

Meeting Minutes for University City Sweatfree Purchasing Advisory Board

December 16th, 2010

City Hall, 7:00 pm

Those present: Susan Armstrong, Jim Adams, Ann Marie Schutzius, Emily Miller and Jerry Hochsztein

- Ann Marie looked into Leon's website – Leon is a local distributor however it is linked with many brands and many manufacturers from various locations
- We hope the Consortium has information on some of the more well-known brands such as Feccheimer and Converse

Affidavit:

- It is crucial that we create a comprehensive air tight affidavit (must be easy for vendors to fill out yet also leave no loopholes)
- Burden of proof is on the vendors – must provide evidence of good labor conditions
- Sweatfree resolution doesn't apply to bids under \$2000
- We will eventually need to talk to the City Attorney about the affidavit to get it approved (contact will be made after affidavit is written)
- Possibly will need to meet with someone from the police department to better understand the buying process in this area
- Affidavit will be included as an attachment to the invitation to bid packet
- Mention of the affidavit will also be included in a paragraph on the first page of the invitation to bid

Consortium:

- Status of membership: the check is sent in however we have not received our membership card yet
- When our membership is confirmed, Jim will write a press release announcing our membership and highlighting some of the changes the board will be implementing
- Press release will include a quote from the Mayor, the Consortium and Jerry
- Jim will find out names and contact information for people at the Consortium so we can build a strong relationship with them

Individual tasks:

Jerry – draft a version of the UCity affidavit (using the Consortium's draft as a model)

Jim – press release when membership is announced

Ann Marie – create a comprehensive list of all the things U City buys (call/meet with Danella)

Susan – contact the Consortium

Emily – meeting minutes

Next meeting: January 19th, 7 pm ---- in the meantime, communicate via email