

Minutes from Meeting of FAB (Fairtrade Association Biggleswade)

Date/time and location: 8pm, Thursday, 8th January 2009, Café Mocha, Biggleswade

Present: Alan Dansey, Pam Ekiert, Paul Jenkins, Steve Luff, Jane Parker, John Robertson, Bill Simmons, Neil Spencer.

1. Welcome and introductions
Neil Spencer welcomed everyone to the meeting.
2. Apologies for absence
Rob Green, Zeeshan Khan.
3. Minutes of last meeting
The minutes of the meeting of Tuesday 2nd December 2008 were agreed.
4. Matters arising from minutes not covered elsewhere on the agenda
None.
5. Proceeding towards the Five Goals
 - 5.1. Goal 1: Local council to pass resolution supporting Fairtrade
 - 5.1.1. Window stickers
 - *Neil Spencer had found window stickers being sold by the Fairtrade Foundation at £1 each. It was decided that consideration would be given to using any profits made from the sale of refreshments at the "Think As You Shop" event to purchase these. This would mean that FAB's constitution would have to be examined to make sure that the position of Treasurer was created. Action: Neil Spencer to find FAB's constitution/terms of reference for discussion at future meeting.*
 - 5.2. Goal 2: Fairtrade products available in local shops, cafés, etc.
 - 5.2.1. Any known developments
 - *No further developments were known. Action: Pam Ekiert to send list of local shops/cafes who use Fairtrade products to Alan Dansey for publication on website.*
 - 5.3. Goal 3: Fairtrade products used in local workplaces/community organisations
 - 5.3.1. Any known developments
 - *No further developments were known.*
 - 5.3.2. Fairtrade Schools
 - *The requirements for schools to become Fairtrade schools was discussed. It was decided to explore at a later date whether FAB could help schools with this.*
 - 5.4. Goal 4: attract media coverage and popular support for campaign
 - 5.4.1. Ethical Shopping at Home and Abroad event
 - 5.4.1.1. News on stallholders/speakers
 - *Paul Jenkins reported that Jordan's were interested in being involved*
 - *Neil Spencer reported that he had contacted G&M Growers and Bedfordshire Growers but was not hopeful of them getting involved.*
 - *The Fairtrade Foundation have decided to concentrate sending speakers to different regions of the country each year. It is not the turn of our area in 2009.*

- *Jane Parker reported that she had several possible contacts from Tearcraft, Traidcraft and Fair Deal World.
Action: Jane Parker to follow up on possible speakers.*
- *The children's entertainer was discussed. Although one had agreed to help, it was thought that as he would be coming from Wales (although staying with family), it would be appropriate to ask Trevor Homfray-Cooper if he could help.
Action: ??? to ask Trevor Homfray-Cooper.*
- *Jane Parker thought that a projector could be obtained from St. Andrew's church.
Action: Jane Parker to see if projector from St. Andrew's was available.*
- *The timing of the event was discussed in relation to the number of speakers and stallholders coming to the meeting and restrictions that some speakers had. It was decided to keep the existing start time of 10am and come up with a running order of speakers that would help define an end time.
Action: Neil Spencer to provide list of speakers to Paul Jenkins to create running list.*

5.4.1.2. How to get more stallholders

- *A flyer to attract more stallholders had been created and revised by the group members.*
- *Steve Luff offered to contact buy-LOCAL to see if stallholders could be obtained through this.
Action: Steve Luff to try and get more stallholders through buy-LOCAL.*
- *The next Farmers' Market in Biggleswade Market Square was to be held on Wednesday 21st January. Those appropriate stallholders who were not already involved would be approached at this event. The task of contacting the Farmers' Market stallholders would be undertaken by group members after an e-mail discussion, to depend on how many stallholders were to be contacted and who was available.
Action: Neil Spencer to co-ordinate via e-mail the task of contacting Farmers' Market stallholders.*

5.4.1.3. Publicising event

- *Due to the cost of printing and difficulty of distribution, it was decided not to produce large numbers of flyers, but a number of posters for display around the town. It was decided to try and get 60 colour posters (10 A3 size, 50 A4 size).*
- *Neil Spencer offered to produce a first draft of a publicity poster prior to amendment by the group and taking up the offer made by Jim Stewart of the Biggleswade Chronicle for their art studio to make a more professional, colour, design.
Action: Neil Spencer to produce first draft of poster and distribute to group.*
- *Various options for printing the posters was discussed. The Biggleswade Chronicle are not in a position to help. It was reported that the RSPB offered good prices if we needed to pay for the printing. Pam Ekiert offered to approach Stratton School to see if they could help. If this is not possible, the possibility of asking Estate Agents to help was suggested.
Action: Pam Ekiert to contact Stratton School.*

