

ASFM COMMITTEE RESOLUTION REGISTER

MEETING DATE	RESOLUTION NO.	REFERENCING AGENDA ITEM	RESOLUTION (Out of Session Resolutions are bold and in Red and can be found in the Sheet 'Out of Session Resolutions')
15-Aug-18	1	6. Summer Opening Hours Recommendation	It was resolved by majority that the market would change to summer hours of 8am to 12 noon in Dec, Jan and Feb 2018/19.
19-Sep-18	2	7. Market Mix Policy	It was resolved that, subject to the inclusion of the two changes outlined in the minutes, that the Draft Policy be adopted. It was further resolved that B Cooksley prepare a draft policy paper on approval renewals and trader exit from the Market.
19-Sep-18	2.1	7. Market Mix Policy	It was further resolved that, following the current catering trial (which concludes at the end of Dec), that the market mix policy paper will be extended to add detail in relation to catering and possible changes to rules and the issue of new contracts at end of review.
17-Apr-19	3	7. Market Mix Policy	It was resolved that the ASFM Committee form a Market Mix Policy Subcommittee
17-Apr-19	3.1	12.1 Specialist Vacancies	It was resolved that HR Committee be instructed to advertise and recruit a Retail Specialist to the board.
17-Apr-19	3.2	12.2 Lease renewal	It was resolved that the committee support recommendation Option 1 with a full back to Option 2 with 2 year plus 3 year option
15-May-19	4	11.2 Lease	It was resolved to accept the RAHS final offer of Option One with the following exceptions. a. Rate from 1/7/2023 – \$8,500 per month. b. Waste management is ideally included in our arrangements. That said, we are agreeable to ASFM sourcing their own supplier if it proves advantageous after detailed analysis.
15-May-19	4.1	11.4 Liquor Licensing	It was resolved that the consumption of alcohol be allowed on a trial period for 4 months as per the Board paper presented. EO to follow up the legal requirements for adding in a 4 month trial period
15-May-19	4.2	12. Banking Permissions	It was resolved that Christine Robertson and Michelle Hocking to be added as signatories and Scott Barclay and Bianca Batistella to be removed as signatories
15-May-19	4.3	13.2 Coffee Provider	It was resolved to accept a new coffee provider as long as their inclusion was under our terms and criteria of market content
19-Jun-19	5	8. Finance Report	It was resolved to increase the stallholder fees a rate of \$12 increase per site per week, with effect 1 August 2019
17-Jul-19	6	3. Retail Specialist Appointment	It was resolved to appoint Alex Palin as Retail Specialist for a period of two years
17-Jul-19	6.1	12.1 Allowable Product Policy	It was resolved to amend the allowable products policy to allow for cookbooks or educational books created by the stallholder and directly related to their product and/or business and beeswax wraps.
17-Jul-19	6.2	12.2 Change of Signatories Macquarie Investment	It was resolved that Michelle Hocking, Molly Scanlon and Christine Robertson be added as signatories and previous signatories removed.
17-Jul-19	6.3	12.3 Insurance	It was resolved to vote on the approval of the insurance policy provider by email on the basis that: •EO to provide additional information by COB 23 July to Chair; •Chair to thereafter immediately circulate for a vote before COB 24 July
17-Jul-19	6.4	12.5 HR Discussion - Staff Wage Increase	It was resolved that the staff would be awarded 2% wage increase for all staff commencing the next pay period in July
22-Jul-19	7	1. Insurance	It resolved out of session by email that ABTerrace be the markets insurance provider.
21-Aug-19	8	10.1 Human Resources and Governance Sub-committee	It was resolved that the former Human Resources subcommittee be renamed the HR and Gov subcommittee and that the proposed terms of reference be accepted
21-Aug-19	8.1	10.3 Discussions around other sub-committees to be established	It was resolved that a review of existing subcommittees be conducted by the HR and Governance subcommittee

