



NIMBIN CHAMBER OF COMMERCE Inc
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MANAGEMENT COMMITTEE MINUTES

Monday 05 June 2023, at Nimbin Law

Meeting commenced 1739 hrs

Acknowledgment of Country

1. **MINUTE TAKER:** David Spain
2. **COMMITTEE MEMBERS PRESENT:** Dafydd Hyett [President], Diana Roberts [Vice President], David Spain [Secretary] Peter Hughes [Treasurer], Aline Binetruy, Nicole Lindner, **Apologies** Samantha Allen, Caroline Todd
Guest: Wil Polson
3. **CHAIRPERSON:** Dafydd Hyett
4. **NON-CONTENTIOUS ANNOUNCEMENTS / CONFLICTS OF INTEREST:** Nil
5. **MINUTES OF LAST COMMITTEE MEETING:**

The chairperson traversed the draft minutes of last committee meeting on 01-05-2023.

Diana / Peter	That the draft minutes of 01-05-2023 be accepted.	Carried
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6. **BUSINESS ARISING FROM LAST COMMITTEE MINUTES:**

VisitNimbin Website: Wil advised that LCC is seeing the value of retaining the VisitNimbin website and will be maintaining it with two dedicated people (liaising with Karen), rather than requiring the volunteer NCOC to maintain it.

Village Map: Liam is relocating his home, so resizing the existing map is unlikely to happen. The map is on our website and can be downloaded; Sammi has a copy and Wil has the digital file. We could reprint the existing map, say about 1000 copies, so long as the listed businesses (can't effectively be everyone) remain accurate.

List of Artists & Mural Retouchers: We still need to compile such a list of community persons. Probably it could be elicited by placing an EOI on Facebook, Hookups & NGT over a three-month period. Wil to forward LCC's template for such an EOI; Nic to adapt it and liaise .

Insurance: Public Liability Insurance is now held for the year from 24 May 2023.

Problems Accessing Gmail: Dafydd to engage Ben Hartley to sort out.

- 7. **CORRESPONDENCE:** All correspondence is reflected in the agenda.
- 8. **BUSINESS ARISING FROM CORRESPONDENCE:** Nil.
- 9. **TREASURER’S REPORT**

The treasurer tabled a financial report.

LCC has paid \$20,000 from LCC’s Economic Development department, in respect of the new Illuminate Festival being arranged & anchored by Kylie & Samara and planned for 30 June. We can’t necessarily rely on this subsidy next year. LCC also paid \$3000 towards website maintenance.

We now have accumulated funds of \$75000 available in the operating account, but (in round terms) \$20000 of this has to be applied to Illuminate, \$3100 to Dogwhistle for completion of the social media strategy, and an unknown amount remains yet to be applied for SBVRL economic development purposes (acquittal due in September). The bulk of this *money should be put into an interest bearing Iserve account at SCU*.

Peter / Dafydd	That the financial report be adopted	Carried
Peter / Dafydd	That we are solvent and can pay our debts as they fall due	Carried
David / Aline	That the treasurer establish an Iserve account at SCU, with the signatories to be any two of the existing signatories Diana, Peter, Sammi & Dafydd	Carried
Dafydd / Aline	That next month the treasurer table a detailed income & expenditure report for the entire f/y to 30 June 2023, showing imminent obligations and clear amounts available.	Carried

AQ50: Dafydd reported that AQ50 has paid all known accounts, a few of them in cash (which will be invoiced for reimbursement). Some invoices (e.g. from hall) have not yet been received. \$15800 has received from tax-deductible donations to the Australian Cultural Fund but not yet the promised \$50k from Janelle Saffin’s office. Possibly the event will end up in the black and this credit should remain deposited with NCOC for a future AQ event based on the existing template, or maybe towards Illuminate Nimbin.

- 10. **APPLICATIONS FOR MEMBERSHIP:** The procedure is that Application form (on website) gets completed and is digitally returned to website, gets sorted by Diana into the relevant folder, then gets approved by the committee, then gets invoiced by Sammi. New members have to be advised of acceptance, welcomed, recorded in Quickbooks, entered into email batch, put on website and referred to Business NSW if they wish to receive that material direct. Sammi is doing this task at present but perhaps the new communications officer can manage some of this workload. Peter does no invoicing but downloads the completed transactions for entry in the Income + Expenditure report.

Recent joiners are Nimbin Herbs, CC Clark, Ian Gorman t/as Nomadic Catering. Rejoining is RPC. Jan Hartness t/as Spirit Burrow has enquired.

