

## **MRRPA Board Meeting 1. December 2015**

**Venue:** Cowaramup Club  
**Time:** 5.30pm  
**Present:** Andreas Frutiger, Samantha Hutchinson, Peter J, Kat Lombardo,  
Eric Brahim, Dave Carter  
**Apologies:** Denise Edgar, Kaye Hammersley  
**Minute Taker:** Samantha Hutchinson  
**Chair:** Andreas Frutiger

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Meeting 1/12/2015 open 17:35

**Katrina present**

**1. Minutes of the previous meeting - accepted without comment or change (AF, 2nd PJ)**

**2. Correspondence in/out -**

AF received email from Karin Karri-Davis (Cape Grace & MRRPA member) regarding forming a sub- committee tasked with marketing. It was discussed at AGM with Jodie Lane (Fair Harvest) and KL to also be involved. SH also to join and Chair. KL to follow up with other members.

**3. Communication, correspondence, consultation etc. of individual board members to the “outside” (some principles of democratic team play)**

Several emails between some of the board and a member/stall holder were the trigger for the agenda item. After a general discussion about transparency and that the board cannot be represented without consent and that all sub-committee actions and communications need board approval or consent no motion was put forward.

4. **Motion (PJ):** *Any new vendor applications received are to be approved by the Board members. Any current vendors that need to be removed from the market is to be approved by the Board members. Both approvals are to be implemented only after input has been received from Kat and discussed.*

- PJ addressed the board with concerns that there is confusion from potentially new stallholders with the current Rules & Guidelines (R&Gs) and there is a general consensus that new applications will not be approved. PJ has been approached by new stallholders seeking his advice.

- AF reiterated that only applications received in the correct format will be discussed at board meetings.

- KL only approves applications from primary producers and others to be approved by board members by email with those not approved to be discussed at the next available board meeting.

- AF and KL to join the R&Gs sub committee.

- After a general discussion about the need to tighten and make more clear the R&Gs and the consensus it is this board's intention to do so PJ declined to move the motion.

5. **Motion (AF):** *The management of the Farmers Market is within the authority of the Market Manager. ( Complaints against decisions of the Market Manager, submitted in written, are dealt with, and decided by the board. )*

- motion from AF to delete second sentence, 2nd DC

- discussion for the need of a complaints process and appeal mechanism, the sub committee of R&Gs are working on this (DC)

- motion moved AF, 2nd DC

## 6. Market Report (KL) - 3 reports included - financial, market and P&L

MRFM Managers report Dec 1st 2015

Financially- See P&L

- Stall fees are up substantially- compared to the conservative estimates of the budget.
- MRFM bags sales is also more than predicted- The Bags are out of stock – they were ordered two months ago and should arrive any day. Their cost have gone up and thus they will go from \$7 each to 8 or \$9.

- Advertising- I have organized an advert in the quarterly MRBTA magazine and also a quarterly advert in the Scoop magazine (A double page spread for less than 1/3 of the usual cost). These adverts for the financial year will come to \$2100. The whole year's advertising budget is \$4889.00 and thus with a couple of newspaper adverts for communicating changed times of the market etc) I am still below budget. Facebook has over 4000 followers' which continues to be great advertising exposure and a communication platform.

- General expenses are up slightly this is for things such as safety cones, spray paint, wooden pegs, string, occy straps for signs etc. The budget can cope at this stage as the stall fees are up. (in the next years budget, I will adjust this accordingly).

- The signs will also be an extra cost.

- Rent electricity etc is also a greater cost than expected. The annual meeting Terri & I had with Judith Reynolds, did say that cleaning cost etc would go up.

- This P&L is not entirely correct as it still features membership info and MRRPA costs. At this stage the MRFM is absorbing the xero \$45 month charge as well as other items.

## Market

- Applications you have all received for comment with my recommendations. I have received 3 extra applications today that you have not received. Not sure of the process in place at this stage for applications, I hope this is clarified asap so my ability to clearly communicate with applicants the process can be facilitated.
- Dust- Andreas bought up the fact that last market, dust was getting on Sonja's cheese tasting dishes and that maybe the path way could be watered on every market morning. I am very sorry but this is not possible for a couple of reasons. This would require too much water use and SWIT do not want us to use the town water for the grounds maintenance- it is too expensive- and I would argue wasteful/unsustainable. Further No-one else has complained about this as a problem I might suggest that anyone who is affected may like to bring a filled watering can and dampen their own stall area. This has been done previous by Agonis Ridge of their own accord at the MRCRC.
- An extra helper at the market- KH suggestion. – As the market manager, I do not think this helper is a necessary expense to the MRFM budget. When I have put call outs for help, they have NOT been weekly- just on the odd occasion throughout the year and have been for things such as parking and sign distribution. The sign distribution I have had takers and the parking is being managed by the breakfast bar and community work high-school students. When I took over the role 6 years ago, there were always many MRRPA volunteers with signs etc and as a NFP association I think it apt for there still to be volunteers assisting for the greater good of the market and all stallholders. I have various weekly volunteers happily helping me with the extra heavy equipment, Ken Rouw, Ian Edgar, Michael Pimm, Dave Carter and Freddy Reidy. As the market manager I would argue the money is better spent on supporting the market in other ways.

