A meeting of the Fair Trade Steering Committee was held on Wednesday 15 November, from 14:00 – 15:00, Elisabeth Murdoch G04.

Minutes

Attendance: Ben Neville (chair), Sue Hopkins, Kate MacDonald, Thomas Feng

Apologies: Sam Williams, Jo Watts, Danielle Rostan-Herbert, Emily De Rango, Auriel Yeap, Chester Foley, Phil Batterham, Lori Vullings, Natalie Amiel, Lauren & Erin (MULSS)

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>Welcome and apologies</td>
<td>As above</td>
</tr>
<tr>
<td>2.</td>
<td>Recruitment for the 2018 Committee</td>
<td>ACTION: SH to contact Jeff and David (current SIA president) and confirm the process for transition.</td>
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</table>

The recruitment of a representative from SIA is extremely important for the committee, how will this transition occur for next year?

To recruit for 2018 the following channels were identified:

1. Green Impact student group
2. Current academic/committee channels
   - Ben Neville – Business students channels
   - Kate McDonald – politics dept
   - Thomas Feng – arts
   - Sue Hopkins – Sustainable campus
3. Student portal notices
4. SIA – Clubs notice
5. UMSU Channels
6. GSA channels
7. OEP Channels
8. Recruitment at O week via SIA

It was agreed that in order to recruit and maintain student enthusiasm and skills we need to adopt the following approach:

1. Cap student numbers at 12. These will be active members.
2. Have a selection process if needed (CV and letter of intent)
3. Assign roles/tasks/groups for the students at the first meeting of the year. The aim is for students to take responsibility for their allocated role from the start.

There will be a maximum of 12 active students on the committee. These will be subdivided into 3 groups of 4 with a team leader. The groups are: Logistics, Partnerships and...
Promotions. The aim will be to run the annual Fairtrade market as well as additional events throughout the year (e.g. quiz, tea/coffee/wine/chocolate tasting, film nights). Also the groups will support the secretariat to drive the communications plan for the executive paper if its endorsed in a university roll out campaign.

When?
- Advertise for students at the beginning of first semester (End of February/2nd week of semester)
- First meeting – end of March

It was also agreed that the wider committee would have the following permeant representative(s):
At least 1 rep to cover: Chancellery, University Services and Academic Services
To also include:
- Chairman (Ben Neville)
- Secretariat (Sustainability team)
- UMSU
- GSA
- Procurement
- SIA
- Open positions

### Planning/activities for 2018

As discussed above, the Fairtrade market will continue, however it will hopefully be alongside a suite of other planned events and engagement activities. These will be student led.

### Proposed dates for 2018

The quarterly dates have worked well in 2017, however the following changes have been proposed:

The last meeting of the year (November) it should be expected that students are unavailable, so the hand over/transition details for SIA should be confirmed at the ‘Fairtrade market evaluation meeting’ in August/September 2018.

An additional ‘Fairtrade market evaluation meeting’ will be planned in advance and will be used to evaluate all events run in 2018 and it will hopefully have high student involvement.

### Fairtrade Executive Paper

The University executive paper for endorsement of only Fairtrade tea & coffee to be on the university supplier list is currently in draft format. Clare Walker (Chancellery) and Allan Tait (CFO) have given recommendations for the paper. SH is currently seeking an update on the procurement data to accompany the paper. Once available, the completed paper will

| ACTION: BN, SH and others to meet in the new year to discuss requirements for student recruitment. |
| ACTION: SH to contact existing students to determine who will be available to sit on committee in 2018 |
| ACTION: Thomas to confirm new UMSU reps. |

**ACTION:** SH to set the 2018 dates in the new year

**ACTION:** SH to follow up with procurement and finalize draft paper

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T: +61 3 8344 6000   F: +61 3 8344 7759   E: sustainable-campus@unimelb.edu.au
be presented to the University executive. The paper is currently in draft format.

### 6 Any Other Business

1. To connect with Networks. To set up a liaison with the Fairtrade Victorian network. They can potentially provide support to the university.
2. To contact the LICA program and see if student volunteer hours for the Fairtrade committee and market can be claimed under the program.
3. What are the next steps after tea and coffee?

In 2018 potentially focus on other elements:
- Contact cafes on campus to discuss Fairtrade options
- Move beyond Fairtrade tea and coffee to other items.

Priority for 2018 for procurement:
- Short lead time – chocolate
- Longer lead time - clothing

**ACTION:** SH to contact LICA program

**ACTION:** KM look at US (priority) and UK universities re: Fairtrade clothing.

**ACTION:** SH to contact RMIT and how they deal with other Fairtrade items i.e. clothing.

**ACTION:** SH - Recycled paper, confirm with the Sustainable Campus team how we do a comms plan to ensure all departments are using recycled paper.

### Summary of Actions:

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td>Contact Jeff and David (current SIA president) and confirm the process for transition of new reps.</td>
<td>SH</td>
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<tr>
<td>Meet with new SIA representatives once identified</td>
<td>BN, SH</td>
</tr>
<tr>
<td>Meet in the new year to discuss requirements for student recruitment.</td>
<td>ALL</td>
</tr>
<tr>
<td>Contact existing students to determine who will be available to sit on committee in 2018</td>
<td>SH</td>
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<tr>
<td>Confirm new UMSU reps.</td>
<td>TF</td>
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<tr>
<td>Set the 2018 dates in the new year</td>
<td>SH</td>
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<tr>
<td>Follow up with procurement and finalize draft paper</td>
<td>SH</td>
</tr>
<tr>
<td>Contact LICA program re: volunteer hours</td>
<td>SH</td>
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<tr>
<td>Look at US (priority) and UK universities re: Fairtrade clothing.</td>
<td>KM</td>
</tr>
<tr>
<td>Contact RMIT and how they deal with other Fairtrade items i.e. clothing.</td>
<td>SH</td>
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<tr>
<td>Confirm with the Sustainable Campus team how we do a comms plan to ensure all departments are using recycled paper.</td>
<td>SH</td>
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**NOTE:** All actions will be completed and reviewed at our first Fairtrade Steering Group meeting in 2018 (dates TBC).
Completed Meeting for 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Tuesday 28 March</td>
<td>9:30am – 10:30am</td>
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<tr>
<td>Tuesday 16 May</td>
<td>9:30am – 10:30am</td>
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<td>Tuesday 1 August</td>
<td>9:30am – 10:30am</td>
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<tr>
<td>Thursday 14 September</td>
<td>1:00pm – 2:00pm</td>
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<tr>
<td>Wednesday 15 November</td>
<td>2:00pm – 3:00 pm</td>
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Note: Additional meetings may need to be scheduled in case of event preparations.