

**Apparel Committee Minutes – May 5, 2004 – Noon,  
1233 Park St. (Office of College Services)**

**Attending:**

John Kalkbrenner, Cassie Wherry, Evelyn Freeman, Lea Bry, Elisa McCool, Shannon Heffernan; (Marcy Meythaler taking notes)

**Review/Amend minutes of previous meeting:**

1. The committee agreed the Bookstore will contact/send cover letters and copies of purchasing policy to Bookstore vendors as purchases are made.
2. Minutes accepted as amended.

**Action Items from February 18:**

1. Mary Kissinger will keep list of vendors and forward letter to vendor annually; start July, 2004. John will forward information to Dee Fairchild and Mary Kissinger.
2. John will modify purchasing letter and send to committee members via e-mail for approval.

**Agenda Items for Fall 2004:**

1. Bookstore is taken care of and Athletics needs to start a list of vendors and contact information.
2. Accounting has received request for object code – needed before July 1 of new fiscal year 04-05.
3. The committee discussed who will be responsible for vendor's code of conduct; it will need to be read and/or filed for later review.

**Trade Show updates from Cassie:**

1. WRC/FLA not present
2. New polar fleece vendor aware of sweat shop concerns.

**New Action Item:**

1. Memo to Athletics
2. Services WRC will do; exchange codes of conduct between college and vendors
3. College Services will retain documentation.
4. New SGA President, Marko Mircetic, needs to elect two students to replace Lea Bry and Shannon Heffernan, Elisa McCool wants to return; Faculty Organization Committee needs to identify two members to return in place of Kara Lycke and

Evelyn Freeman (although, they are welcome to serve on the committee next year, if so chooses), Cassie Wherry and John Kalkbrenner will return.