

# Fairtrade Steering Group (FSG) – Minutes

## Task Group of the Sustainability & Environmental Advisory Group

**Twenty Seventh Meeting: Tuesday 25<sup>th</sup> January – 2-3pm - Torridon Room, Charles Stewart House**

### Members:

Kenneth Amaeshi	Senior Lecturer in Strategy and International Business	KA
Karen Bowman (Convener)	Director of Procurement	KB
Evelyn Bain	Procurement Manager	EB
John Blair-Fish	IT Unix Systems, Information Services	JBF
Anna Borthwick	Press and PR Officer, Communications and Marketing	AB
Rachel Clough (Secretary)	Estates and Buildings	RC(S)
Philippa Faulkner	Ethics and Environment officer (EUSA)	PF
Sam Hansford	EUSA Vice President – Services	SH
Stephannie Hay	Development and Alumni	StH
Angela Lewthwaite	Estates and Buildings Office	AL
Veronica Lopes Da Silva	EUSA – Student Rep	VL
Ian Macaulay	Asst. Director of Accommodation Services, Catering	IM
Liz Rawlings	EUSA President	LR
Emma Saunders	People & Planet	ES
David Somervell	Sustainability Advisor	DS

[www.fairtrade.org.uk](http://www.fairtrade.org.uk); [http://www.fairtrade.org.uk/resources/downloadable\\_resources.aspx](http://www.fairtrade.org.uk/resources/downloadable_resources.aspx); <http://www.seagfsg.estates.ed.ac.uk>

<b>Corresponding:</b>	VP Professor Mary Bownes, Professor Pete Higgins; Mr Nigel Paul; Prof Jan Webb; Prof Tim Hayward; Dr Graham Russell; Stewart Russell; Neil Thin; Prof Michael Northcott; Daniel Abrahams; Rev Dr Harriet Harris
<b>Welcome:</b>	Rev Dr Harriet Harris
<b>Apologies:</b>	Kenneth Amaeshi, Anna Borthwick, Philippa Faulkner, Sam Hansford, Stephannie Hay, Veronica Lopes Da Silva, Ian Macaulay, Liz Rawlings

<b>1</b>	<p><b>Previous minute of meeting held on Tues 9<sup>th</sup> Nov 2010</b> was agreed as an accurate record.</p> <p>Welcome to Dr Harriet Harris – University Chaplain – welcome and introduction to the group members.</p>	
<b>2</b>	<p><b>Fairtrade Fortnight 2011 – Events Plan/Schedule/Events</b></p> <p><u>What is happening in the Fairtrade Fortnight?</u></p> <p>Looking for suggestion of events that are already planned and who is doing what during the FT Fortnight.</p> <ul style="list-style-type: none"> <li>• The City – Fairtrade – Lord Provost Award with the theme show off your label. The City have launched the show your label T-Shirt Competition. Confirmed – Café Camino Brunch – 10<sup>th</sup> March</li> <li>• QMU Fairtrade Conference – 9<sup>th</sup> March – hoping for publicity from QMU/SFTF to include in our own publicity for the fortnight. Would the students be interested in the university putting on a bus to transport students out to QMU? A bus may not be the best – the encourage students would be useful to buy city singles or day tickets and point them in the direction of Bus no 30 which will take them straight through to QMU. Could maybe use this as a PR exercise and get all students from Edinburgh UoE to arrive at the same time. Emma to approach transport office to get promotion started. We do have a small amount of money left from the last conference to fund the student’s bus tickets there and back. Group agreed that this is a good way to spend the money.</li> <li>• Chocolate Society would like to hold an event in conjunction with a debate on FT – event to be held on the 7<sup>th</sup> – 7-9 in the Chaplaincy (to be confirmed) EUSA president is going to contact the debating society along with P&amp;P to get involved in the event. Ben/Emma to load information on the web. Emma to get in contact with Co-op and Devine regarding sourcing chocolate – EB to send contact</li> <li>• Chaplaincy event – welcome to all. The intension is to have an event which will slot in a producer. Ben to liaise with Martin Rhodes at SFTF to confirm producer – talks of an olive oil producer, women’s coffee cooperative and a nut producer. Can also drop in from 9-5 Monday to Friday for FT Tea/Coffee – just leave a donation.</li> <li>• Daniel Abrahams – Is organizing a FT Football match – provisionally on Saturday 5<sup>th</sup> March – Meadows.</li> <li>• Accommodation Services – ‘Keep Cup’ Increased discount on Fairtrade products during the FT14. EB to ask Ian whether he has negotiated the FT logo for the cups.</li> </ul>	<p>BM/ES EB</p> <p>DA</p> <p>EB/IM</p>

