

**ADELAIDE SHOWGROUND FARMERS ' MARKET
COMMITTEE MEETING – 5.00pm, Wednesday, 17 November 2021
Meeting held at the Heavy Horse Memorial Building**

Members present		
Bob Heath	Albert Conterno	Lynne Dickson
Sabine DeVuono	Michelle Hocking	Gay Wallace (via Zoom)
Diana Williams (via Zoom)	Mem Ericson	
Also attended		
AFO, Carol McGrane	EO, Christine Robertson	

1. Welcome and Apologies

Mem Ericson (ME), the newly appointed Chair, opened the meeting at 6.05 pm. No apologies received.

2. Committee Positions Elections

- 2.1. Chair - ME nominated and appointed during in camera meeting
- 2.2. Deputy Chair - LD elected as Deputy Chair
- 2.3. Treasurer - LD reelected as Treasurer
- 2.4. Secretary - AC reelected as Secretary
- 2.5. Risk and Finance Subcommittee
LD, ME, SDeV, MH and EO were the members appointed.
- 2.6. HR Subcommittee
ME, GW, MH, BH, LD were the members appointed.
- 2.7. Market Mix Committee
LD, BH, AC and EO were the members appointed.

3. New Conflict of Interest

None declared.

ACTION: EO to produce a Conflicts of Interest Register

4. Functionality of the Committee (paper circulated)

The paper consisted of 3 main issues

- Functionality of the committee
- Constitutional change
- Covid issues in respect to vaccinations

The committee decided to focus on the covid issues at this meeting due to the imminent opening of state borders.

5. Minutes of Previous Meeting

Minutes of the September meeting were moved by MH and seconded by BH. Accepted.

6. Action Items

No change. Approved. A discussion arose around open action item on customer counts and the possibility of statistics from QR sign ins being acquired.

7. Committee Calendar 2021

It was decided that a meeting would be held on 15 December in light of borders opening and potential covid issues.

8. ASFM Business Report

Accepted.

9. Correspondence

9.1. Wallman Lawyers Report

Accepted as a thorough report reinforcing confidence in the management of the online ballot system.

9.2. Letter – Bill Cooksley

BH confirmed that he had discussed and resolved the matter with the EO.

9.3. Email - Betty Ferguson

ACTION: EO to respond to Betty Ferguson's email

9.4. Letter - Nerolie Bakewell

ACTION: EO to respond to Nerolie Bakewell's letter

10. Finance/Risk Report

The Treasurer spoke to the good start to the financial year with 4K in surplus funds.

ACTION: Risk subcommittee meeting to be held at 4pm on 23 Nov 4pm via Zoom and Ross Hocking, (Manager- Event Delivery, Adelaide Showground) to be invited.

11. Red Flags & Risk Register

COVID and a risk registry review at risk subcommittee meeting on 23 Nov.

12. Red Flags & Risk Register Appointment of replacement for Geoff Page

It was noted that an expression of interest in the vacancy left by Geoff Page had been received from a stallholder, Trish Simpson.

A skills register was discussed as being useful to see if certain skills were required by the committee.

ACTION: MH to provide an example of a Skills matrix to EO for adaptation for market.

ACTION EO to send out a request for expressions of interest in committee vacancy before next meeting

12.1 Specialist position

An analysis of the skills required (see 11.1 re skills matrix) to determine specialist required.

12.1 Covid and Opening Up Borders

Discussed at in camera meeting and to be discussed at Risk subcommittee meeting.

MH congratulated the team on winning the Premier SA Food Service Provider award

13. Close

6.36pm

NEXT MEETING

15 December 2021