- 11. **DRAFT LCC BUDGET:** We put in a list of submissions (partly informed by our walk-around) requesting funding for specific LCC outlays. Tina at LCC has supplied a response that only partially responds to our submission. Tina cannot push back (against other administrators & officers at LCC), but we can. The response is very vague (Lismore sucks up funds in any vague area); it does not address maintenance of the bush shelters, walking trail or the pocket park. Diana, Aline & Dafydd are *meeting with Tina on Thursday* and will focus as priority on pushing our submissions.
- 12. **AQ50 Debrief:** With a view to analysing benefits & potentials & shortcomings, and improving potentials of funding, a *survey of businesses is to be drafted by Dafydd*, commented on by committee then emailed to membership. Framing of the questions is crucial so as to get useful, definite questions (not open questions exciting lengthy dialogue); maybe Cherie Pugh at Jarlanbah would help (Dafydd to contact her and Wil to discuss with LCC’s Engagement team).

13. **MEMBERSHIP RENEWAL NOTICES:** Should be sent out now in preparation for next f/y. A statement of benefits should accompany the invoice. Aline tabled a draft for this document; Committee to check same.
14. **COMMS ASSISTANCE:** It is envisaged that one person (being an employee of NCCI) will help NCOC for 2 hours pw, at a cost to NCOC of about \$4750 pa [\$80 pw + super at 11%], especially with regard to membership responsibilities (entering details in register and email contact to batch list; uploading to website) and scouring sources (e.g. Facebook) for events & dates to be uploaded to our website. Draft KPIs by Diana are pasted below. *Diana & Wil will advertise for & shortlist applicants; Sammi and Aline will interview.*

	2 hours per week spent on managing Chamber affairs
	NimCoC digital record keeping systems are maintained, managed and refined
	Email is checked regularly and directed to the appropriate person
	New, online applications for membership are directed to the management committee for approval consideration
	Members have been thanked for joining or renewing their membership and directed to the Chamber website for more information
	An up-to-date spreadsheet of financial members is being maintained
	Up-to-date emailing lists are being maintained for current financial members and current management committee members
	Email contact lists are accessible to the management committee
	All Chamber members are included on the Chamber's website
	A how-to update your website listing has been created for members
	Members have been supported to provide a website listing including images
	Members have been actively encouraged to regularly maintain their listing
	Members have been thanked for joining or renewing their membership and directed to the Chamber website for more information
	Membership applications identifying a wish to join Business NSW have been forwarded to the appropriate Business NSW contact
	Google Business Profile is optimised
	A social media strategy and content that positively reflects and promotes NCCI's values and initiatives is developed and implemented. Reference is made to the Chamber's current social media strategy
	NimCoC's website and social media accounts have up-to-date content and are engaging and relevant to the target audience
	NimCoC's website and social media promote organisational initiatives and activities to the wider community
	Audience growth and brand awareness is demonstrated

15. **WELCOME TO NIMBIN SIGNS: Village Entry Hoop Signs:** The proposed interim signs on metal backing did not happen, so these signs will now be prepared by Armsigns on tin, using Debbie Lee's Kombi or Benny Zable's Nimbin Rocks/Flag and "Welcome to Nimbin" wording. We would need to get a *quote from Armsigns. Diana to locate Debbie Lee's artwork, Dafydd to ascertain measurement s and get quote from Armsigns.*
16. The AQ50 festival highlighted the dangers of our existing road crossings, especially on a dark night at the Mullum Creek bridge. Also, the new bridge is not reliably smooth; it has a lip. NCOC should write to LCC's traffic advisory committee (which has police & state representatives) and lodge a CRM direct at LCC. *Nicole to write letter.*
17. **OLD BRIDGE:** Is falling apart and is dangerous. It should be demolished or restored, but probably not by LCC (due to lack of funds). It will have to be effectively barricaded but not as an eyesore. *To be raised with Tina* on Thursday.
18. **EOI for [FEDERAL] STRONGER COMMUNITIES GRANT:** Nic advised that this was unsuccessful, but the material could be used again in future.

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19. LCC is planning three free digital workshops, at a venue tba, as a generic introduction to ecommerce. The first is on Thursday 22 June with two on Monday 26 June. Wil is broadcasting material and will be on LCC's events page at Visit Nimbin website. ***NCOC will assist with pasting posters and using its website & email list.***
20. **NCOC INSURANCE FOR ILLUMINATE AT MUSEUM SITE:** Under co-ordination by Wil, LCC has arranged with Kylie & Samara that they organise another Illuminate festival on 30-06-2023. However, the organizers have asked for a donation (which we will have to account for under the SBVRL grant), and whether we will 'auspice' the event by extending our PL insurance coverage to it. ***David to contact Tutable*** to obtain a Licence to use its fire site for market stalls at the Illuminate Festival under protection of our PL insurance.
21. **GRANTS & MEMBERSHIP DRIVE:** Aline tabled a proposal and said that both business development and tourism promotion are paths to apply for grants to encourage membership and other purposes. We need to define & prioritize desired projects.
22. **GENERAL MEETING:** There should be one GM, say in say August. ***Adjourned to next meeting.***
23. **Next NCOC Committee Meeting -- 5.00pm on Monday 05 July 2023 at Nimbin Law**

End: 2015 hrs

--- DWS