

Meeting Minutes for University City Sweatfree Purchasing Advisory Board

November 22nd, 2010

City Hall, 7:00 pm

Those present: Jim Adams, Dan Mosby, Susan Armstrong, Jerry Hochsztein, Kathy Peterson, Emily Miller, Ann Marie Schutzius

- Next meeting: Wednesday, December 1st 7 pm – Janet Watson will be attending
General themes: procedures under which UCity buys things, what products the Sweatfree resolution affects, terms and conditions of contracts
- Dan and Jim met with Janet Watson 3 weeks after resolution passed, current questions:
 - did shed join the Consortium? (which requires a form and a check for \$500)
 - have the templates for the affidavits been sent to her?
- Jim will be the press release person in the future, will do a press release after we have joined the Consortium
 - possible newspapers for press release: Post, West End, Jeff City, etc.
 - should keep in contact with the writer of the initial article about the resolution
 - also hopeful to get information about Sweatfree on the UCity website (January)
- Ann Maries is in contact with the person (Tom McCarthy) who buys t-shirts for the camps => connection to Centennial Commons

Questions for Janet Watson:

- What written contracts does UCity have?
 - What items does UCity purchase (in addition to clothing)?
 - Who does UCity buy from?
 - What are the terms and conditions of these contracts?
 - To what extent are things purchased versus rented?
 - Do these contracts have a common duration?
 - How does UCity police their vendors?
 - How does UCity monitor quality control?
 - What are the procedures for breach of contract, changing vendors, etc.?
 - For whom does UCity buy?
 - Who is in charge of buying procedures for each department? Is there a separate buying coordinator in each area?
 - What is the overall purchase process?
 - When does the affidavit come into play?
 - Would it be helpful to educate the buying coordinators and if so, who should communicate with whom and how?
 - What does UCity buy that is made within the St. Louis area?
 - Who is the PR person for UCity and how can we contact them?
 - Has UCity joined the Consortium yet? If not, where are we in the process?
 - Do we have the templates of the affidavits?
- Before the next meeting, Jerry will:
- this information along to Rich Hardwell from Plowsharing Crafts
 - formulate above questions in a letter format to send to Janet Watson

- talk to Joyce the city clerk to make sure a room is available every other Wednesday through December

Long term goals:

- transition from a Sweatfree resolution to an ordinance
 - use UCity as a model for other communities / lay out a set of steps that can be followed in other communities so Sweatfree resolutions can be more quickly accepted elsewhere
- IFLCA (Interfaith Committee on Latin America) has received a mini-grant (\$2,000) that can be used for getting other communities involved in Sweatfree resolutions
- there is an intern focusing on this and thus will be available for extra help if we need her

Next two meetings:

December 1st, 7 pm

December 15th, 7 pm