- *Various advertising possibilities were discussed. It was decided that Neil Spencer would create a list and circulate this via e-mail for additions to be made by other members of the group. This list could then be divided between group members to help with distributing the advertising via newsletters, noticeboards, etc.*
Action: Neil Spencer and group members.
- *Alan Dansey agreed to write a press release and advert for inclusion in the Biggleswade Chronicle, based on the poster being produced. It would be good to have an item in the Chronicle a couple of weeks before the event and the day before as well as entries in the Biggleswade section of the local news.*
Action: Alan Dansey to create press release and advert.
- *It was decided to let local newspapers and TV stations know about the event.*
Action: Neil Spencer.
- *Pam Ekiert and John Robertson reported that Biggleswade Baptist Church had a sandwich board that could be placed prominently on the day of the event and that there was also a noticeboard outside the church on London Road that could be used.*
- *Jane Parker reported that she had a Traidcraft banner, the reverse side of which could be painted on if anyone knew of someone who was competent in painting such things.*
Action: All to think if they know of a sign writer who might help us for free.

5.4.1.4. DVD from Fairtrade Foundation

- *Neil Spencer reported that a DVD that was being produced by the Fairtrade Foundation was having production problems of some kind but that they hoped to get some sort of DVD to us for use at the event.*
Action: Neil Spencer to chase DVD.

5.4.1.5. Fairtrade CD

- *Jane Parker said she could obtain a Fairtrade CD.*
Action: Jane Parker to obtain Fairtrade CD.

5.4.1.6. Fairtrade Banana Eating World Record

- *Neil Spencer reported that Sharon Pattison had said that she would get back to him about how many bananas Sainsbury's could provide.*
Action: Neil Spencer to follow up with Sharon Pattison.
- *Neil Spencer reported that he had contacted the Fairtrade Foundation in order to get in touch with the team at ASDA's headquarters that were involved in promoting Fairtrade. He had been asked to say what help FAB were wanting and the message would be passed on through ASDA headquarters to the store in Biggleswade. It was decided that we should ask for donations in terms of prizes for the design a logo competition and Fairtrade biscuits for the refreshments.*
Action: Neil Spencer to contact ASDA through Fairtrade Foundation.
- *A discussion about the number of bananas needed took place. It was agreed that it was impossible to know, but an estimate of "a few hundred" was agreed.*

- *A discussion took place about the practicalities of having people eating bananas at the event. It was decided that providing we were careful about collecting the skins left over, it should prove a problem.*

5.4.1.7. Logo competition

- *A template on an A4 entry sheet would be designed by Neil Spencer for entries which gave details about FAB. Café Mocha have agreed to have a box for entries before the date of the event. The entry sheet would be distributed to youth groups before the event and made available at the event and via the website.*
Action: Neil Spencer to design entry sheet.

5.4.2. Library display

- *Jane Parker to enquire about the possibility of a display at the library*
Action: Jane Parker.

5.4.3. Christmas Tree Festival at St. Andrew's Church: Saturday 6th December

- *Thanks were given to Jane Parker and Pam Ekiert for organising FAB's contribution to this event.*

5.4.4. Involvement of Bedfordshire County Council Youth Service

- *Neil Spencer reported that Zeeshan Khan wanted to be sent dates of future meetings to see if he or a colleague could attend, and that he wanted to discuss how FAB and Bedfordshire County Council Youth Service could work together.*
Action: Neil Spencer to liaise with Zeeshan Khan.

5.5. Goal 5: convene steering group to ensure continued commitment to Fairtrade

- *Continued operation of group noted.*

6. Web site: www.fabweb.org.uk

- *Alan Dansey asked for any materials to be sent to him for putting on the website*
Action: All, as and when appropriate.

7. Fairtrade Fortnight: 23rd February – 8th March 2009

7.1. Ethical Shopping at Home and Abroad meeting (see item 5.4.1)

7.2. Library display (see item □)

8. Any other business

- *Bill Simmons reported that he was considering a chocolate-related event at Café Mocha and would be happy for FAB's name to be associated with the event.*
- *Thanks were given to Bill Simmons and Café Mocha for hosting the meeting.*

9. Date and location of next meeting(s)

- *8pm, Wednesday 4th February 2009 at Sainsbury's Coffee Shop.*
- *8pm, Thursday 26th February 2009 at Biggleswade Baptist Church to make final plans for "Think As You Shop" event.*
- *8pm, Wednesday 1st April 2009 at Café Mocha.*

Action: Pam Ekiert/John Robertson to check that arrangements for meeting on 26th February are OK with Biggleswade Baptist Church.