

**ADELAIDE SHOWGROUND FARMERS ' MARKET  
 COMMITTEE MEETING – 4.30pm, Wednesday, 21 Sept 2022  
 Meeting held at the Heavy Horse Memorial Building and via Zoom**

<b>Members present</b>		
Lynne Dickson (LD)	Trish Simpson (TS)	Mem Ericson via Zoom (ME)
Gay Wallace (GW)		
<b>Apologies</b>		
Diana Williams (DW)	Albert Conterno (AC)	
<b>Also attended</b>		
Carol McGrane (AFO)	Christine Robertson (EO)	

**1. Welcome and Apologies**

Deputy Chair, LD opened the meeting at 4.33 pm.  
 Apologies from DW and AC. Late arrival of GW noted (arrived at 4.49pm).  
 It was noted that a quorum was present.

**2. New Conflict of Interest (COI)**

None declared.

**3. Minutes of Previous Meeting**

Minutes of the July meeting were moved by TS and seconded by LD. Accepted. (There was no meeting in August).

**4. Action Items**

CRM discussed at Agenda Item 6.1

Term Deposit – information was obtained from MH.  
 It was noted that MH had resigned from the committee and that her RAHS representative replacement would be assigned when new CEO settled in. It was also noted that Bob Heath had resigned from the committee.

ACTION: EO to follow up with MH's contact re Term Deposit.

## 5. Committee Calendar 2022

### 5.1 AGM Planning

It was noted that there was no requirement for an election in 2022. Three vacancies: two stallholder and one community position vacant. Two stallholders and one community person have nominated and will automatically be appointed.

**ACTION: EO to send requirements for Agenda and AGM/Presentation to LD.**

**ACTION: A request for questions on notice in advance of AGM to be added to notification of AGM going out to members.**

### 5.2 Financial Specialist Appointment

Treasurer and financial specialist position due to expire in October. GW nominated LD to the financial specialist appointment. LD accepted.

**It was resolved that LD be reappointed for a 2 year term from Oct 22 to Oct 24 as the financial specialist to the ASFM Committee.**

## 6. ASFM Business Report

A query was raised regarding Aug site income. EO clarified that site income shown is in respect of September. Income was down because there were less stallholders attending in September at Goodwood Orphanage Park due to the Royal Show.

### 6.1 CRM Update

**Action: EO to send a copy of the agreement with Sirius Technology to legal specialist, GW.**

**It was resolved that the cost of the CRM be moved to Capital Expenditure. Moved by TS and seconded by ME.**

Business Report Accepted.

## 7. Correspondence

None

## 8. Finance/Risk Report

A general discussion arose around site and catering income being down (expected during September Showtime). Capital spending on festoon lighting, bike racks, blinds also discussed.

**It was resolved to remove the existing signatures from the Macquarie Cash Account and add the Executive Officer Christine Robertson, and Treasurer Lynne Dickson. Two signatories required for cash management, single signatories for information. Moved by GW and seconded by LD.**

## 9. Sub Committee Meeting Reports

### 9.1 HR Committee

#### 9.1.1 EO Marketing Staff Proposal

A discussion arose re drafting a policy to outlining the role of HR committee and clarifying the EO's role in making appointments.

**Action: EO to forward Roz Becker's current contract to legal specialist, GW.**

**Action: Legal specialist, GW, to draft new contract for Roz Becker. This is to rescind existing contract and to contract for the remaining three months of 2022 and include a 12 month sabbatical and her resumption of work for a two year period with the ASFM in Jan 2024.**

#### 9.2 Risk and Finance Committee – No Meeting

It was suggested that risk and finance issues could be discussed at ASFM committee meetings.

#### 9.3 Market Mix Committee – No Meeting

Only 2 members remain on the Market Mix committee.

An update of the market mix policy was proposed to be discussed at the November meeting.

**ACTION: AFO to add review dates for policies to calendar.**

## 10. Red Flags & Risk Register

### 10.1 New Risks

None reported

## 11. AOB

None

## 12. Close

5.42 pm meeting closed.

## NEXT MEETING

AGM – 19 October 2022 6pm