

Joint Fair Trade Steering Group

Second meeting - 11am on 15th September 2010

- 1) Meeting opened at 11.10. All attendee's were welcome to the group. Representatives from the University, Student's Association Staff, Student Societies and the Students Association Sustainability Committee were in attendance, as required by the university and students association policies.

Present: Duncan Smart (Chair, SDSoc President, Association Sustainability Committee), Barbara Aitken (Environment Officer, Estates), Cath Dyce (Hospitality Manager, RBS), Jane McConville (New Hall Manager, RBS), Alain Leger (Procurement), Adrian Wood (Procurement), Hanna Plant (Sustainability Officer, Estates), Alice Curtice (Fairtrade Town Group).

- 2) Duncan Smart was appointed as Chair for the year and Hanna Plant to take minutes as secretary.
- 3) Previous meeting and suitability of venue discussed. Must have two meetings per semester to fit with policy. Meeting room at Estates deemed acceptable but change of location (possibly at Gateway) to be arranged for next meeting.

4) Matters

a) World Fairtrade Day 2010:

- i) World Fairtrade day 2010 was discussed- tea & coffee networking event. Date of the day was 8th of May 2010. The event was relatively successful and could be continued, with better publicity.
- ii) Last time the event was held in the union garden which didn't work very well as location was unknown and didn't have enough publicity. Must make sure for the next event we have enough publicity.
- iii) World Fair Trade day (WFTD) is celebrated every 2nd Saturday of May so next WFTD is the 14th of May 2011.
- iv) Saturday is a difficult day as halls have limited opening hours. The suggestion is that we do an event during the week before WFTD instead. This could involve publicity to encourage staff and students to drink Fairtrade tea and coffee during the day/week.

b) University Fairtrade Audit:

- i) Caber Coffee are sending a coffee farmer to St Andrews from Kenya in March for Fairtrade fortnight, so we will be able to have a producer talk. Hoping to know more info by next meeting.
- ii) Such an event during FT fortnight should tie in both the town and the university group.
- iii) Outlets no longer have Fairtrade bananas due to changes in fruit & veg supplier.
- iv) We need a new Fairtrade product to promote. Get the 'edge' back. Last year clothing was the key item.
- v) TUCO used to do a good Fairtrade range but they went bust.
- vi) We need to find out where all the 'Flavia' machines are and ensure a fairtrade range is being used within them. Procurement will investigate within the university.

- vii) RBS/Procurement are currently looking into fair trade cotton uniforms and sheets.
- viii) As discussed at the previous meeting the steering group will carry out an audit of university and students association products/items which are Fairtrade and what is not but has the potential to be.
- ix) Duncan to contact the SFTF to find out the full list of available Fairtrade products.
- c) Students Association Fairtrade Audit:
 - i) Students are actively buying fair trade clothes even though prices are not the cheapest. Demand is there and this could be built upon.
 - ii) Individual Hall committees decide about hall clothing so we don't have a direct influence as to whether they are to be fair trade or not. However, we can encourage them to be. This could be done through environmental rep training and the student's association sustainability committee.
- d) Fairtrade Promotions:
 - i) Barbara has a jpeg of a new Fairtrade Logo which has approval from the Fairtrade Foundation. She'll email it around to the rest of the group.
 - ii) There is a need for general publicity such as having the Fairtrade logo integrated with the University Crest and other ways of promoting ourselves as a 'Fairtrade University'.
 - iii) The Fairtrade town group have an event to celebrate their 5th? Anniversary as a group on the 27th of November. The potential of hosting the event at the university was discussed but refused due to health and safety reasons with cooked food being consumed not prepared on the university premises. Event will most likely be held in St Leonards Hall.
- 5) Other:
 - i) Fairtrade town group meets regularly. Members of the steering group will attend the town group meetings.
 - ii) Green week is happening in week 9 (Nov 22nd- 28th), so that may be another good opportunity to promote Fairtrade. Rachael Everard is co-ordinating - Duncan to approach her and discuss.
 - iii) *Next meeting is proposed to be on at 11am on Wednesday the 27th of October in the Gateway Building.*