21-Aug-19	8.2	12.1 AGM and elections	It was resolved that the AGM be scheduled for 6pm on 16 October 2019; 2. That the following documents be adopted: a. The AGM and Election timeline; b. The Election Guidelines 2019 3. That voting for elected representatives be carried out electronically; 4. That Christine Robertson, EO, be appointed as the returning officer
18-Sep-19	9	10.1 ASFM Sub-committee review by HR & Governance Sub-Committee	It was resolved that a Finance and Risk Sub Committee be established
18-Sep-19	10	10.2 Market Mix Sub-Committee	It was resolved that the draft Stallholder Market Mix Policy subject to the revision of the text at the end of the document from "The sub-committee has not completed this section" to "For Catering Mix refer to Catering Mix Policy" be approved.
18-Sep-19	10.1	12.1 Summer Trading Hours	It was resolved that summer trading hours of 9am to 1pm during 1 December 2019 to 29 February 2020 be approved.
18-Sep-19	10.2	12.2 Pop up Market 2020	It was resolved to allow the planning and delivery of a pop-up market during the show week in 2020.
18-Sep-19	10.3	12.3 Specialist Position Appointment Warning	It was resolved that the current Sponsorship Specialist be reappointed for a two year period.
18-Sep-19	10.4	12.4 Site Licence Extension	It was resolved that the extension of the current site licences until the 30 April 2020 be approved and a review of the stallholder licence agreement be undertaken
27-Nov-19	11.1	6.1 Correspondence	It was resolved that Volunteers would be given a Volunteer Card which would give them all the benefits of membership without voting rights.
27-Nov-19	11.2	13.1 Busking Policy	It was resolved that the Busking Policy be accepted.
27-Nov-19	11.3	13.2 Financial Delegations Policy	It was resolved that the Financial Delegations Policy be accepted
14-Jan-19	12.1	7. Finance Report – Revised Budget	It was resolved that the revised budget be accepted
19-Feb-20	12.2	7. 2020 Strategic Plan	It was resolved that the 2020 Strategic Plan be accepted
19-Feb-20	12.3	8.1 Stallholder Participation post Xmas	It was resolved that the two Sundays post-Christmas be an outside only market subject to less than half-attendance inside the pavilion anticipated
19-Feb-20	12.4	8.1.1 Departing Gift Policy	It was resolved that the revised Departing Gifts Policy be accepted
19-Feb-20	12.5	8.1.2 Complaints Policy	It was resolved that the revised Complaints Policy be accepted
19-Feb-20	12.6	9.2.1 Sponsorship Policy	It was resolved that the revised Sponsorship Policy be accepted
15-Apr-20	13	1. Specialist Appointment	It was resolved out of session that a Legal Specialist be sort and appointed.
15-Apr-20	14	10.1 Summer Trading Hours	It was resolved to approve summer trading hours of 8.30am to 12.30pm with the implementation date yet to be decided taking COVID 19 and normal summer trading hours into account.
15-Apr-20	15	10.2 Allowable Products	It was resolved that the revised Allowable Products Policy be accepted
20-May-20	16	10.1 Weather Policy	It was resolved that the revised Weather Policy be accepted
15-Jul-20	17	5. Committee Calendar	It was resolved to approve the AGM and Election Timeline

