

**ADELAIDE SHOWGROUND FARMERS ' MARKET
 COMMITTEE MEETING – 5.00pm, Wednesday, 19 Jan 2023
 Meeting held at the Heavy Horse Memorial Building**

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

1. Welcome and Apologies

The Chair opened the meeting at 5.04 pm.

Apologies from LB and TS, AC noted as a late arrival.

2. New Conflict of Interest (COI)

JP raised her ongoing COI regarding some RAHS related matters.

3. Committee Charter – Roles and Responsibilities

5.10pm AC arrives.

Action: AFO to add committee charter to agenda

4. Minutes of Previous Meeting

Minutes of the November meeting were moved by GP and seconded by TS. Accepted.

5. Action Items

A discussion arose around the committee preparing a strategic plan, with former Chair, Alex Palin, potentially to facilitate.

ACTION: EO to draft a brief to shape Strategic Plan discussion

ACTION: EO to approach AP for dates he would be available to facilitate Strategic Planning Day.

It was generally agreed that answers to customer survey should help shape strategic plan.

ACTION: EO to distribute draft survey questions to committee

6. Committee Calendar 2022

ACTION: AFO to add review of policies dates to calendar

ACTION: AFO to update committee contact list

7. ASFM Business Report

Items discussed included:

- Christmas and NY Eve markets fall on Sunday in 2023. Suggestion that market start time and end time be earlier.
- Membership
- Ongoing staffing issues for stallholders re Covid.

Report accepted.

ACTION: AFO Add change to Christmas and NY Eve start and end time to Sept 2023 Agenda and calendar

ACTION: Membership figures on November report to be corrected by EO

8. Finance/Risk Report

The EO spoke to:

- Ahead in membership
- Loss of revenue as inside stallholders not attending 19 Feb outside only market.
- 8.9 % Licence fee CPI increase

The Chair reported that a candidate had been identified for the Finance Specialist role.

ACTION: AFO to add Risk matrix to the monthly meeting documents

ACTION: Chair to email out financial specialist candidate's CV to the committee

Report accepted.

9. Sub Committee Meeting Reports

9.1.Sub-committee nominations and elections

9.1.1. HR Sub-committee

No meeting held. Discussion arose around:-

- HR policies to be examined.
- Marketing Coordinator role candidates are still being interviewed.

9.1.2. Risk & Finance Sub-committee

Chair to call a meeting in February.

9.1.3. Market Mix Sub-committee

No meeting held. One to be scheduled in next couple of months to discuss current policy.

10. Red Flags & Risk Register

None raised

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

11. AOB

None

12. Close

6.07 pm meeting closed.

NEXT MEETING

Committee Meeting – 15 Feb 2023