

A meeting of the Fair Trade Steering Committee was held on Monday 13th April 2015, at 3.30pm to 4.30pm, 215 Grattan Street, Boardroom.

Minutes

1. Attendance and Apologies

1.1 Attendance

Danielle Rostan-Herbert, Phillip Batterham, Kate McDonald, Ben Neville, Adrian Ford, Monique Edwards, Daniel Sullivan, Christopher Clarke, Greg Pozza and Megan Kelly (student volunteers)

1.2 Apologies

Emma Crane

2. Welcome

P. Batterham

Phil Batterham welcomed members to the meeting, and facilitated an introduction.

3. Fair Trade Webinar

B. Neville

The webinar was postponed to a later date.

4. Fair Trade Fortnight Preparations

D. Rostan-Herbert/ B. Neville

Committee discussed arrangements for the upcoming Fair Trade Market. Ben organised a group of six student volunteers (3 undergraduate, 3 postgraduate). The group has met once and looked into the Google doc with vendors from last year to contact. Wednesday May 13th (10am – 4pm) is the proposed date for the Market, at North Court. This date will be confirmed by Daniel.

There was a further discussion on use of 'Fair Trade' and 'fairly traded' meanings. Adrian proposed narrowing the field to coffee and tea.

Phil suggested a possible marketing strategy competition to engage with students. Meg noted that it would be useful to provide information to students on ways to get involved beyond the Market, such as joining a club or environment group.

Action Points

Action	Responsibility	Status
Confirm May 13 date by Wednesday, 14 April	Daniel	Confirmed
Send brief to follow up with Student Union Marketing team to produce posters for event using last year's template	Daniel	
Contact student president and various student groups	Daniel	Confirmed
Danielle contact details of student volunteers	Ben	Completed

Check if University's 2014 Annual Report is available online	Danielle	
Orchestrate a meeting next week to plan event logistics with student volunteers and other coordinators	Danielle	
Speak to head of Procurement regarding Lyreco and fair trade products	Phil, Ben, Danielle	
Meet with Margaret from MBP about a student project on Fair Trade	Danielle	Confirmed
Discuss with Matt Stewart about incorporating fair trade into his projects (#C15 Hack)	Danielle and Monique	Confirmed
Send personal invite for the Fair Trade Market to people from the University such as Adrian Collette.	Danielle	

5. Other Business

N/A

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
Monique Edwards	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