

The University of Edinburgh

Fair Trade Steering Group (FTSG) FT14 Mop Up Event - Agenda

38th Meeting: 15:00 - 17:00 Thursday 21st March 2013, Cuillin Room, Charles Stewart House

Members:

Karen Bowman	Director of Procurement (Convener)	KB
Dr Kenneth Amaeshi	Snr Lecturer, Corporate Responsibility & Governance Network	KA
Evelyn Bain	Procurement Manager	EB
Liz Cooper	Fair Trade Co-ordinator	LC
Eleanor Cowie	Press and PR Officer, Communications and Marketing	EC
Max Crema	EUSA Vice-President Services	MC
Davy Gray	EUSA Environmental Officer	DG
Stephannie Hay	Development and Alumni	SH
Prof Tim Hayward	Director of the Just World Institute, SSPS, CHSS	TH
Matthew Lawson	Sustainability Office	ML
Angela Lewthwaite	Estates and Buildings Office	AL
Ian Macaulay	Asst. Director of Accommodation Services, Catering	IM
Rev Ali Newell	Associate Chaplain	AN
Jane Rooney	Minute Secretary	JR
David Somervell	Sustainability Adviser	DS
Lewis White	People & Planet	LW
Sophie Whitehead	Former Fairtrade Intern	SW
Co-conveners of Fairtrade Café students	Edinburgh University People and Planet Society	FCS

University Fair Trade Website is now at: <http://www.ed.ac.uk/fairtrade>

Minutes and Papers of FSG can be found at: <http://www.seagfsg.estates.ed.ac.uk>

Fairtrade Foundation www.fairtrade.org.uk / www.fairtrade.org.uk/resources/downloadable_resources.aspx;

0	<p>Welcome to all those involved in fair trade actions prior to and during Fairtrade Fortnight.</p> <ul style="list-style-type: none"> This is a Fairtrade Fortnight mop up event – refreshments provided, ideas/comments/thank yous! 	
FAIR TRADE STEERING GROUP REVIEW		
1	Minute and actions from previous meeting held on 4 th February 2013.	Paper 1
2	<p>Fairtrade Fortnight preparation, events and communications</p> <ul style="list-style-type: none"> i. What we liked, went well, should be celebrated! ...and how? ii. What we would like to see improved, changed or added (next year is 10th anniversary) and how? <p>Conclusions: Summing up lessons learned – updating our action plan</p>	Verbal
3	Fair Trade Volunteers' Update – what they are doing and what they plan to do over the coming months.	Verbal
4	Early Planning : Fairtrade Fortnight 2014 - UoE - Tenth Anniversary - Fair Trade University - Celebration	Verbal
5	Workers' Rights Consortium (standing item)	Verbal
6	<p>AOB</p> <ul style="list-style-type: none"> Any other Fair Trade news 	
Date of next meeting – Monday 20 th May, 14:00 – 15.30, Seminar Room 1, Chaplaincy		

Note: The Fairtrade Foundation has advised on 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")

The University of Edinburgh

Fair Trade Steering Group (FTSG) - Minute

37th Meeting: 14:00 - 15:50 Monday 4th February 2013, Seminar Room 1, Chaplaincy

Members:

Karen Bowman	Director of Procurement (Convener)	KB
Dr Kenneth Amaeshi	Snr Lecturer, Corporate Responsibility & Governance Network	KA
Evelyn Bain	Procurement Manager	EB
Liz Cooper	Fair Trade Coordinator	LC
Max Crema	EUSA Vice-President Services	MC
Anna Donegan	Sports Union President	AD
Moira Gibson	External Affairs Manager, Communications and Marketing	MG
Davy Gray	EUSA Environmental Officer	DG
Stephannie Hay	Development and Alumni	SH
Prof Tim Hayward	Director of the Just World Institute, SSPS, CHSS, Convenor FTAN	TH
Matthew Lawson	Sustainability Office	ML
Angela Lewthwaite	Estates and Buildings Office	AL
Ian Macaulay	Asst. Director of Accommodation Services, Catering	IM
Rev Ali Newell	Associate Chaplain	AN
Jane Rooney	Minute Secretary	JR
David Somervell	Sustainability Adviser	DS
Lewis White	People & Planet	LW
Sophie Whitehead	Former Fair Trade Intern	SW
Fairtrade Café students	Bryony Budd for Fairtrade Café	BB

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FTAN Fair Trade Academic Network at: http://www.sps.ed.ac.uk/jwi/knowledge_exchange/fair_trade_academic_network

University of Edinburgh Fair Trade Facebook <https://www.facebook.com/UniversityOfEdinburghFairTrade> and Twitter <https://twitter.com/UoEFairTrade> are now live.

Corresponding: VP Professor Mary Bownes; Professor Pete Higgins; James McAsh, EUSA President; Prof Michael Northcott; Mr Nigel Paul; Dr Neil Thin; Prof Jan Webb

Apologies: Dr Kenneth Amaeshi, Anna Donegan, Prof Tim Hayward, Matt Lawson, Ian Macaulay

0	<p>Welcome and introductions</p> <ul style="list-style-type: none"> Convener welcomed Moira Gibson to the group, taking over from Eleanor Cowie as representative from Communications and Marketing. 	
1	<p>Minutes of previous meetings held on 29th November 2012 and 21st January 2013 agreed as an accurate record.</p> <ul style="list-style-type: none"> Noted clarification that the Afternoon Tea event would go ahead, date to be confirmed. 	(Papers 1 & 2) SW
2	<p>Fairtrade Fortnight Plans – 25 Feb – 10 Mar - updates from members http://www.ed.ac.uk/about/sustainability/fairtrade/news-events/2013/fairtrade-fortnight-2013</p> <ul style="list-style-type: none"> <u>UoE events</u> Fair Trade Coordinator presented updated FT14 schedule document, asking all to confirm details of their events so they could be promoted. Action – KB to follow up with John Riches from Just Trading as Alastair Smith was waiting to hear from him. Action – DG & MC to ensure signage indicating that refreshments at <u>TEDx</u> event were fair trade. EUSA VPS proposed a FTSG team be formed for the Fairtrade Football event on 2nd March. Volunteers to contact Max. Noted that this was intended as a fun event, not a serious sporting tournament. 	(Verbal) KB DG & MC ALL