	<ul style="list-style-type: none"> <li>• EUSA promoting their own version cup.</li> <li>• ‘Take your teacher to coffee’ – should stay quite low key – to be communicated through P&amp;P/EUSA.</li> <li>• Flash Mob – inspired by show your label – still a maybe</li> <li>• Balloon Club no longer the list of events.</li> <li>• Alumni – wine tasting - not this year</li> <li>• EUSA discount in shops on FT clothing</li> <li>• Make you own bunting – set up a stand at Chaplaincy to decorate own triangle. Order from FT Foundation. Bunting workshop in chaplaincy over FT14. Photo opportunity KB to approach CAM for a photographer</li> <li>• Chaplaincy services will have a Fairtrade theme over FT14</li> <li>• Amnesty/Knitting Society might like to get involved with the bunting.</li> </ul> <p>Ben happy to chase and firm up dates by end of the week and before our next meeting – To ask EUSA for the services of their graphic designers then to send, if there is time, to printers to be printed</p> <p>Posters to go out 2 weeks before FT14. To be distributed by PDF via email</p> <p>Place events on web</p> <p>Nothing Happening in KB – ensure that any publicity is sent out to KB and distributed. Place a poster in KB union.</p> <p>Printing Services happy to sponsor the printing of the poster/programme for events.</p> <p>New pop-up is needed – group agree that money can be spent from the budget on a replacement</p> <p>FSG can pay for some materials for FT events. Group to order free FT Items</p> <p>Oxfam Group talking about doing something in FT Fortnight</p> <p><b>8<sup>th</sup> March</b> – Women’s Day – Erene Khan, New College, Assembly Rooms</p>	<p>ES/DA</p> <p>ALL</p> <p>HH confirm time/dates</p> <p>BM</p> <p>EB</p> <p>KB</p> <p>RC/EB re costs</p> <p>BM</p> <p>ALL</p>
<b>3</b>	<p><b>Fairtrade Website</b></p> <p>Is in the process of being constructed and will be ready for the FT14</p> <p>KB to chase Bryan Martin re: getting the FT14 communication on the main Uni website</p>	KB
<b>4</b>	<p><b>PPP2011 Student Group Exercise on Fairtrade</b></p> <p>Have started PPP project – the group may be contacted by students, presentation 15 Mar</p>	ALL
<b>5</b>	<p><b>Global Academies</b></p> <p>Meetings scheduled with SEAG re: engagement</p>	KB KA
<b>6</b>	<p><b>Report from Group</b></p> <p>P&amp;P have had a school visit since the last meeting – They visited Leith School- they have been involved in a FT T-shirt competition and have asked P&amp;P to get involved to help the students. The visit was very successful and P&amp;P have managed to engage the students with fun and games.</p> <p>The students at the school are need sponsorship for their FT Play – ‘Hamish goes to Kenya’.</p> <p>Evelyn to pass on the details to Emma regarding a stall at the schools event (9<sup>th</sup> Mar 4pm Stenhouse PSchool) during the FT14.</p>	EB

**Note:**

The Fairtrade Foundation has guided the Group on the use of its brand name i.e. any commodities or services not accredited with the Fairtrade Foundation should be termed ‘fair trade’ (two separate words with no capital “F”)