

A meeting of the Fair Trade Steering Committee was held on Monday 9th February 2015, at 3.30pm to 4.30pm, 625-631 Swanston Street, Level 1, Meeting Room.

Minutes

1. Attendance and Apologies

1.1 Attendance

Danielle Rostan-Herbert, Ben Neville, Adrian Ford, Hanna McCreath, Matt Stewart and Daniel Sullivan.

1.2 Apologies

Phillip Batterham, Kate McDonald and Christopher Clarke

2. Welcome

D. Rostan-Herbert

D. Rostan-Herbert welcomed members to the meeting, and facilitated an introduction.

3. Fair Trade feedback from FTANZ

H. McCreath

FTAZ supplied a template to compose the 2014 annual report which was difficult to use. As a result, we supplied some information and included some items in the report which FTANZ did not recognise, including Rainforest Alliance, direct trade and UTZ.

Key recommendations from the report are as follows:

- Ensure we have correct use of fairtrade, Fair Trade and fair trade
- Correcting data so that it does not include Di Bella coffee
- Broaden scope of our efforts to include material, chocolate and sport equipment in our goals
- Encouraged to break down which University kitchenettes and other areas are using Fair Trade products and which are not
- Greater collaboration with Lyreco regarding purchasing options

Adrian noted that the difference between fair trade and Fair Trade very confusing and recommended that we make a split between Fair Trade and fairly traded – this would provide clarity and ensure that the correct message is being conveyed. The belief is that the difference is between labelling section and certification section.

Action Points

- Capture future data in terms of Fair Trade and fairly traded
- Review document Kitty sent regarding requirements as a Fair Trade Community member
- Remove Di Bella from the Fair Trade figures
- Danielle to touch base with the new Procurement section within the University

4. Set Targets and Objectives for 2015

D. Rostan-Herbert

In order to set objectives for 2015, we need to determine what our baseline metric is (decision to use 2012) as well as determine the objectives set by FTANZ that we are required to follow.

Adrian suggested that we divide our objectives into two sections; community education and retail purchasing.

Action Points

- Determine statistics from baseline year (2012)
- Ensure two sets of data; one capturing Fair Trade purchasing and one which captures fairly traded purchasing
- From 2012 data, build percentages that will ensure we meet long term objectives set by FTANZ
- Find the amount of purchasing not occurring through Lyreco

5. Other Business

D. Rostan-Herbert

Discussion of Lyreco and the Procurement as key stakeholders to contact. Need to liaise with the Procurement in order to encourage Fair Trade options to become the default on Lyreco. There may be some difficulty in staff purchases making the change as they often refer back to the previous month's purchase. Efforts need to be taken in order to ensure that the Fair Trade options available are of high quality, so that we are not giving Fair Trade a bad name.

Action Points

How to support fairly educated options: In order to determine which we want to support:

- Identify labellers
- Identify what label stands for
- Discuss pros and cons of that
- Will then find a preferred group and a non-preferred group

Action Point

Ben to suggest to Margaret that the above questions form a Business Practicum for mid-year
Hanna to contact Ben for copy of poster, and speak to Micro Finance Initiative

6. Meeting Dates for 2015

Date	Time
Monday 9 February	3.30pm – 4.30pm
Monday 13 April	3.30pm – 4.30pm
Monday 3 August	3.30pm – 4.30pm
Monday 9 November	3.30pm – 4.30pm

Note: Additional meetings may need to be scheduled in case of event preparations.



Current Membership

Professor Phil Batterham (Chair)	Professor, Bio21
Danielle Rostan-Herbert	University Services - Infrastructure Services
Hanna McCreath	University Services - Infrastructure Services
Kate McDonald	Social and Political Sciences
Ben Neville	Business and Economics
Daniel Sullivan	Student Union – Student Union Environment Representative
Adrian Ford	Student
Christopher Clarke	Student
Emma Crane	Student