	<ul style="list-style-type: none"> • Noted no update from EUSA Retail Manager on sourcing bananas for the Meadows Marathon. • Group agreed that they would be willing to allocate a small budget to the event as a good promotional opportunity. • Action – MC to provide an estimated cost. • Group agreed that they would also be willing to allocate funds to provide cakes for the producer visit on 5th March. • Noted link to a video featuring producer Tomy Mathews from Liberation Nuts now on the Fair Trade Facebook. Video available at: http://www.youtube.com/watch?v=SBKY2g_Ou_I • Action – LC to share the video link with AN so it could be added to the Chaplaincy website. • Noted confirmation by the City group of Tomy’s availability from 11:30am to 2:30pm on 5th March. • Noted producer would have lunch in the Fair Trade Café, specific refreshments to be confirmed, and deliver an informal, 10 minute talk afterwards. • Noted 1.10 – 1.50pm (5th March) as the time when the greatest number of students would be available, and that the talk should take place within this slot. • Associate Chaplain proposed the sanctuary as a potential venue for a longer Q&A session if required. • Action – AN to estimate cost of providing free cakes for the event for approx. 80 attendees. • Noted that baking could be shared between the Baking Society, Fair Trade Café and Hearty Squirrel Coop. • Agreed that funds could be made available up front. • Noted discussion of having a donation box. • Action – JR to find out how much was paid for ingredients for the 2012 Cabinet Secretary visit. • Action – MC to check if EUSA stock Liberation Nuts as it would be beneficial to have a supply on hand for the event. • Action - ALL to encourage related societies to send people along. • Action – LW to check if People & Planet could attend. • Group agreed to set up a rolling video of Tomy’s clip in a corner of the auditorium. • Action – AN to look into placement. • Action – JR to organize laptop, data projector and small screen. • Noted discussion of issues around accommodation for Tomy Mathews. Noted confirmation that Accommodation Services would not be able to provide this. • Action – AN to follow up with church network. • Action – KB to pass exact dates to AN. • Noted EUSA VPS Ethical Group meeting on 29th February – all welcome to attend. • Noted confirmation that EUSA VPS had now sent out ethics and environment email. • Action – MC to forward email to AN. • Noted Malcolm Brown of Scotmid Coop confirmed as speaker for the 7th March CIPS Branch AGM, with South Queensferry Fair Trade Steering Group providing a wine tasting and Procurement Manager giving a tour of Old College (members and guests). This is introducing fair trade to purchasers in private/public sector 	<p>MC</p> <p>LC</p> <p>AN</p> <p>JR</p> <p>MC ALL LW</p> <p>AN JR</p> <p>AN KB</p> <p>MC</p> <p>KB</p>
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	<ul style="list-style-type: none"> • Action – JR to set up additional meeting of FTSG in the week following FT14 as a mop-up event to which others could be invited as appropriate, catering to be offered. • Noted Green Living festival in the Chaplaincy on the 23rd February as an opportunity to promote upcoming FT14 events. Action – AN to make sure this is done • Action – EB to order FTF promotional materials • <u>Link to Schools</u> • Noted that People & Planet would be providing a stall for the Schools event. • Noted that People & Planet representative had not received any responses to email circulated requesting volunteers to run the stall. • Action – LW to chase up and get back to KB who would liaise with the City group. • Noted only a few volunteers needed: a couple of helpers for the coconut shy and a few to exchange contacts to arrange school visits. • <u>Other City events</u> • Action – ALL to promote attendance at Fair Trade City event at Out of the Blue on 9th March from 10am. • Noted that an artist would be attending to do community art from fair trade waste packaging. • <u>Alumni</u> • Noted discussion of the best way of initiating discourse around fair trade through digital media. • Noted that most followers of Alumni on Twitter were other Universities and departments. • Noted recommendation from Alumni that LinkedIn would be a more suitable medium for alumni themselves to start the conversation. • Noted recommendation that digital media be used to mirror the live Fair Trade debate. • Agreed to revisit these options next year when the Alumni Twitter network would be more developed. • Noted suggestion to approach people who were involved at the time of original vote or after (Adam Ramsay, Will Garten, Ben Miller etc.) to tweet about what it was like, what difference it made, and what had happened since. • Noted assurance that a number of those involved, including Robin Harper who was Rector at the time, would be willing to return for the 10th anniversary. • Noted numerous developments in that time, such as the Fair Trade Café, Hearty Squirrel, the Fair Trade Coordinator post, and the roll out of fair trade tea and coffee across the University. • Post meeting note: KB asked SH and MG to start thinking re alumni and comms 	<p>JR</p> <p>AN</p> <p>EB</p> <p>LW</p> <p>ALL</p> <p>ALL</p> <p>SH, MG</p>
3	<p>Make Food Fair Campaign (standing item)</p> <ul style="list-style-type: none"> • Noted discussion whether the group should think about endorsing the campaign, or leave it up to the societies. • Action – EB to order promotional materials so that these could be made available during the producer visit. A box could be set up and postage covered so that afterwards the group could communicate how many postcards of people signing up to the campaign had been received during the event. 	<p>(Paper 3)</p> <p>EB</p>