15-Jul-20	18	6. ASFM Business Report	It was resolved to commence recruitment for a Financial Specialist to join the committee
15-Jul-20	19	6.3 Update on Licence Agreements	It was resolved to implement a month by month licence agreement for stallholders
15-Jul-20	20	11. AOB	It was resolved that the Marketing and Communications Officer title be changed to Communications Manager
15-Jul-20	21	11. AOB	It was resolved to offer the Executive Officer a six month contract
19-Aug-20	22	3. Minutes	It was resolved to accept both GW and SDV nominations to the HR Subcommittee.
19-Aug-20	23	6.1 Request for Committee Consideration	It was resolved that a special exemption be granted to Heritage Gamebirds to share a site with Nomad Farms.
19-Aug-20	24	6.2 Stallholder Rules and Regulation – Final Sign Off	It was resolved that the amended Stallholder Rules and Responsibilities be accepted
19-Aug-20	25	7.1 Finance Sub-Committee Report	It was resolved that the Risk and Finance Committee and Executive Officer to engage with the Showgrounds and negotiate the move of the market to the Stirling Angus pavilion
16-Sep-20	26	6.1 Christmas Trading Dates	It was resolved to operate a pre xmas twilight market from 5pm - 9pm on 23 December 2020 and not a market on Sunday 27 December 2020
16-Sep-20	27	8.3 Specialist Appointment	It was resolved to appoint Ms Lynne Dickson to the position of Financial Specialist on the ASFM Committee.
16-Sep-20	27	10.2 Wage Increase Implementation	It was resolved to implement the 2% wage increase for GC, CM and CR as of 1st August 2020
18-Nov-20	28	7.1 Xmas Trading Hours	It was resolved that the ASFM would hold a Twilight Market from 5pm - 9pm on Wednesday 23/12/20 and remain closed on Sunday 27/12/20
18-Nov-20	29	9.3 Opening under Covid Restrictions	It was resolved to remain open on 22/11/20 and impose tight control on Covid prevention
16-Dec-20	30	8.2.1 Stallholder fees for Sunday 22 November	It was resolved that ASFM not waive or offer reductions on site fees for the market of 22 November.
20-Jan-21	31	6.1 6.1 Twilight Christmas Market 2021 Decision Required	It was resolved to hold a Twilight Christmas Market on Thursday 23 December 2021 from 5pm to 8pm and no Sunday market on 26 December
17-Jan-21	32	9. Policies for Review and Approval	It was resolved to accept the updated versions of policies 1001,1005, 1006, 1013 and 1014.
17-Mar-21	33	5.1 Specialist Position Recommendation and Review	It was resolved that the recommendation by the EO to retain the specialist retail position and offer the role to AP be accepted.
17-Mar-21	34	7.1 Signature Registry	It was resolved that the Authorised Signature Registry as presented be approved
19-May-21	35	10. AOB	It was resolved that a pop-up market be held in Goodwood Orphanage Park on the two Sundays of the Royal Show (4 & 11 September 2021).
19-May-21	36	10. AOB	It was resolved that a liquor license be sought for the Goodwood Orphanage Park pop-ups on Sundays 4 and 11 Sept 2021
16-Jun-21	37	7.1 AOB	It was resolved that stallholder licences will terminate on 30 June 2024, in line with the market's licence agreement with the RAHS, assuming that a mutual termination clause is included in the stallholder licence agreement.
16-Jun-21	38	11.1 AOB	It was resolved that: <ul style="list-style-type: none"> •the standard site size for both inside and outside stalls be 3m x 3m. •stallholders must only occupy the space they pay for. •outside stallholders do not pay for shade tents. •vehicles may only be parked at stallholder site for a valid reason.
16-Jun-21	39	11.1 AOB	It was resolved that stall fees for the additional markets to be held at the Leader Street pavilion site on 15 and 22 August and on 24 October will be charged at the old Leader Street rates

21-Jul-21	40	5. Committee Calendar	It was resolved to approve the 2021 AGM and Election documents and timeline.
21-Jul-21	41	9.2.1 Budget	It was resolved that the Draft Budget 2021/22 be accepted with marketing increased to 60K.
21-Jul-21	42	11. AOB	It was resolved that a motion moved that the next Annual General Meeting of the Adelaide Farmers' Market be asked to consider the following proposed amendment to the Constitution: That a new clause be inserted into the Constitution, numbered 6.4 (c) "Where the vacant position was formerly held by an elected stallholder, the replacement member is to be a current stallholder."
18-Aug-21	43	9. Risk and Finance	It was resolved that the EO be given approval to implement a 2.5% pay rise for the EO and Admin Officer effective 1 July 2021
18-Aug-21	44	12. AOB	It was resolved that stallholders attending the market on 5 and 12 September would be charged the Goodwood Orphanage fee and stallholders choosing not to attend would not have to pay.

ASFM COMMITTEE OUT OF SESSION RESOLUTION REGISTER

MEETING DATE	RESOLUTION NO.	REFERENCING AGENDA ITEM	RESOLUTION
22-Jul-19	7	1. Insurance	It resolved out of session by email that ABTerrace be the markets insurance provider.
15-Apr-20	13	1. Specialist Appointment	It was resolved out of session that a Legal Specialist be sort and appointed.