

**ADELAIDE SHOWGROUND FARMERS ' MARKET
 COMMITTEE MEETING – 5.00pm, Wednesday, 18 May 2022
 Meeting held at the Heavy Horse Memorial Building and via Zoom**

Members present		
Lynne Dickson (LD)	Mem Ericson via Zoom (ME)	Michelle Hocking via Zoom (MH)
Gay Wallace via Zoom (GW)	Trish Simpson (TS)	
Apologies		
Albert Conterno (AC)	Sabine DeVuono (SDV)	Diana Williams (DW)
Also attended		
Carol McGrane (AFO)	Christine Robertson (EO)	

1. Welcome and Apologies

Deputy Chair, LD opened the meeting at 5.01 pm. Apologies from AC, DW and SDeV. GW flagged as a late arrival. Agenda items requiring a vote were deferred to GW's arrival at 5.12pm when a quorum was met. The Deputy Chair welcomed new committee member TS.

2. New Conflict of Interest (COI)

None declared.

3. Minutes of Previous Meeting

Minutes of the April meeting were moved by MH and seconded by ME. Accepted.

4. Action Items

EO confirmed receipt of suggested counting system suppliers from AC and that evaluation of suppliers was ongoing.

BH briefly telephones into the meeting at 5.10pm, due to work constraints

5. Committee Calendar 2022

5.1 Specialist Position Recommendation

It was resolved to accept the job description for the specialist provision, subject to the

suggested addition of “retail experience preferable” being added. Moved by MH, seconded by BH. All in favour.

6. ASFM Business Report

Bump in/ Bump out schedule for Caravan and Camping and Royal Show accepted. Report accepted.

BH leaves the meeting at 5.15pm

7. Correspondence

Nil

8. Finance/Risk Report

Accepted

9. Sub Committee Meeting Reports

9.1. HR Committee - No meeting

9.2. Risk and Finance Committee – No meeting

9.3. Market Mix Committee – No meeting

10. Red Flags & Risk Register

1. Board Disunity
2. Work-Related Stress
3. Fruit Fly Outbreak
4. Covid Infection – Staff
5. Covid Infection _ Stallholders
6. Stallholder Numbers
7. Carpark Increase from RAH
8. Credit card identity theft from membership sales hub
9. Manual handling
10. Online Membership system fails

A discussion around SA farmers' markets' difficulty in finding primary producers with adequate stock to meet the market's needs was discussed as a significant risk to the market.

A general discussion arose around the positive feedback stallholders and staff members have received about the market, with many new customers noted in recent weeks. It was mentioned that staff work-related stress had considerably improved.

11. AOB

11.1 Customer Survey – (2017 Results Attached in March and April 2022)
A general discussion about carrying out a Customer Survey ensued, including:

- Survey questions helpful to the committee's future direction.
- Reasons why members haven't renewed

ACTION: MCC to issue survey to the committee to establish their requirements for a customer survey

11.2 Purchase of Certified Weights

It was resolved that \$1200 be spent on certified calibrated weights for quality control in the market. Moved by MH and seconded by ME. Passed.

ACTION: EO to add a gentle reminder around best practice for the weighing of produce to Market Matters.

12. Close

6.06pm meeting closed.

NEXT MEETING

Committee Meeting – 15 June 2022