### MRRPA urgent Jobs that need to be followed up-

- In many meetings previous it was discussed that the AMRS's charge for farmers be challenged by the MRRPA on behalf of the farmers' as it seemed an unreasonable fee for no apparent service. Dave Carter was meant to address this....What has happened in regard to this?
- Audit, PAYG Tax, Workers Compensation Form, MRBTA invoice..... accounts email- who is checking- has there been a handover?.

## Profit & Loss

### Margaret River Regional Producers' Association For the 6 months ended 30 November 2015

	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %
<b>Income</b>								
Interest Income	7	-	7▲	0.0%	192	-	192▲	0.0%
Membership Fees	800	-	800▲	0.0%	7,493	-	7,493▲	0.0%
Merchandise Bags	5,094	4,375	719▲	16.4%▲	8,371	4,375	3,996▲	91.3%▲
Stall Fees	30,595	18,764	11,831▲	63.0%▲	75,262	18,764	56,498▲	301.1%▲
Stall fees Member - Quarterly	6,132	5,290	842▲	15.9%▲	12,831	5,290	7,541▲	142.6%▲
Vouchers	-	-	-	0.0%	100	-	100▲	0.0%
Website Charge Non-Members	-	-	-	0.0%	250	-	250▲	0.0%
<b>Total Income</b>	<b>42,627</b>	<b>28,429</b>	<b>14,198</b>	<b>49.9%</b>	<b>104,499</b>	<b>28,429</b>	<b>76,070</b>	<b>267.6%</b>
<b>Less Cost of Sales</b>								
Cost of selling Bags	-	440	(440)▼	-100.0%▼	-	440	(440)▼	-100.0%▼
<b>Total Cost of Sales</b>	<b>-</b>	<b>440</b>	<b>(440)</b>	<b>-100.0%</b>	<b>-</b>	<b>440</b>	<b>(440)</b>	<b>-100.0%</b>
<b>Gross Profit</b>	<b>42,627</b>	<b>27,989</b>	<b>14,638</b>	<b>52.0%</b>	<b>104,499</b>	<b>27,989</b>	<b>76,510</b>	<b>273.0%</b>
<b>Plus Other Income</b>								
Grant Income	2,000	2,000	-	0.0%	2,748	2,000	748▲	37.4%▲
<b>Total Other Income</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>	<b>0.0%</b>	<b>2,748</b>	<b>2,000</b>	<b>748</b>	<b>37.4%</b>
<b>Less Operating Expenses</b>								
Advertising	25	2,000	(1,975)▼	-98.8%▼	8,109	2,000	6,109▲	305.5%▲
AGM	178	-	178▲	0.0%	1,118	-	1,118▲	0.0%

## PJ left meeting, no longer a quorum

### 7. Review of stallholder applications/decisions

- Hann Jam (KH)
- others?

- KH not present and no quorum, item left for next meeting if a written complaint is put forward

## 8. Reports from sub-committees

- Covering structure (DC)
- Rules & Guidelines (KH)
- Communication (KH)
- Constitution (SH/AF)

- AF suggested to be left to next meeting.

## 9. MRRPA Membership applications

- *Discuss, and approve or reject (by vote) 3 pending applications*
- New membership must fit the criteria outlined by the Constitution (AF)
- KL to continue to approve primary produce applications and all other to be approved by the board via email. If not approved to be discussed at the next available board meeting.

• *Begin of membership, how to handle applications during the year (e.g. pro-rate fee)?*

- It was agreed a new member approved by the board can apply at any time of the year (up to 30th March) but must pay the full membership fee.

## 10. How to proceed in regards to Market Covering Structure?

- How to reply to the MREG questions
- agreed the board should reply to questions.

• Long-term agreement with SWIT?

- the current 2 year agreement is the only option until the formal lease agreement with the Education Department is re-worded (AF)

- suggested the structure be put aside

11. **Internet communication** (e.g. DropBox, Access of members to minutes)
- general discussion about drop box and if the MRRPA should pay a one off cost to implement a drop box through the MRRPA's webpage with 2 tiers of access, one for members and one for the board.
  - decided minutes of the board meetings will be uploaded after formal approval by the board at the subsequent meeting.

meeting closed 19:22