

**ADELAIDE SHOWGROUND FARMERS ' MARKET
 COMMITTEE MEETING – 5.00pm, Wednesday, 20 April 2022
 Meeting held via Zoom and at the Heavy Horse Memorial Building**

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

1. Welcome and Apologies

Chair, ME, requested that Deputy Chair LD chair the meeting. LD opened the meeting at 6.04pm. Apologies from BH and SDeV. It was noted that a quorum was present.

2. New Conflict of Interest (COI)

AC declared business relationship with casual vacancy candidate. Agenda Item 11.2 refers

3. Minutes of Previous Meeting

Minutes of the February meeting were moved by AC and seconded by GW. Accepted.

4. Action Items

Question re parking statistics and customer counting system.

ACTION: AC to send information to EO re customer counting systems he has investigated.

5. Committee Calendar 2022

5.1 Specialist Position Recommendation

See also agenda item 11.1

It was resolved that GW be reappointed as legal specialist. LD moved and ME seconded. All passed

6. ASFM Business Report

The EO spoke of a busy and successful Easter Sunday and praised the market team for a great job on the Easter trail event, particularly the marketing coordinator.

7. Correspondence

7.1 San Jose (Held over from March)

A discussion arose around meeting minutes being available on website. There was general agreement that key outcomes could be provided.

The committee gave sincere congratulations to the EO, CR, on her recent award of SA citizen of the year.

8. Finance/Risk Report

EO mentioned slight decrease in membership year on year due to several factors.

A question was asked about tracking when members joined and renewed and if history of membership was available. EO stated that a CRM is required to do this effectively and is already currently being looked at by the team, with a view to being in place next financial year.

9. Sub Committee Meeting Reports

9.1. HR Committee - No meeting

9.2. Risk and Finance Committee – Risk M2

Changes to the risk matrix discussed:

- Disunity, reputational risk omitted from matrix in error.
- Duplications removed.
- Mitigation risks don't need to be flagged in red.
- Additional columns to be added - Residual risk after Treatment of Risk and Assessment of risk before Treatment of Risk.

ACTION: EO to add top 10 risks to the committee agenda at Agenda Item 10 for assessment each month.

9.3. Market Mix Committee – No Meeting

10. Red Flags & Risk Register

Assessment of risk, WHS obligations, induction, contractor is trained etc. discussed
ACTION: Training in manual handling for staff and volunteers register to be kept

11. AOB

11.1 Independent Chair Appointment

It was accepted that the committee did not agree to the significant financial investment of using Hood Sweeney to assist with the appointment of an independent chair. It was suggested that the specialist could be someone with previous board experience and corporate connections. It was agreed that it would be an unpaid position at this stage.

It was resolved that:

- **the paper regarding the project management by Hood Sweeney to source an independent chair be withdrawn,**
- **internal development of the position description to be approved by all committee members,**
- **HR committee to assess candidates who respond and**
- **a preferred name put to the board for decision.**

Moved by MH. Seconded by GW. All passed

Action: EO to send draft of the position description to all committee members for approval.

Action: EO to advise HS that the project to source an independent chair was not passed but withdrawn and copy MH into correspondence.

11.2 Casual Vacancy Position – (Selection - Not appointment)

A discussion arose around the two applications from stallholders David Lyons and Trish Simpson for the casual vacancy.

As an aside and noted: clarification was sought in relation to article 6.4(a) and the impact on the balance of the committee following the resignation of former Chair, AP. It was queried if decisions made at that time were invalid as the board continued with an unbalanced ratio. The legal expert stated that article 6.4(a) made provision for committee members to resign and committee had not acted deliberately in contravention, causing a breach of the constitution.

The committee chose to have a further producer attend committee meetings pending a formal appointment of a person to fill the specialist vacancy currently available.

It was moved to select one of two candidates to attend committee meetings without voting rights until the specialist position is filled.

Moved LD. Seconded MH. Passed with one abstention.

It was resolved that the committee appoint Trish Simpson to fill the casual vacancy, with the right to attend committee meetings from the May meeting, but without voting rights until the specialist position is filled. Moved by LD. Seconded by MH.
All in favor (one abstention due to conflict of interest).

It was confirmed that the RAHS had renominated MH as its representative on the ASFM committee member.

Action: EO to write to TS to formally inform her of her appointment to the committee on the Chair's behalf.

11.3 Show Time – Off Site market

ACTION: EO to find out if Orphanage Park site is available to hold market during Royal Show - for out of session committee decision.

11.4 Customer Survey – (2017 Results Attached)

Deferred to June meeting

12. Close

7.03pm meeting closed.

NEXT MEETING

Committee Meeting – 18 May 2022