



NIMBIN CHAMBER OF COMMERCE Inc

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## MANAGEMENT COMMITTEE MINUTES

**Monday 03 April 2023**

**Venue: Bush Theatre and by Zoom**

Meeting Commenced: 05.40pm

- 1. MINUTE TAKER:** Nicole Lindner
- 2. COMMITTEE MEMBERS PRESENT:** David Hyett [President], Diana Roberts, Nicole Lindner, Aline Binetruy, Peter Hughes.  
**By Zoom:** Liam Brehme  
**Guests:** Wil Polson, Karen Hirst (Destination Coordinator, LCC)  
**Apologies:** David Spain, Caroline Todd, Samantha Allen.
- 3. CHAIRPERSON:** Diana Roberts
- 4. NON-CONTENTIOUS ANNOUNCEMENTS AND DECLARATIONS OF CONFLICT:**  
Liam – Website development conflict of interest as EOI submitted.
  - Liam excused himself from the meeting while the items pertaining to his website development EOI were discussed.
- 5. MINUTES OF LAST COMMITTEE MEETING:**

That the Minutes from 06/03/2023 be adopted.	David/ Aline
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### 6. BUSINESS ARISING FROM MINUTES:

**Feedback email management and responsiveness** (email access password and process, plus notifications. The email folder system has improved. Notifications to individual folders are unable to be established. Log in issues to Gmail still occurring for some Chamber members.

**Future of website, online shop and management into the future funds required for migration and who to undertake this.** NCOC received three expressions of interests. Recommendation is to proceed with Liz's (DogWhistle) quote - design 5 new page templates to accommodate content requirements, migrate content to page templates, a member directory and page profiles at a total amount of \$2020 + G.S.T. Project to start immediately with a completion within two and half weeks. To be noted, that none of the quotes include an events calendar. **Recommendation:** Council to be provided with all information pertaining to events calendar.

<b>MOTION 1:</b> NCOC to accept quote from DogWhistle to migrate the website without an event calendar.	David/ Seconded: Aline	ACTION: (1) Once website is operational, Nimbin Chamber to engage the company 'Website Transfer' to perform SEO.
<b>MOTION 2:</b> NCOC to engage new Community Centre Communications appointee (once confirmed) to maintain new website – at approximately two hours work, weekly.	Moved: Aline/ Seconded: Nicole	

**DogWhistle - social media strategy implementation plus training videos for local businesses to maintain their web presence.** Liz from DogWhistle All content completed by 11<sup>th</sup> April for social media postings.

**Online shop management** – The Chamber site will retain the online shop. ACTION: NCOC to add to online retail shop. NCOC is currently paying for the VisitNimbin Enquiry email address. LCC is going to take over responsibility for it.

**QR code on signs and in brochure** – QR Code is to be left for now as it continues to link to Visit Nimbin page.

**Council follow up via Tina – John Walker letter and walkaround village follow up.** There will be an ongoing, Monthly meeting with Council on Wednesdays after each Chamber Meeting at 9am. The LCC GM is coming for a village walkaround on the 18th April 2023 at 9am. The Western carpark is the meeting point. For information.

**Budget submissions from chamber to Tina - funding to rent an office for Nimbin economic development officer alongside a VIC.** The Nimbin Community Centre has put in a funding request to hold the VIC. The Visitor Touch screen will likely be housed there. Tina (LCC) has put in a budget submission for a VIC.

**Mailing of chamber chat and connection with membership:** Chamber Chat emailed out 03/04/2023.

**Future for hoop signs:** Hoop signs to be painted to advertise the Aquarius Festival. Follow up with Caroline to talk with Benny. The Nimbin markets could also be advertised on the hoop signs after Aquarius. (The artwork for the markets could potentially be done by Steph). NCOC is in possession of one of the frames for measurements. The post frame paint needs to be refreshed.

**Thanks to LCC:** for re-erecting the village entry signs (thanks to Sam and Bryan for donating their labour)

7. **CORRESPONDENCE:** Nil.

8. **BUSINESS ARISING FROM CORRESPONDENCE:**

- **Illuminate Nimbin:** To take place Friday 30<sup>th</sup> June in a similar formula to last year. Lismore Council has committed \$20,000 in support of the event. NCOC to manage the \$20,000 for expedition of processing invoice payments. NCOC has requested promotional materials from LCC. Event delivery: Kylie (Green bank) and Samara (Nimbin Hills).
- **Rubbish Bins:** Budget request submitted to Council. Awaiting feedback. The rubbish bins will become a maintenance item.
- **Allsopp Park bus shelter:** Budget request has been submitted.

