A meeting of the Fair Trade Steering Committee was held on Thursday 14th September 2017, from 1:00pm-2:00pm, Old Physics, Jim Potter Room.

**Minutes**

**Attendance:** Ben Neville, Sue Hopkins, Sam Williams, Jo Watts, Jeff Zhao, Chester Foley, David Goldfeld, Danielle Rostan-Herbert, Emily De Rango, Auriel Yeap, Kate MacDonald, Kira Whittaker

**Fairtrade Market Debrief**

Survey results from those involved in organising the FT Market are attached in a separate document. Meeting attendees discussed the following items:

**Timing:**
- Summer weather would improve turnout
- Mid to end of semester (either 1 or 2) would improve organisation as students are not away on holidays
- Not necessary to organise market event to fit within FTANZ Fairtrade Fortnight in August

**Venue:**
- North Court is good as there are plenty of students but also a covered location
- Problem with indoor location (e.g. Wilson Hall) would be lack of students passing by
- Students lining up for a free coffee are a captive audience! We would have opportunities to talk to them more about fair trade and perhaps do some surveys/quizzes – could have explicit role for students on the day to talk to people lining up

**Organisation:**
- Generally the three teams (partnerships, promotions, logistics) worked well, but it is important to have one person leading the event who is the go-to contact
- Need more ongoing horizontal communication between the three different teams to coordinate efforts
- It would be good to create a job description for each of the teams that are ready for 2018
- Potential to recruit students to the FTSC for 2018 with specific roles (e.g. Events Coordinator; Liaison to FTANZ Network, etc.)

**Vendors:**
- Kira found it a challenge to get vendors on board – a number did not reply or did not have staffing capacity to attend the event
- Need better communication with vendors – could create a press kit to send out to each vendor with all the information they need (logistics – water, power, tables, etc.; as well as benefits of participating, etc.)
- Could give ‘Certificate of Appreciation’ to each vendor to thank them for involvement

**SIA:**
- SIA clubs currently holding AGMs and doing leadership handover
- Current SIA reps will introduce Ben to new SIA reps for 2018
- Oaktree had very positive interactions with students at their stall
Preparing well for 2018:

- Need to create templates of students roles, promotional material (posters, etc.) and a press kit ready to send out to vendors/partners for 2018
- Thomas Feng willing to help put together templates – Chester to send through notes and info to Sue and Thomas

Chancellery Executive Report
Danielle Rostan-Herbert has spoken to Clare Walker about seeking Chancellery approval for changes to Procurement system based on the University’s Fairtrade Accreditation obtained in 2012.

The FTSC needs to submit a half page report on the requirements of our FT accreditation and how we want this to be implemented, which Allan Tait (CFO) will table at the next Chancellery Executive, alongside other sustainable procurement initiatives.

Other Discussion
Jo Watts, previous Chair of the FTSC at La Trobe University, had a number of helpful suggestions from her experience to share with the group:

- Have staff specific engagement events, particularly around communication of changes to procurement with relevant stakeholders (e.g. Valentine’s Day/Mother’s Day chocolate tasting event)
- La Trobe employed students to run events like this – possibility of employing interns into Sustainability Team at UoM in similar capacity
- Piggy-back off events that are already happening and include FT within them (e.g. RU OK day, etc.)

Dr Kate MacDonald shared insight into academic developments around “living wages” within ethically traded products, and the need to diversify to other products including paper, eggs, etc.

Actions

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<tr>
<th>Action</th>
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<tbody>
<tr>
<td>Help Sustainability Team to put together some templates for future FT Market events</td>
<td>Thomas Feng</td>
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<td>Pass on notes and template material to Thomas Feng and Sue Hopkins</td>
<td>Chester Foley</td>
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<td>Draft half page submission for Chancellery Executive</td>
<td>Ben Neville</td>
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<td>Pass on details of procurement team member responsible for sustainability to Ben Neville and Sue Hopkins</td>
<td>Danielle Rostan-Herbert</td>
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<td>Contact Nicole Lamond, Universal Village and include Chester as liason to this network</td>
<td>Sue Hopkins</td>
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<td>Send out Fairtrade Market Survey results to FTSC</td>
<td>Sam Williams</td>
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<td>Introduce Ben to incoming SIA representatives</td>
<td>Jeff Zhao</td>
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Proposed meeting dates for 2017

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<th>Date</th>
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<tr>
<td>Tuesday 28 March</td>
<td>9:30am – 10:30am</td>
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<td>Tuesday 16 May</td>
<td>9:30am – 10:30am</td>
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<td>Tuesday 1 August</td>
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<td>Thursday 14 September</td>
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<td>Tuesday 7 November</td>
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