

**Apparel Committee Minutes – April 18, 2006 – Noon,
1233 Park St. (Office of College Services)**

Attendance

Students

Elisa McCool

Latona Giwa

Faculty

Evelyn Freeman

Staff

John Kalkbrenner

Cassie Wherry

(Marcy Meythaler taking notes)

Order of Business

Review of November 21, 2005 Minutes

Review of Action Items from last meeting

Approve letter to purchasing managers drafted by College Services.

Approve appendix to policy.

Bullet point of vendor letter

New Business

Add appendix to website

Add bullet point to vendor letter (3rd point) – “addresses of all existing manufacturing facilities affiliated with your organization”

Modify letter to purchasing managers; last bullet point – “department must contact the vendor”.

Bookstore update

Discussion on performance of Fair Trade Items, grass bead bracelets, World of Good – items made by artisans compensated for products, recent attendance at convention

Student update

SGA Senator sister starting similar committee @ Luther College

No new items in Athletics

End of year business

New members for next year's committee:

Students

Elisa graduating

Latona would like to return next year

Reminder: FOC appoints two faculty members, SGA President appoints three students.

Action Items:

Marcy/John:

- Add bullet point to (primary) vendor letter (3rd point) – “addresses of all existing manufacturing facilities affiliated with your organization”
- Modify letter to purchasing managers; last bullet point – “department must contact the vendor”.
- Distribute Code of Conduct and conduct procedures letter to departments
- Notify committee when above information is sent to departments
- Add appendix (to code) to website