9. **FINANCIAL REPORT**

- Request for Peter to provide a monthly transaction report prior to NCOC monthly meetings.
- Discussion if NCOC is going to keep current GST status. The advantage would be claiming GST on the Rate Levy Expenditure. Only GST payable for the Chamber will be on membership fees.

**MOTION:** Committee accepts financial report and consider it can pay its debts if and when they fall due.

Moved: Peter/ Seconded: David.

**10. APPLICATIONS FOR MEMBERSHIP: Nil**

**GENERAL BUSINESS**

**11. 'Nimbin Wayfinding Project update':** Provided by Wil. The project delivery date is now closer to October 2023. A design concept plan was provided to The Committee for the Blister, Pedestrian Link and Green Parklet Concept Development for Lismore City Council. LCC is going to continue with a market booth for community engagement and feedback. Community consultation on YourSay is ongoing. Existing disabled access will continue to be via the Community Centre.

**Digital Business Development:** After such a strong turn out from local business members to the first Digital Business Training Day delivered by Lyza Little, LCC recognises there is a thirst for further development. LCC has a budget available to deliver three more digital business development workshops to Nimbin businesses. Topics can include: An Introduction to Digital Presence and Social Media, Development of Digital Strategies, Beginner and Advanced Instagram, training for example. The three development training sessions will need to take place before EOFY.

**ACTION:** Wil to put forward proposal for Chamber to present to members for feedback/ gather interest.

**12. Level of chamber involvement in VisitNimbin website** – needs more council direction on future of VisitNimbin

**13. Organisation/internal communication (Aline)** – Trying to digitally streamline communications between NCOC Committee members on certain projects by using Platform.com, Microsoft Teams, or Monday for example.

**14. Grants brainstorming:** Deferred. To be carried over until June Meeting.

**15. Village map reprint (Liam)** – Deferred. To be carried over.

**16. There was also the DCP on proposals to change allowed activities on rural farm stays, but that date may have past** – The submission deadline was missed.

**17. Issues arising from Tina's letter:**

- **Rainbow Road walking track.** Martin (LCC) has returned from holidays. Negotiations with local land holders are continuing. LCC will consider what promotional activities will be implemented to attract visitations to the walking track. LCC to liaise with Wil.
- **Western Car Park:** The request for Western car park to be repaired was submitted eight months ago. It has still not taken place. To be added to GM visit list to discuss.
- **Signage budget submission:** submitted by NCOC Committee.
- **Roadside maintenance:** Vegetation management has been done recently. There will be an extra push to Clifford (maintenance) by Karen Hirst (Destination Coordinator, LCC) for a tidy up before events in town.

- **Building façade murals:** NCOC Committee needs to seek EOIs for artists and muralists. Currently, Daizys and the Community Centre murals need to be revitalised. NCOC could develop a vendor panel for mural artists/ available artists for future projects.

MOTION: NCOC to SEEK EOIs from Artists and muralists to develop a muralist panel/ contact list.	Moved: David/ Seconded: Aline	ACTION: Wil to draft EOI for NCOC to consider.
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- **Peace Park Toilet:** NCOC has requested to see the design. Wil to facilitate.
- **Road markings for the Red Coates estate:** have not been amended. Wil to facilitate feedback from a Council perspective. NCOC has requested to see what was approved in the DA for that intersection.
- **Item 12 – Community Assets** – Awaiting clarification from Tina.
- **Members Website Policy.** It has been determined local businesses should be a member of the chamber to be on website. Businesses that are not current members will be encouraged to sign up.

**18. Aquarius 50 Update:** Aquarius is moving forward well. The website is up and running with donations coming in.

There will be \$50,000 in funding from Janelle Saffin. It is likely that up to roughly 80% of events will be free.

**19. Nimbin Facebook Page:** The creation of an Admin is required for post approvals. Aline is going to talk to Samantha requesting the management of the Facebook page until someone formal is appointed.

**20. Services for Locals (Economic development- Peter)** – Since having the workshop flooded three times, there is no longer a mechanic or availability of a greenslip check in Nimbin. It was raised if there is anyway to encourage a mechanic to Nimbin to fill this gap. Wil: has taken this on notice.

**Close of meeting: 7.35pm**

Next Meeting: 1<sup>st</sup> May 2023 at 5.30pm – Birth and Beyond (zoom unavailable).