

**ADELAIDE SHOWGROUND FARMERS ' MARKET
 COMMITTEE MEETING – 5.00pm, Wednesday, 15 Feb 2023
 Meeting held at the Heavy Horse Memorial Building**

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

1. Welcome and Apologies

The Chair opened the meeting at 5.02 pm.

Apologies from ME. GW arrived at 5.05pm

2. New Conflict of Interest (COI)

None raised

3. Minutes of Previous Meeting

Minutes of the January meeting were moved by GP and seconded by GW. Accepted.

4. Action Items

Action: EO to invite Alex Palin again to be facilitator for the Strategic Planning Day and to arrange a mutually agreeable date.

Action: AFO to send out policies due for review in advance of committee meeting documents.

Action: AFO to include policy reviews in March agenda.

5. **Committee Calendar 2022/3**

It was noted that policy review dates had been added.

6. **ASFM Business Report**

EO reported on current fruit fly status and issues with non-compliance with the responsible packaging policy.

Report accepted.

ACTION: Graph on January report to be corrected by EO

7. **Finance/Risk Report**

The EO spoke to:

- Status of outstanding capital purchases e.g. security cameras, umbrellas
- Investigation of signage, in particular toilet signage.
- Semi-permanent shade options
- CPI 7% budget implications re site licence fee and wages.

Report accepted.

8. **Customer Survey Questionnaire**

A discussion arose regarding the focus of the survey. It was suggested that this should include the important issues for customers and their perceptions of the market.

A question was asked re the feedback box and an option for digital feedback via the website.

A focus group comprising JP, AC, GW GP was established to tackle the survey focus.

The group to meet and to consider appropriate survey questions for presentation at the next committee meeting.

Action: Survey questions from the focus group to be presented to the committee at the March committee meeting

9. **Sub Committee Meeting Reports**

9.1. Sub-committee nominations and elections

9.1.1. HR Sub-committee

No meeting held.

9.1.2. Risk & Finance Sub-committee

Risk meeting to be held via Zoom 22 Feb 23.

9.1.3. Market Mix Sub-committee

No meeting held.

10. Red Flags & Risk Register

None raised

11. AOB

A discussion arose around adequate committee diligence regarding expenditure and if it appears within the Committee charter. It was confirmed that this appears within the charter. It was noted that the financial delegations policy is up for review. A review of how stallholders are communicated with was suggested.

12. Close

6.36 pm meeting closed.

NEXT MEETING

Committee Meeting – 15 March 2023