

**Apparel Committee Minutes – November 5, 2003 – Noon,
1233 Park St. (Office of College Services)**

Attending: Leah Bry, Evelyn Freeman, Shannon Heffernan, John Kalkbrenner, Kara Lycke, Elisa McCool, Cassie Wherry; (Marcy Meythaler taking minutes)

This is the first initial meeting of the Apparel Purchasing Committee.

The first committee discussion consisted of monitoring organizations available to track companies involved in sweatshops.

The committee recognized Grinnell College does not have a licensing agreement with manufacturers and does not intend to acquire one in the future.

The committee made note of current purchasing practices used by the Bookstore and Athletic Department. (The Bookstore uses an on-line service, Connect2One.com, to track vendors used. Athletic Department Coaches are responsible for making team purchases; usually through catalogs or known contacts.

The committee decided the finalized/approved copy of the “Apparel Policy” be used w/in Grinnell College.

The committee recognized GC does not have vendor contracts as far as apparel is concerned.

The committee decided, w/regards to paragraph 2, item 1 of the policy, a copy of the policy should be forwarded to all vendors at time of initial purchasing; then again once every year to regularly used vendors.

The committee discussed how the Athletic Department decides which vendors to use (should it be an approved vendor through FLA/WRC?): vendor must follow NCAA guidelines, price, have the school colors, team’s choice, tasteful, quality of product, vendor flyers, and approval of Athletic Director, Dee Fairchild.

The committee also discussed how the FLA/WRC operate: the FLA approves vendors. WRC does not approve or disapprove vendors, but makes people aware of issues.

The committee decided a set dollar amount should be used before College enacts policy on purchase; amount will depend upon each department’s purchasing habits. A \$500 per year threshold was suggested.

The committee decided the Bookstore and Athletic Department should provide a list of vendors used.

The committee decided to contact comparable colleges and ask about their apparel purchasing habits/policies; Bruce Barnard (Colby College) is one contact.

The committee discussed the process of how the Apparel Policy” was written; by student groups, approval process w/President & Trustees, revisable over time.

The committee decided an official response document should be sent along with the policy to vendors only in the situation of concern regarding that vendor.

Agenda for next meeting: (Wednesday, December 3, 2003, Noon, 1233 Park St.)

- WRC/FLA vendors

- Information Packets

- E-mail newsletter of FLA to committee

- List of vendors the college has recently purchased from