



NIMBIN CHAMBER OF COMMERCE Inc
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MANAGEMENT COMMITTEE MINUTES

Monday 05 December 2022,
At Bush Theatre and by Zoom

Meeting commenced 1730hrs, Acknowledgment of Country

1. **MINUTE TAKER:** David Spain
2. **COMMITTEE MEMBERS PRESENT:** Dafydd Hyett [President], David Spain, Peter Hughes Carolione Todd, Diana Roberts, Liam Brehme, Nicole Lindner, Aline Binetruy.
And by Zoom: Samantha Allen **Apology:** Wil Polson
3. **CHAIRPERSON:** Dafydd Hyett.
4. **NON-CONTENTIOUS ANNOUNCEMENTS / CONFLICTS OF INTEREST:** Nil
5. **PREVIOUS MINUTES:** [Of outgoing committee, to be dealt with by email].
6. **BUSINESS ARISING** from prior committee

AQ50 Account: Signatories for the new AQ50 account have been arranged with SCU (which required the president's Welsh name to be anglicized so as to match his existing SCU profile). Kylie was our authorized person (along with Peter) to download

LCC GM: Unfortunately John Walker has retired as Acting GM at LCC, so we have no direct person with whom to follow-up our meeting on 07-11-2022 (especially as regards Wil's role, which is now in Economic Development). John is still in position until February. David advised that he had emailed John the draft minutes of our meeting. Dafydd has his card and will try to phoning him for an endorsement of the minutes and follow-up issues.

New Village Map: We need to arrange a new print run, which need not be a big one. We can just do small runs of the existing brochure. Any & all businesses will be represented, not just members. The question arises, whether to reprint Steph's existing b+w streetscape (which is easier to work with) or Julie de Lorenzo's new coloured map (which was tabled). Liam suggested that a style guide (of fonts & colours) be adopted. Liam will produce a style guide and update the existing map, then Carolyn & Diana will walk the village to see all businesses that are depicted on the map and ensure that all the shops of all interested members are represented.

7. **CORRESPONDENCE:**

Skate park: Mitch raised \$3000 for improvements, but needs \$15,000 by March. He is applying for a grant and asked for NCOC to contribute.

BCRRF Resilience Grant: The quarterly report deadline for the September quarter has been extended to end of November, which request was granted. We have to complete the report by end of December to get another 20% tranche of the grant.

Visit Nimbin website: LCC retained control of the Visit Nimbin website but has now lost the admin keys to enable transfer of control. Diana has the digital photographs & social media strategy, prepared by Dogwhistle, and are at liberty to use them. Diana said that researching material (e.g. events) and preparing the material for upload is quite time-consuming. The best outcome would be to get direct control of the site (rather than rely on LCC to service it), so as to upload content direct, but (according to Dogwhistle) maintaining it would take seven hours pw (and tis does not include preparation of product, especially What's On, Chamber Chat etc.). Sammi says three hours would suffice, at \$40ph, provided the content is supplied, but the work must be a regular activity each week, attending to SEO, trends, new event listing, promotion of outlets and social media strategy, etc.. The website gets updated then the event is pasted to social media. We could enable members, represented on the websites, to upload their own material. The Visit Nimbin website is linked to the two websites we do control, being NCCI's and NCOC's. A website & social media group should be formed and Wil should be engaged within this group. We need to upload a couple of recent minutes & significant letters, change the committee photos, update the Rainbow Road & signage information. Nicole volunteered to research material and develop the what's on/events program for uploading

Diana / Carolyn	<p>That Liam, Nic, Aline and Sammi constitute a working group to consult with Wil, attend to website management & implementation of the social media strategy, and report to the February meeting.</p> <p>That each new committee person supply a photo of themselves and a short description for uploading to the website. Dogwhistle to be advised of changes once this is received</p> <p>That we write to Tina Irish at Lismore City Council and seek ownership of the visit Nimbin website so we can manage it without Council approving upload of material. Notifications for changes should come to the Chamber's email. If this becomes onerous and expensive we will be seeking recompense from Council as it was envisaged Council would support the website through tourism service delivery funding.</p>	Carried
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8. **FINANCIAL REPORT:** The treasurer tabled a Financial Statement. He will transfer the \$10,000 donation from Hemp Embassy into the AQ50 account.

