

**Apparel Committee Minutes – February 18, 2004 – Noon,
1233 Park St. (Office of College Services)**

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

The minutes of the prior meeting were approved with minor changes.

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

The committee further discussed challenges of tracking apparel purchases made by the Athletics Department.

The committee agreed the Bookstore will contact/send cover letters and copies of purchasing policy to Bookstore vendors.

Elisa informed the committee WRC/FLA will contact their list of vendors with Grinnell College's purchasing policy asking for the vendor's code of conduct.

Cassie informed the committee she can request a record of "soft" purchases from Accounting to track apparel purchasing.

Action Items:

The Athletic Department (Evelyn Freeman) will look into appointing an internal person to track department's vendors on an annual basis and forward cover letter/policy to those vendors.

Agenda for next meeting:

List of vendors to WRC

How will Athletic Department track purchases and who will hold the annual list?

Approval of cover letter to be sent with the policy to vendors

Contact Accounting to set up object code for future purchasing

Update from Cassie on purchasing at the tradeshow; recent developments from the WRC/FLA