

DATE: Tuesday March 31, 2020
RE: ASFM Finance & Risk sub-committee ACTIONS/NOTES

Present: Christine, Geoff, Alex, Joy, Sabine & Michelle
Apologies:

ACTION ITEMS

Who	What	When
Christine	1. Advise stallholders that public liability insurance requires \$20M	As part of new licence agreements
Christine & Committee	Add and rate the following risks to the Risk Register, if Market are cancelled due to COVID-19, consider ramifications to; <ol style="list-style-type: none"> 1. Membership fee refunds 2. Carpark pass refunds 3. Staff implications (HR Committee to work through) 	April Committee meeting
Christine	Include Policy Calendar & Risk Register in ASFM Committee meeting papers	Ongoing
Christine/Geoff	Committee discussion required around letter received from Adelaide Showground referring to ½ free parking for public in line with the Marketing being located back to its original position.	
Christine/Geoff	Committee discussion required around current Board composition not reflecting ASFM Constitution requirements.	April Committee meeting
General comments around Market new location;	<ol style="list-style-type: none"> 1. Some customer confusion around location, but sales dictate this wasn't high or detrimental to the Market. 2. Additional crowd barriers and fencing maybe required. 3. Ensure stall placement and customer distance marking is thorough. 4. In case of rain remind customers to bring wet weather gear. 5. Unley Council happy with Market compliance to date around COVID-19 requirements. 6. Sanitising over gloves is noncompliant, apply sanitiser direct to bare hands, one person per stall should be allocated the role of cashier. 7. Larger stalls should be advised to have one entry and one exit to encourage a flow of traffic. 8. Reflecting tighter controls around catering stalls, mostly had a reduction in sales, Poh may not be at the April 5 Market. 9. Consider some Social Media posts covering overall catering at the Market i.e.; buy and take away. 10. Approximately four stallholders take cash only. 11. The illuminated sign on Leader Street, being cost prohibitive will not be used at this Sunday's Market. 	

	<p>Possible use of tear-drop signage and volunteers directing customers to the new location will be implemented.</p> <p>12. The sub-committee congratulated Christine and her team on the outstanding job they were doing under such changing and demanding circumstances.</p>	
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Next Meeting: April 7, 2020 – 4pm via Zoom

Apologies: