

Minutes of the Horticulture Forum Meeting

Tuesday 04 April 2017, 7:30 pm, Portadown Rugby Club

Chair: Keith Crawford

Present: Orla Campbell, Peter Donnelly, Barbara Erwin, Hamilton Loney, Adrian Magowan, Robin McKee, Paul Mooney, Patrick Taggart

1. Apologies

Barclay Bell, Patricia Erwin, Kieran Hughes, Roy Lyttle, John Shannon, Heather Stewart, Doug Thomson

2. Minutes of previous meeting

The minutes of the meeting held on 20 March 2017 were agreed.

3. Financial Position

Treasurer Elaine Shaw was unable to attend so an update on the financial position was not given. However approximately £4200 should be available once all invoices are paid.

The Forum's application to the NI Regional Food Programme was successful. Financial assistance has been approved for project expenditure up to 40% not exceeding £1,930 and a management fee of up to 10% of total project costs not exceeding £483.

4. Balmoral Show

a. Pre-event publicity

Patrick took a photo of those present.

Patrick to write a press article publicising the Forum's presence at Balmoral Show.

Patricia to help with getting press article taken up by media.

b. Insurance

Page 16 of the Trade Exhibitors' Manual says that exhibitors must take out adequate insurance, particularly public liability insurance.

Patrick to clarify liability situation with RUAS.

Peter to explore insurance arrangements of trades people he knows.

Hamilton to explore possibility of insurance through NFU.

Barbara to enquire about insurance options with her public liability insurer.

Patrick to complete the Balmoral Show risk assessment.

c. Banners

Patrick shared his very rough draft of banners. It was agreed: that banner messages should be kept simple (text was agreed); to explore the possibility of asking the designer to come up with simple representations of each sector (to give the entire exhibit unified branding and solve the problem of variable photo quality); and that banners should be double-sided with the same design on either side.

All members to send high quality, portrait oriented photos to Patrick by 12 April (in case the idea of asking the designer to come up with representational images is unsuccessful).

Patrick to seek photos from Gilfresh.

Peter to email NISFGA logo to Patrick by 12 April.

Members to email Patrick any organisational logo they want included on their banner by 12 April.

Patrick to check dimensions of marquee with RUAS and decide height of banners.

Patrick to get two quotations and draft designs and circulate these to members.

d. Marquee layout

It was agreed that this will be decided during build up.

Members to bring organisational pull-up banners for display.

Keith to enquire about bench seating.

e. Sectoral exhibits

Members will be responsible for arranging their own sectors' exhibits. Hamilton confirmed availability of tables (~6 foot in diameter).

Members to arrange their own sectors' exhibits.

Hamilton to arrange table coverings.

f. Activities

Sheila Lyttle has kindly offered to run some kind of educational activity for school children at the Show.

Allan Hamilton (07980859028, 02825654114, allan@brillianttrails.com) is responsible for the schools trail at Balmoral.

School groups and other children's groups are expected to attend Balmoral throughout the 4 days. Only the primary school and special needs groups, however, will have guided tours (in groups of 20-25) and these will take place on Wednesday, Thursday and Friday mornings. Sheila is not expected to be able to provide children's activities every morning.

Allan will need to know when there will be children's activities on offer in the horticulture marquee, so that he can steer groups to, or away from, the marquee as appropriate.

He doesn't really need to know what the activity on offer will be but advises that activities are simple and that seating is provided, if needed. The activity should last no more than about 10 minutes as groups will be moved on to other stops.

Roy to let Patrick know: what activities Sheila will provide; when; and what facilities she will need.

Patrick to find out if Elaine Shaw is also able to provide activities for children.

g. Leaflets

It was agreed to get 1000 leaflets printed. There will be a daily allocation of leaflets during the Show.

Patrick to get second quotation for printing and arrange printing.

h. Apple juice reception

Hamilton advised that the best time for the reception would be either Wednesday or Thursday afternoons, due to the availability of a photographer and Barclay. It was agreed to schedule the reception for 4pm on Thursday. The guest list was agreed. Keith agreed to give a short speech.

Elaine Shaw and Shane to provide names and contact details of representatives of the following so that they can be invited: Lidl; Sainsburys; Musgrave; Asda; M&S; Spar; and Hendersons.

Patrick to issue invitations by email.

i. Rota (including build up and break down)

This will be agreed at a later date. Hamilton gave an assurance that he would arrange early delivery of the tables.

j. Administration arrangements

For a successful Show and compliance with NI Regional Food Programme (NIRFP) rules certain administration arrangements will need to be followed.

Members to obtain two quotations for all NIRFP-eligible expenses.

Members to keep all records (quotations, invoices receipts etc).

Members to estimate the numbers of visitors passing through the marquee and sales arising because of participation in the Show.

Patrick to obtain clarification from RUAS on the following matters: the numbers of build up and break down passes, restocking passes, car parking passes and tickets available to the Forum; opportunities transferring 4 day tickets between Forum members; and available parking areas and vehicular access to show grounds (particularly during build up and break down).

Members to ensure that all invoices go to Elaine Shaw.

5. AOB

Jilly Dougan's "Sow, Grow, Munch" is to become part of the CCEA school curriculum. The occasion is to be marked with a launch on the Wednesday morning at Balmoral Show. Carolyn Boyd (Tourism NI) will be involved and she asked whether the Forum might be able to provide facilities for the event (although she is also considering using the Mighty Spud exhibit instead). Members agreed to offer the Forum's facilities for the event.

6. Date of next meeting

7.30pm, **Tuesday 25 April** 2017 at Portadown Rugby Club.