

**ADELAIDE SHOWGROUND FARMERS 'MARKET  
COMMITTEE MEETING – 5.00pm, Wednesday, 17 May 2023  
Meeting held at the Heavy Horse Memorial Building**

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

**1. Welcome and Apologies**

The Deputy Chair, GP, opened the meeting at 5.02 pm.

Apologies from AC, LB and LD.

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

None raised

GW arrived 5.07pm

**3. Minutes of Previous Meeting**

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

**4. Action Items**

No comment

**5. Committee Calendar 2022/3**

No comment

**6. ASFM Business Report**

Agreed

## 7. Sunday 17 September – Venue Decision

The EO spoke to the suitability of the proposed off-site venue of Goodwood Primary School for two weeks during and one week post Royal Show. For WHS reasons, due to Show bump out and parking restrictions, the RAHS requested the additional Sunday offsite. The school offers a favourable community venue and facilities, Goodwood Rd street traders and the Goody Patch support the event and there is an opportunity for a long-standing relationship with the school.

Education of customers and stallholders, plus clear explanation as to the reasons for the move offsite for three weeks recommended.

All in favour of holding the market offsite at Goodwood Primary School on 3, 10 and 17 September 2023

## 8. Strategic Plan Update

### 8.1 Feedback on Session

A discussion arose around the draft strategic plan.

Points raised: -

- Communication of the strategic plan message to membership and consistency of that message across website and other collateral.
- Draft mission statement is considered weak, needs to be aspirational.
- Recommended that the current draft be compared to previous mission statements.
- Concern that the vision and mission statement did not mention a cornerstone of the market i.e. environment and sustainability.
- The 'ideal' market should be reviewed on an annual basis to keep the vision exciting.
- Emphasis on vibrant, exciting destination for stallholders, tourists, and locals

### 8.2 Review Vision and Mission

See 8.1

**Action: Management team to edit mission statement to reflect May meeting discussion.**

**Action: EO to request screenshots of sticky notes from the planning session from Grant Piggott to ensure all points covered**

**Action: Committee to redraft strategic plan key points and targets for next meeting**

## 9. Policies for Review (Carried over from April Meeting)

### 9.1 Complaints Policy

**Action: Policy to be modified for June meeting to include:**

- **Complaints re EO to be directed to the Chair**
- **Formal recording of complaints that have been dealt with to be included in the business report**

### 9.2 Health & Hygiene Policy

Proposed update to handwashing rules and a review date of April 2025 approved.

### 9.3 Weather Policy

Proposed update of role titles in the policy approved.

### 9.4 Sponsorship Policy

Proposed update of role titles in the policy approved.

### 9.5 Financial Delegations Policy

Proposed update of role titles in the policy approved.

Register of assets loaned out to staff/stallholders recommended.

### 9.6 Privacy Policy

No modifications. Review date of April 2025 agreed.

## 10 Finance/Risk Report

Report accepted.

## 11 Sub Committees

- |      |                                    |
|------|------------------------------------|
| 11.1 | HR Sub-committee - NIL             |
| 11.2 | Risk & Finance Sub-committee – Nil |
| 11.3 | Market Mix Sub-committee – NIL     |

## 12 Red Flags & Risk Register

None raised

## 13 AOB

None raised

## 14. Close

6.05 pm meeting closed.

## NEXT MEETING

Committee Meeting – 21 June 2023