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MANAGEMENT COMMITTEE MINUTES

Monday 1 February 2024
Venue: Bush Theatre at 1.00pm
Zoom - None

Meeting Commenced: 1.10pm, Acknowledgement of Country

ORDINARY BUSINESS

1. **COMMITTEE MEMBERS PRESENT:** David Hyett, Aline Binetruy, Diana Roberts, Liam Brehme, Nicole Lindner, Caroline Todd. Ariescia Matheson, Chris Ardill-Guinness. Apologies: Ben Hartley.
2. **NON-CONTENTIOUS ANNOUNCEMENTS AND DECLARATIONS OF CONFLICT:** Nil
3. **MINUTES:** From previous committee minutes.

David/Aline	That the v04 from the December 2023 be adopted.	Carried
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6. BUSINESS ARISING FROM MINUTES:

- The outstanding issue of the Nimbin Roots Sponsorship, involving a payment of \$1000, has been resolved. The invoice related to this sponsorship has now been fully paid.
- Village Map: The committee has previously completed the payment to Armsigns for the digitisation of the village map. Currently, Rain is working on finalising the back of the map. However, Armsigns has requested an additional fee of \$600. Liam has been tasked with following up with Rain to discuss the progress on the map and to address the issue of the additional fee requested by Armsigns.
- The matter of the Nimbin Medical Centre was discussed, and it has been decided that Wil will conduct a follow-up on the issue. This item will be carried through to the next meeting for further discussion.
- On the status of SBRVL - LCC has requested more justification and detailed information on projects undertaken through the SBRVL, including mural work and the economic benefits of these projects, to better understand their value and impact.
- The maintenance issues of the Western car park have been addressed, with the Nimbin Advisory Group (NAG) taking over responsibility. This decision was made in recognition of the car park's maintenance as a broader community issue.

7. CORRESPONDENCE:

8. **Response from Rose Jackson MLC to correspondence dated 7 September 2023**, responding to the Nimbin Chamber of Commerce's concerns about fire risk, amenities, and homelessness in Nimbin, encourages continued engagement with local services and informs of established public amenities and ongoing efforts to address homelessness and housing challenges in the region.

9. **Bushfire Community Recovery and Resilience Fund (BCRRF) Stream 2 Survey** – (Diana has completed)

10. BUSINESS ARISING FROM CORRESPONDENCE:

11. Email from Chris (Jerra Park) regarding the book project – ‘Out there’.

- a. The financial ask for this project is set at \$40,000, with the objective being to cover costs rather than to generate a profit; the detailed budget is yet to be finalised. It has been acknowledged that the project is too large and slightly outside the scope for the Chamber to auspice on its own, indicating the need for involvement from the School of Arts and private sponsors. Chris has volunteered to work individually on supporting the project to ensure its successful realisation and has been tasked with assisting in calling the meeting with relevant stakeholders, and fine-tuning the budget.

12. From Dr Wil Polson – LCC - draft proposal for business education workshops slated for 2024. The draft, sent to both Nimbin and Lismore Chambers, outlines potential workshop themes and seeks input on their relevance and preferred scheduling for the local business community. There will be opportunities for further discussion during our informal catchups with LCC.

13. JANE LAVERTY - Regional Director, Northern Rivers Business NSW – Summary provided at meeting: Jane Laverty, Regional Director for Northern Rivers, extends a warm welcome to new and returning Chamber Presidents and boards, offering support and the opportunity for collaboration with Business NSW and its Alliance Program. She introduces Nadege Smith, who will assist with the Local Chamber program, requesting updated contact lists for Chamber leadership. Jane proposes creating a Northern Rivers Local Chamber of Commerce flyer to promote local chambers to businesses and mentions plans to share frequently asked questions and answers to benefit all chambers. She highlights the importance of including chamber members in the Business NSW CRM for event invitations and access to free advice line calls, mentioning a trend in the top call topics. The recommencement of monthly online meetings via Teams is confirmed, aiming to cover membership growth, local successes, and project support, with an in-person Chamber Day suggested for June. Jane encourages participation in the Bigger Backyard Northern Rivers initiative to boost local business procurement and outlines plans for the 2024 Business Awards program, emphasising the importance of timely local awards events. She advises on the necessity of updating constitutions older than five years and expresses eagerness to participate in local chamber meetings, offering presentations on various business-related topics.

14. Community Meeting on Sustainable Nimbin Community Plan (SNCP) - Discussion and planning for the revision of the Sustainable Nimbin Community Plan (SNCP), a collaborative initiative to further sustainable development in Nimbin, with a community meeting scheduled for Saturday, 3rd February at the Nimbin Town Hall.

15. Lindsey Bidwell, Project Officer, Lismore City Council - (Project Officer for Flood Recovery – Roads & Bridges) -seeking NCOCs interest in supporting a mural project on Nimbin Road wall at Site Km1. Although funding isn't available under flood restoration guidelines, Ashleigh Ralph from Lismore Regional Gallery offers assistance in artistic decisions, and Dulux Paint may contribute paint for the project. Nicole to forward email to David Hyett for consideration.

