has 'associates and contacts' registered for its ATO account/ profile. This needs to be updated to reflect current committee. Diana Roberts suggested Wil, Kate, (and possible Darren), as associates and Billi and Laila as registers.	Treasurer will send out an email requesting the necessary information from committee and will update with accountant Peter Hughes.	
Thank you letters for new pictures in B&B	On behalf of NCCI, DCMs drafted and sent letters to Nimbin School of Arts and Chamber of Commerce for providing and printing the new pictures in Birth and Beyond.	Committee approves. DCMs to send.	
Aged Care request for electricity bill breakdown	Jenny from AgeCare requests electricity bill breakdown: what they're using and what they're paying per kilowatt. Committee discussed how history of meter reading can be provided but is unsure exactly how to get breakdown. Apparently there are some things that are not metered but divided between tenants. Darren discussed the matter with Andre.	PM to contact bookkeeper Suzanne and enquire about possibility for a breakdown.	
<b>Correspondence</b>	ComSkool rental increase proposal has been received and discussed by committee. Tenant has expressed interest in digital communication rather than a face-to-face meeting. A response will be drafted, including how the rent increases over a three year period and re-explaining that the rent and lease changes happened to ensure a fair and consistent system across the whole of NCCI.	President to follow up with previous treasurer Diana Roberts.	
<b>Property Manager report</b>	PM has sent questions and updates to management committee regarding current projects and budgets. Previous treasurer		

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	<p>Diana Roberts was invited to a meeting to discuss NCCI's budgets.</p> <p>A quote of \$12000 was received by Joe Little for tree removal in Aquarius Park. Committee approves, as the trees are best to remove now rather than later to not damage other vegetation.</p> <p>PM sent a quote of \$5000 for John Blatch to continue weed removal and work in Aquarius Park. Committee approves</p> <p>Drainage problem has been reported at Lilly Pilly front door. PM was not on site when it happened so hasn't been able to see where it comes from. He's waiting for next rain event to check what causes the issue. PM reports it's a priority to work out multiple drainage issues on site.</p> <p>NNIC are applying for a grant to get front paved area redone.</p> <p>PM suggest a labourer to work with him for four hours/week to perform basic grounds and buildings maintenance tasks delegated by him or worked on with him. PM reports bigger jobs require extra help and maintenance tasks is general have taken longer due to attending meetings and doing admin for land care work days. Committee discussed and approved topping up budget for casual contract labour with \$2000 and review the need for more or restructure of job responsibilities in future.</p>	<p>Bookkeeper to approve.</p> <p>Bookkeeper to approve.</p> <p>Ongoing.</p> <p>PM to suggest co-contribution.</p> <p>Committee and PM are hoping to engage land care volunteers to take on essential tasks so PM's attendance is not required.</p> <p>Bookkeeper to approve.</p>	

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<b>DCMs report</b>	<p>Apology letter was drafted, approved and sent to Neighbourhood Centre for incident involving pest/weed removal.</p> <p>F3 tenant is vacating. PM reports the room is in good condition apart from water leakage on one wall and flooring. A couch and table is still there despite rent being paid till 1<sup>st</sup> December. Contact should be made to tenant to enquire about intention for remaining furniture.</p> <p>DCMs will complete lease and rental schedule for new tenant Nimbin Archives.</p>	<p>PM to complete exit report.</p> <p>DCMs to make contact to tenant and enquire about the leftover furniture, notifying that it should be emptied by 20<sup>th</sup> of Dec.</p> <p>DCMs to send details to committee.</p>	
<b>Financial report</b>	<p>Apothecary is in arrears but have been in communication and will pay.</p> <p>Simone in arrears but has been in contact with previous treasurer Diana and will pay.</p> <p>Cultural Centre debt continues to increase. Committee has been aware of the matter for a long time. Treasurer approached leaseholder and set up meeting to discuss sustainability of the space. Leaseholders would like to still be in the space and has many ideas to keep it active and ongoing such as potentially set up a café and arts/ museum in the space.</p> <p>Previous treasurer Diana Roberts recommends that with current reserves, greater advantage should be taken of fixed term deposit interest rates. This has been mentioned by bookkeeper in the past too. Committee agrees and approves.</p>	<p>Committee to check debtors report in January.</p> <p>Committee to check debtors report in January.</p> <p>Treasurer will contact leaseholder and set up another meeting to discuss rent and electricity bill ongoing.</p> <p>Secretary to contact bookkeeper to inform committee approves but with details to be discussed.</p>	

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<b>Schedules for signing</b>	NCCI (Nimbin Neighbourhood & Information Centre Inc) G2 Bark Hut, 12+12	Committee approves. DCMs to send for signing.	
<b>Membership request for approval</b>	Kate Imeson Kylie Stewart Chibo Mertineit	Approved Approved Approved	
<b>General Business</b>			
Acacia left open overnight	PM reports sometimes the door is left wide open and other times unlocked.	PM will put up a sign to remind tenants to lock the door and turn of lights.	
Rental meeting with NimbFM re: lease renewal	NimFM has suggested a 5+5 year lease but committee would like fairness and transparency with every tenant. Other tenants have asked for the same but historically it has been difficult to complete major works or restructure with longer leases. Committee approves to 3+3 years and a gradual increase of rent over three years. Details to be discussed at face-to-face meeting where previous treasurer Diana Roberts will attend as she has been part of rental and lease discussion from the beginning.	A rent and lease renewal meeting has been set up with tenant as well as current and previous treasurer on Friday 13 <sup>th</sup> at 2:30 pm.	
Website copyright	A copyright issue was identified on the website with legal letter and fine. Liz Shephard from DogWhistle who developed the original NCCI website has been contacted. DCMs have replaced al images in question and suggest a review of the website to ensure full compliance.	DCMs to follow up with Liz again if no response has been received by the following week.	
Christmas closure	DCMs suggest closing of the emails in the Christmas period with last operational day being 23 <sup>rd</sup> Dec 2024 and reopening 1 <sup>st</sup> of January 2025. Committee approves.	DCMs to set up out of office email response with contact details for PM for urgent matters in that period.	



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Meeting closed 8:04 pm.