**Ilminster Fairtrade Management Committee Meeting**

Wednesday 23 May, to start at 19:30

Ilminster Bowling and Tennis Club

**AGENDA**

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| **Item** | **Description** |
| **1** | **Welcome and Apologies (RG)** |
| **2** | **Minutes of the Last Meeting (held 25 May 2017)** |
| **3** | **Matters Arising**  *Purpose: To provide an update on progress towards the achievement of agreed actions, where these do not appear as separate agenda items.* |
| **4** | **Future proofing Fairtrade in Ilminster**  *Purpose: To consider how to secure the future of Fairtrade in Ilminster, drawing upon lessons learned from elsewhere in the country.* |
| **5** | **Implementation Plan Project Updates**  *Purpose: To receive a more thorough update and/or agree next steps, for the following specific activities within the Action Plan: To be advised.* |
| **6** | **2016-17 Event Planner**  *Purpose: To review, update and agree the content of the event planner for 2016-17 and ensure a Fairtrade presence where possible.* |
| **7** | **PR & Communications, including website**  *Purpose: To identify and plan PR activities in relation to the above projects and events and agree any further updates to the website.* |
| **8** | **Treasurer’s Report (CL)**  *Purpose: To receive an update from the Treasurer.* |
| **9** | **Meeting Dates for 2017**   * 21st September * 16th November   Meeting dates for 2018 to be agreed |
| **10** | **A.O.B.** |

**Updated Actions Log**

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| **Agenda item ref** | **Action** | **Date Agreed** | **Actioned by (date)** | **Who** | **Status Update** |
| 3 | Take more photos of Fair Hair salons for use on Facebook and Website | 02.02.17 |  | NW/DW | In progress |
| 3 | Greenfylde to take on responsibility for Fairtrade Christmas Tree entry | 02.02.17 | 01/12/17 | CO/RG | Action later in year |
| 4 | Purchase FT tea/coffee for use in the TC offices; | 02.02.17 |  | PB | ? |
| 4 | Ensure FT logo and links are included on TC website | 02.02.17 |  | PB | ? |
| 4 | Consider Mystery shopper and ‘stock-it’ actions | 02.02.17 |  | DW | LV has skills to conduct Mystery Shopper exercise if progressed |
| 4 | Further scope Shopping Bag Proposal | 02.02.17 | 30.03.17 | NW/MFF | Deferred until 25.05.17 |
| 5c | Follow-up with Cllr John Fagan re: Resource Box for Schools funding | 02.02.17 |  | PB | ? |
| 3 | Mark Hebron will be the next hair salon to feature in our Fair Hair coverage on Facebook | 30.03.17 | TBA | DW/NW | Approach reconsidered. Penhalagans to feature next (with video) |
| 4 | Draft note to Chairman of SSDC introducing IFT and ambitions for a FT District | 30.03.17 | TBA | NW | RG to attend SSDC Full Council meeting first, then follow up with letter |
| 4 | Meeting to be arranged with Mark Tobin of the Shrubbery Hotel | 30.03.17 |  | LV | Meeting held, cost a barrier. List of comparably priced suppliers to be provided. |
| 10 | Draft a Community Champions brief | 30.03.17 | 25.05.17 | NW | In progress |
| 10 | Publicise search for community champions | 30.03.17 |  | LV - Column | Awaiting above |
| 3 | Attend SSDC Full Council Meeting on 15th June 2017 | 25.05.17 | 15.06.17 | RG | ? |
| *4a* | *Offer support to CO in securing funding for Resource Box for Schools* | *25.05.17* | *20.07.17* | *RG* | *Complete* |
| *4b* | *Include Greenfylde Fair Aware Award and expansion on Meetings’ forward plan* | *25.05.17* | *20.07.17* | *NW* | *Complete* |
| 4c | Discuss potential to print Fairtrade logo/support logo on retailers existing packaging | 25.05.17 | 20.07.17 | DW | ? |
| 5a | Update event planner to reflect decision to piggy-back AGM onto existing community events | 25.05.17 | 20.07.17 | NW | In progress |
| 6 | Draft survey questions for review by the Management Committee | 25.05.17 | 20.07.17 | NW | In progress |
| 6 | Draft business ‘offer’ document for potential business supporters | 25.05.17 | 20.07.17 | NW | Not started |