A meeting of the Fair Trade Steering Committee was held on Monday 15th February 2016, at 3.30pm to 4.30pm, 215 Grattan Street, Boardroom.

Minutes

1. Attendance and Apologies
   1.1 Attendance
       Danielle Rostan-Herbert, Phillip Batterham, Ben Neville, Thomas Feng and Matt Stewart.
   1.2 Apologies
       Emma Crane, Kate McDonald, Adrian Ford, Monique Edwards, Daniel Sullivan, Greg Pozza and Christopher Clarke.

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

3. Committee members for 2016
   P. Batterham
   Members for 2016 – Current list at the end of this document
   a) Need to recruit
      i) More postgrad representation – they have extra skills and more department connections
      ii) Danielle to invite Jill Brunell from GSA to join the Fair Trade Steering Committee

4. Review Terms of Reference
   D. Rostan-Herbert
   a) Steering policy and big picture implementation for Fairtrade
   b) Organise Fairtrade Fortnight
   c) Send students as delegates to conferences such as Fairly Educated
   d) NEW: FT Steering Committee to report findings to the Sustainability Executive (D. Rostan-Herbert sit on the Sustainability Executive)

5. Results for 2015
   D. Rostan-Herbert
   Results from 2015
   Coffee & tea: 11% Fairtrade, 26% RA/UTZ, 63% None
   i) 50% target of FT tea and coffee not being met
   Prioritise steps moving forward
   Influence purchasing decisions of the university; transforming the university to becoming the ethical leader it should be
   ii) Set up a meeting with Paul Holland from Procurement
       • Frame the issue from a reputational risk perspective
   iii) Use the momentum of the Charter & Plan
       • Push hard for 50% FT Tea & Coffee
       (a) Sending letters to business managers: “We need you to step up”
   Stationery contract
   iv) Less of a premium
   v) Transparency of criteria from Lyreco/other companies involved in negotiations
Clothing
vi) RMIT & Latrobe’s hoodies are produced by Etiko
   • Same price as University of Melbourne’s hoodies
   • How can this be changed from our end?

Student Involvement
vii) Ben is running a subject where students’ major assignment will be collecting data and
     writing a report centred around the Sustainability Plan consultation process
viii) More active student group to facilitate a lot of the on-ground work
     • Use student clubs to come together under the UN Aspire layer of the UN Academic
       Impact Umbrella
     • Similar to MPH collective

Chair of the Fair Trade Steering Committee
ix) “I propose Ben Neville to be chair of the Fairtrade Steering Committee.” Motioned by
    P.Batterham, seconded D. Rostan-Herbert
    • Ben accepts proposal – vote CWD

6. Action Points

   6.1 Danielle to recruit Jill Brunell from GSA
   6.2 Ben, Phil & Danielle to set up meeting with Paul Holland from Procurement
   6.3 Thomas to facilitate meeting with Oaktree, Oxfam, vGen + other groups on campus

7. Other Business

   None

8. Proposed meeting dates for 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Monday 15 February</td>
<td>3.30pm – 4.30pm</td>
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<tr>
<td>Monday 11 April</td>
<td>3.30pm – 4.30pm</td>
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<tr>
<td>Monday 8 August</td>
<td>3.30pm – 4.30pm</td>
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<tr>
<td>Monday 7 November</td>
<td>3.30pm – 4.30pm</td>
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Note: Additional meetings may need to be scheduled in case of event preparations.

Current Membership

<table>
<thead>
<tr>
<th>Dr Ben Neville (Chair)</th>
<th>Business and Economics</th>
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<tbody>
<tr>
<td>Professor Phil Batterham</td>
<td>University Services - Infrastructure Services</td>
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<tr>
<td>Danielle Rostan-Herbert</td>
<td>University Services - Infrastructure Services</td>
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<tr>
<td>Monique Edwards</td>
<td>University Services - Infrastructure Services</td>
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<tr>
<td>Matt Stewart</td>
<td>Social and Political Sciences</td>
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<tr>
<td>Kate McDonald</td>
<td>Student Union – Student Union Environment Representative</td>
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<tr>
<td>Daniel Sullivan</td>
<td>Student</td>
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<tr>
<td>Adrian Ford</td>
<td>Student</td>
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<tr>
<td>Christopher Clarke</td>
<td>Student</td>
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<tr>
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