Ultimately the Resilience grant will cover payment to Armsigns (and all signage matters), but we only get this grant in tranches. We are owed \$23529 (second payment, at 20%) plus \$11764 (final payment, 10%) but the tranches take time to come through (especially over Xmas-NY).

We account for the SBVRL from 01 October to 30 September the following year. All financial data has been entered, comparing invoices to cashbook and Quickbooks, but the initial classes (and categories with each) must be stabilized & consistent.

David / Carolyn	That Kylie Cain and Theresa Biscoe be removed as signatories on NCOC's account at SCU	Carried
David / Carolyn	That Peter Hughes, Samantha Allen, Diana Roberts and David Hyett be appointed as signatories on NCOC's account at SCU, with any two (2) being required to sign or authorise withdrawals.	Carried
David / Carolyn	That Peter Hughes, Samantha Allen, Diana Roberts and David Hyett be appointed as signatories on NCOC's account at SCU that is dedicated to monies for the AQ50 event, with any two (2) being required to sign or authorise withdrawals.	Carried
Peter / Diana	That the financial report be accepted	Carried
Peter / Diana	That NCOC is solvent and can pay its debts as they fall due.	Carried

9. MEMBERSHIP APPLICATIONS --

Prospective Members must be local with an ABN, and can join via the website, or be talked through the process by Baden at VIC. Upon approval, invoices issue and payments can be automated into Quickbooks.

Diana / Peter	That Jeanne Platel trading as MDA travel and Aline Binetruy trading as StrategEase be admitted to membership, conditional upon payment of membership dues.	Carried
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10. EXECUTIVE

Pursuant to cl. 14.7 of the NCOC Constitution, which aims to preserve a degree of stability & consistency, the President is not subject to re-election in his/her second year and retains that office for a second year (only) as of right. The Vice-President also has two-year terms, but must retire in staggered (alternate) years to the President.

David / Peter	That Diana Roberts be appointed Vice President	Carried
Diana / Peter	That David Spain be appointed secretary	Carried
Diana / David	That Peter Hughes be appointed treasurer	Carried

11: PORTFOLIO ROLES

Rainbow Road: Diana

Incoming Emails: All committee have access to the email, but any that are opened must then be marked by the opener as unread. One person should distribute (assign & move) each email into folders, such as Invoices, Meetings, Membership, Legal, Social Media, Local Group Liaison, LCC, Regional BC, SBVRL, BCRRF, AQ50. Once the person in charge of each folder has dealt with a letter, which should happen at least two days per week, the word COMPLETED should be inserted at the beginning of its subject line. The distributing person should then scan through each folder weekly, checking all subject lines say COMPLETED. Sammi will set up the folders, sort and train Aline.

Donation Tins: These need to be monitored regularly at various venues and banked expressly as “mural donation”, with new tins to be issued using the existing artwork. A briefing guide must be prepared. Caroline to take on the job and liaise with Kylie as outgoing member responsible.

Membership Register: Baden, as Dafydd employee, receives applications, forwards them to committee for approval, and then enters the new email addresses into the gmail batch. He also sends new member listings to Dogwhistle for uploading to website.

Murals: We need an audit of existing murals, addressing their state of repair and original artists’ permissions (if any) relating to retouching. Caroline to do the research on what is known about each mural and report at February meeting.

New membership cultivation: Each committee member to recruit as best possible.

Grant Applications: Probably there will be some suitable grants coming up as available in February 2023. Leads for grants can be obtained by subscription to grant hubs. Once a likely grant is offered, a program to match same must be identified & costed. If the grant is substantial, the application should contain an administration component

Diana / Carolyn	That Liam, Nic, Aline and Sammi constitute a working group for spotting & developing grant opportunities, then identifying projects within the grant’s scope.	Carried
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Signage: Diana will anchor completion of this BCRRF grant project.

12. MOU with AQ50: Adjourned, to be dealt with by email