

**Ilminster Fairtrade Management Committee Meeting**

Thursday 30 March, 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** |
| **3** | **Matters Arising** |
| **4** | **Implementation Plan - Highlight Report (NW)**  *Purpose: To review progress against the Action Plan; specifically highlighting achievements to date and any outstanding items for action.* |
| **5** | **Project Updates -**  *Purpose: To receive a more thorough update and/or agree next steps, for the following specific activities within the Action Plan.*   1. Fairtrade Fortnight 2017 – lessons learned (All); 2. South Somerset District Council Literature Fair (RG/DW); 3. Fairtrade Resource Box for Schools – Grant application (CO) and other fundraising; 4. Shopping Bags Proposal (NW) |
| **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. To include a specific focus on:*   1. Easter Egg Hunt (NW); 2. AGM and Open Event(All); 3. IMEx Charity Drive (DW) |
| **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)** |
| **9** | **Suggested Meeting Dates for 2017**   * 11th May (AGM & event) * 20th July * 21st September * 16th November |
| **10** | **A.O.B.** |