

**Apparel Committee Minutes – December 3, 2003 – Noon,  
1233 Park St. (Office of College Services)**

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

The minutes were approved with one minor change.

The bookstore provided a list of vendors that it orders apparel items from.

The committee discussed the challenges of the Athletics Department. The coaches tend to order items from catalogs that are actually intermediaries providing apparel from many manufacturers.

It was suggested that Athletics send a copy of the code of conduct to all vendors at the time the purchase is made. However, most orders are made using the internet and the Grinnell College purchasing card. Therefore, nothing is ever mailed to the merchant.

The committee will ask the Accounting department to create an object code for apparel to facilitate tracking such expenditures. Leah will draft a memo to the accounting dept requesting this.

The Visa/purchasing card company may be able to assist in screening vendors.

Leah will work on a cover letter to go with the code of conduct/policy that will be sent to vendors.

The policy statement refers to some supporting documents. Elisa will find those documents to be included with the code of conduct/policy that will be sent to vendors.

The committee agreed that only purchases over \$500 should be considered subject to the policy.

Agenda for next meeting:

How to have letters sent to all vendors

Tracking Grinnell College purchases

How to get the list of Grinnell College vendors to the WRC