

**ADELAIDE SHOWGROUND FARMERS 'MARKET
COMMITTEE MEETING – 5.00pm, Wednesday, 16 Nov 2022
Meeting held at the Heavy Horse Memorial Building**

Members present		
Lynne Dickson (LD)	Trish Simpson (TS)	Jordan Philp (JD)
Gay Wallace (GW)	Albert Conterno (AC)	Geoff Page (GP)
Louise Bailey (LB)		
Apologies		
Mem Ericson (ME)		
Also attended		
Carol McGrane (AFO)	Christine Robertson (EO)	

1. Welcome and Apologies

Deputy Chair, LD opened the meeting at 5.04 pm.

Apologies from ME.

2. New Conflict of Interest (COI)

ACTION: EO to add COI register to monthly documents and follow up with new members.

3. Minutes of Previous Meeting

Minutes of the Sept meeting were moved by GW and seconded by TS. Accepted.

ACTION: AFO to edit September minutes to include start and end date of LD's re-appointment.

4. Office Bearer elections

- Chair – LD nominated. All in favour. LD elected
- Deputy Chair – GP nominated. All in favour. GP elected.

- Treasurer – As LD taking on role of Chair it was agreed that a financial specialist, preferably accountant, should be sourced. LD will deputise in that role until replacement financial specialist appointed.
- Secretary – TS nominated. All in favour. TS elected.
- Public Officer - the EO, CR, appointed. All in favour

ACTION: EO to source accountant for financial specialist vacancy

5. Action Items

The EO confirmed that Roz Becker’s contract has been agreed and was being finalised.

(September 2022 – Agenda Item 9 Action Item refers)

6. Committee Calendar 2022

It was agreed that there would be no December meeting unless necessary. If required, it would be held via Zoom.

7. ASFM Business Report

A question was asked regarding the Membership infographic on the report’s initial dashboard. The EO clarified that the figures shown relate to the financial year and measure how membership is tracking in line with the budget. Membership Year figures are in the report in a different area.

She spoke to several activities to promote membership sales including a promotional Ham Bag, a win-a-bicycle competition and QR Code signage for stallholder’s stalls.

Report accepted.

8. Finance/Risk Report

Report accepted.

9. Sub Committee Meeting Reports

9.1. Sub-committee nominations and elections

9.1.1. HR Sub-committee

GW, LD, and GP were the members appointed.

9.1.2. Risk & Finance Sub-committee

LD, the treasurer, and LB were the members appointed

9.1.3. Sponsorship Sub-committee – See Business Report

9.1.4. Market Mix Sub-committee

TS, AC, the EO and GW were the appointed members.

10. Red Flags & Risk Register

Action: EO to include the Risk Register in next meeting's documents for board verification

Action: EO to add Risk Register to Calendar

11. AOB

- A discussion arose around the New Year's Eve Saturday morning market, the low take-up rate by stallholders and the required minimum number of stalls to go ahead with the market. It was mentioned that ensuring the major commodities were available was important.

Action EO to produce discussion paper re NYE market to put to the committee for an out-of-session decision and vote.

- Issues tabled for future discussion were:
 - The AGM and ways to encourage better attendance e.g. shift to a market day or create an event to get people there.
 - Strategic Planning.
 - Stallholder follow-up inspections to ensure authenticity of the market.

12. Close

6.04 pm meeting closed.

NEXT MEETING

Committee Meeting – 18 Jan 2022