

## Meeting Minutes for University City Sweatfree Purchasing Advisory Board

April 27<sup>th</sup>, 2011

City Hall, 7:00 pm

*Those present: Susan Armstrong, Emily Miller, Jerry Hochsztein, Ann Marie Schutzius, Jim Adams, Janet Watson*

### 1) Minutes

- approved from previous meeting

### 2) Revisions to affidavit

- Mr. Mulligan reminded us that the ordinance limits the board's jurisdiction to apparel, "uniform and wearing apparel" (this can include laundry) thus office supplies and sports equipment listed in the affidavit draft must be removed
- have not received response from Bjorn (Sweatfree.org)
  - affidavit will be included in the uniform bids going out in May as well as with other bids throughout the year such as boots and coats
  - affidavit applies to bids over \$2000
  - the uniform category typically has few bidders (3-4) but many items
  - Janet Watson talked to the person in charge of inventory at Leon's (main uniform vendor for U City) who thinks they can comply with the affidavit
  - it will be interesting to see whether Leon's has connections to Proper (a known link to sweatshops)
- Jerry will send out a revised copy of the affidavit tomorrow which includes just the apparel category (including laundry in the description)
- Jerry will also write a brief paragraph to be included in the cover letter of the Invitation to Bid about the presence of the affidavit and mentioning the attached resolution as well
- The resolution will be attached with the affidavit so that vendors understand the background

### Emails to send:

- Jerry will send Emily the affidavit including the final page to which Emily will add the gridlines and combine the two into one document
- Janet will email Emily the official copy of the resolution
- Emily will email Brandon Drake additional information for the website

### 3) Website

- The advisory board now has a page on the UCity website!
- Things to add to the website: official copy of the resolution, final copy of the affidavit, updated minutes, Susan's contact information (she will be our contact person)
- Janet will be adding a link to our page on the page for the bidders

Brandon Drake's email is: [bdrake@ucitymo.org](mailto:bdrake@ucitymo.org)

#### 4) Consortium board

- UCity was contacted by the consortium to see if we have an interest in nominating one of our members (Susan or Jerry) as a board member
  - depends on commitment level
  - can do if only entails conference calls and annual meeting

#### 5) Replacements for Jim and Emily

- Jim will be staying on the board a bit longer so that there are not two new replacements at the same time
- Emily is meeting with a Brown school social work student (WashU) as a possible new board member
- Emily also working with IFCLA to find replacement, flyer sent out to owner of Plowsharing Crafts
- Janet will announce vacancy on the board in the UCity newsletter

#### 6) Future items

- the board will meet to review the received affidavits from vendors
- Ann Marie, Susan and Jerry will make a 5-10 minute presentation to the council in late June/early July to report progress (completion of affidavit and response from vendors)
- need to make sure to get on agenda beforehand
- board needs technical help/advice for reviewing affidavits
- want to speak to Consortium and/or other municipalities such as Austin, TX
- Challenge in dealing with partial compliance, how to form partnership (set goals for next year)
- after review of affidavits, board will write to the Consortium about its findings as both a progress report as well as to help build up the database of approved vendors to be used throughout the nation
- potential interest in passing a Sweatfree resolution in Bellefontaine Neighbors

Emily's good-bye breakfast: 8 am, May 3<sup>rd</sup> at Bread Co. on the loop

**Next Meeting: Tuesday, May 17<sup>th</sup> 7 pm** (possibly later pending arrival of completed affidavits)

- possibly talk with Bjorn or Austin at this meeting