16. FINANCIAL REPORT: The Financial report was provided to the committee.

David/Diana	That the chamber believes it can pay its debt as they fall due.	Carried
David/Diana	That the financial report be accepted.	Carried

17. APPLICATIONS FOR MEMBERSHIP:

Nicole/ Aline	The following be admitted to membership:	Carried
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	<ul style="list-style-type: none"> • Jeanne Patel – MDA Travel. • Anna Conley – Ethos Digital Agency. • The committee has agreed to co-opt Jeanne Platel onto the NCOC Executive Committee. This addition is in accordance with the committee's guidelines, which allow for up to 11 members on the executive committee. • David has been assigned the responsibility of onboarding new members and maintaining current memberships. • Ariescia will email Anna an invoice and confirm whether Jeanne Platel's previous membership payment has been processed. • Additionally, Nicole will send an email to Jeanne and Anna, extending an invitation to the upcoming Women in Business event. As an apology for the delay in responding to their membership inquiries, they will each be offered a complimentary ticket to the event. 	
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GENERAL BUSINESS

9. Presidents vision – Liam Brehme

- a. The focus is on enhancing community health by addressing local challenges through educational initiatives in sustainable food production and expanding the school work experience program. There's a proposal to develop polytunnels and food production projects at local schools to teach children the fundamentals of running a successful business while supporting local businesses, with an emphasis on securing grant funding for these initiatives. Aline has been tasked with facilitating communication between the school and Liam to ensure alignment with these goals. Furthermore, Liam is expected to provide a detailed outline of his vision for these projects, underscoring the commitment to improving community health and educational outcomes.

10. 2023/2024 Fiscal Year Budget Planning – forwarded to March meeting.

11. The discussion on Mural Tins covered label redesign, identifying locations, and establishing a collection timetable. It was noted that the mural tin located in the chemist is full. Caroline has taken on the responsibility to manage this project, which includes engaging with Biko and Kylie to ascertain the number of tins, their locations, and to set up a schedule for their collection. Additionally, Caroline will oversee the recording of cash collected from each tin and ensure a pre-count is conducted before depositing the funds at the bank. A detailed report on these activities is to be provided before the next committee meeting by Caroline.

12. Sammi Allens proposal for a locally designed website footer honouring Bundjalung country – moved to next month's meeting for further consideration.

13. Illuminate Nimbin 2024: new funding is necessary to ensure the event's success. The Chamber has identified a suitable Create NSW Arts and Culture grant to apply for to support this initiative due 19 February 2024.

Diana/Nicole	NCOC has committed to support the Illuminate Nimbin 2024 project with a donation of \$5,000. However, the realisation of this financial contribution is contingent upon the successful acquisition of the grant funding.	Carried
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14. The NCCI filing cabinet, currently located in David Spain's office, needs to be relocated to the community centre where Jungle Patrol is based. Nicole has volunteered to undertake this task. Nicole to coordinate with Andre to arrange a suitable time for the move and to pick up the necessary key

for access.

15. Review and enhancement of current member email list management - The task of reviewing and enhancing the current management of the member email list has been assigned to David. He will take over this responsibility to ensure more efficient and effective communication with members.
16. Review of Financial Discrepancies and Pending Payments – carried over to the next committee meeting in March.
17. The Aquarius 50 funding follow-up and acquittal process is underway, with an application for Premier's discretionary funding already submitted. David has been tasked with following up on this application within the week, which is anticipated to secure \$50,000 in funding. This amount is currently outstanding and awaited.
18. Discuss privacy settings of NCOC Facebook group – The discussion on the privacy settings of the NCOC Facebook group was brought up by Diana. It was noted that a new Facebook group had been established prior to the onboarding of Wick and Rain, originally intended as a discussion forum. The need to confirm the group's privacy settings and future direction with Ben at the next meeting was highlighted, to ensure alignment with the NCOC's communication goals and member privacy preferences.
19. WIB event – NCOC's contribution. The Women in Business (WIB) event's contribution by the NCOC was reviewed with 24 tickets sold (at the time of meeting). The venue hire was noted at \$75. Promotion for the event included newspaper ads, posters, social media, and online platforms, with future considerations for using NimFM. Aline has volunteered to send out a follow-up survey to attendees.

Liam/ David	NCOC to allocate \$200 to cover the costs associated with organising the Women in Business workshop.	Carried
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20. Next NCOC events (GM, workshops) – The planning for the next NCOC events, including General Meetings (GM) and workshops, is scheduled to be discussed at an upcoming informal meeting. This will allow for a more relaxed setting to brainstorm, outline, and delegate responsibilities for future events effectively.
21. What's on in Nimbin brochure - Caroline has expressed interest in developing a "What's on in Nimbin" brochure. This item has been carried over and is scheduled for discussion at the next Chamber meeting, where Caroline will present her ideas and plans for the brochure's development.
22. The establishment of an NCOC Stripe account has been identified as a necessary step for managing finances more efficiently. This action will enable the NCOC to process payments and donations electronically, providing a streamlined and secure method for financial transactions. The task of setting up the Stripe account will be addressed promptly to enhance the NCOC's financial operations.
23. To enhance collaboration and streamline operations, the decision has been made to adopt Google Suite for the NCOC's organisational needs. However, it was noted that payment is required for each individual user within Google Suite. Currently, five sets are in use, with a total of eight required. To facilitate this expansion and consolidate all information in one accessible location, the establishment of a credit card and Stripe payment account is necessary. Ariescia has been tasked with following up on this requirement to ensure the NCOC can efficiently manage its digital infrastructure and communications.

Next Meeting: Thursday, 7th February 2024 – Bush Theatre.
End of Meeting 3.10pm.