

Canadian Fair Trade Network – April 5th, 2016 Board Meeting Minutes

Meeting time: 5pm – BC | 6pm – AB | 7pm – SK & MB | 8pm - ON & QC | 9pm Atlantic Canada

Board Members: Avery, Kaan, Bev, Erin, Maria, Zack, Kyra, Bruce, Mike, Eric

Advisory Council Members: none

Staff: Sean

Regrets: none

Absent: Jim

Meeting Minutes:

*Meeting brought to order at 5:06pm pacific time

Meeting Agenda:

#	Item	Responsibility/ Action	Due date
1	Meeting Agenda 1. Moved by Erin, seconded by Bruce. All in favour, approved at 5:07pm		
2	Meeting Minutes from March 3 1. Moved by Avery, seconded by Mike. All in favour approved at 5:08pm	Sean to post to our website	Apr 5
3	Governance and Accountability 1. Membership a. Member update email – complete, sent March 16 b. Online membership system i. Updates needed 2. Board a. Board Vacancy remains – QC? 3. Advisory Additions: Lorna Willis, Monika Firl, Jennifer Williams, Lisa Zentner & Donna Dagg a. All five people have confirmed they will take on an advisor role. b. We now have 12 on the advisory board c. A list of each individuals' expertise should be compiled so we know who to address questions to d. Members should be invited to join in-person meeting in June	Sean Kaan & Sean to work on system Eric, Sean	June 30 May 5
4	Strategic Planning – we received great feedback from the conference 1. Sean is focusing on Program Management, Magazine and Conference And would like to find funding to hire people to manage these aspects of our work, so that he can work on a few of the bigger picture items and priorities. 2. Sean would like work to start on: Federal sustainable development strategy, provincial procurement, general communications on issues within FT, trade policy, domestic fair trade and fair trade as a national standard.	Sean, Jess to work on Strategic plan	

	<ol style="list-style-type: none"> 3. Some discussion was held around a national standard. It could be modeled after organic certification, which came to one agreed on standard. Tia Loftsgard who is now at COTA could be an avenue into a discussion about this. 4. The federal government just got involved in a national Halal food certification. You have to be third party certified. Fair trade could piggy-back on what comes out of this. Zack noted that the story had been presented well. We could see if any of the arguments used could be applied to fair trade certification. 		
5	<p>Human Resources</p> <ol style="list-style-type: none"> 1. FT Schools Coordinator 2. Strong response to the position, with 21 applicants 3. 7 or 8 people were highlighted, 5 picked for interviewed, held via Skype. 4. 2 have emerged as top choices. Final decision will be made tomorrow. Candidate will start later in April 	Jess	
6	<p>Finance</p> <ol style="list-style-type: none"> 1. 2016 Fairtrade Canada contract - still up in the air, our commitment just expired and it is important that we get this settled as soon as possible. Two director level positions were cut in the last couple of weeks. Shannon Brown and Lisa Zentner. It is important that we reach out to both of these people to let them know how much we appreciate them and support them in what they do. Sean has relayed this. 2. We will move business and corporate engagement forward; plan/strategy will be drafted by Sean. He will engage with businesses we know such as La Siembra and Ethical Bean to get some guidance on how to move ahead. 3. Grants – There are no new grants being worked on at the moment. We need to see what is out there and see which ones might be good fits. People should let Sean know if they want to help with that. Board members should see what they have in their area. Heritage Canada could be a fit for both (Eric’s Quebec org) and CFTN. We could possibly tap into sustainable development goals on a federal level. EWB is working on this and maybe we could partner with them on that. <ol style="list-style-type: none"> a. Board members should do some research on available grants/funding opportunities and we could work on these in June at our in person board meeting. 	<p>Sean, Eric Jess</p> <p>Sean, Jess, Bev, Erin, Eric and Bruce</p> <p>Sean, Jess, Eric and Erin</p>	<p>June 3</p> <p>June 5,6</p>
7	<p>National Conference</p> <ol style="list-style-type: none"> 1. Recap Report – A 19-page report was sent to all sponsors and delegates and is now on line. Sean has received a great response on this. There are a few loose ends on financial side but they are coming in. Sean is calling the conference closed. 2. 2017 Location – Sean heard from a number of hopefuls. Halifax is on the table. They have supplied a very detailed bid. Ottawa is also going 	<p>Sean</p> <p>Sean</p>	<p>March 29</p>

	<p>to send something in. Vancouver is out</p> <p>3. National Sponsor list – Erin and Sean will talk about this in the next few weeks.</p>	Erin	
8	<p>Integrity</p> <p>1. Endorsement policy – Sean sent the policy to FTF, WFTO, SPP and FTC, waiting for feedback from Lisa (FTC) and Renee (FF). AGM motion was included in policy. Lisa is strong on these issues. Rudi from WFTO sent a series of comments to help improve the final policy. Sean will send the revised document to the board when completed. What impact will this have on the towns, schools and campus programs? Motion, policy and programs should all go the same way. Web and program updates to follow.</p> <p>2. Fairtrade Canada AGM: draft bylaws were given to Fairtrade Canada lawyers. April 22 they are meeting to review then send to membership for comments.</p> <p>a. Changes to membership proposed:</p> <ol style="list-style-type: none"> i. Licensees will automatically become members (about 200) ii. CSOs part of town or campus will be members, or other fair trade supporting organizations. <p>b. No more Independent members of the organization. Board members that are not Licensees or CSO's will therefore not be members, and don't vote at member meetings. Lots of co-ops run this way</p> <p>c. Nomination selection process 65 day to 30 days before the AGM. Board will then release the list of nominees, allowing for review and last call for more nominations. Elections will then be a ballot and selection of who you want, there would be no slate of candidates presented.</p> <p>d. Total board size of 9 mixtures of 3, 2 and 1 terms for transition. At least 2 CSO 2 licensee 1 producer – remainder made of independents, CSO, licensee or producers.</p> <p>e. We need to get a list of names to nominate for the board as this process will start end of April. Perhaps an email needs to be drafted to get people excited about running.</p> <p>f. Hopefully the draft will be released in a few weeks. June 27th new board elections</p> <p>g. 2015 continuation/2016 AGM, bylaws and elections</p>	Sean Avery	June 27
9	<p>Fair Trade Magazine</p> <p>1. Future of publication discussed, budget reviewed and recommendations prepared – details sent to BOD on Mar 30</p> <p>2. Magazine is going well however, we need to think critically about where we are at and where we should go. It would be desirable to cut costs down to 15,000.00. A list of suggestions was sent to board members who will send responses about them to Sean. Discussion on options ensued on ideas such as increasing digital copies which would</p>	Sean	

	<p>need to be revamped from hard copy, (currently aprox. 2000 reads on line), how would digital affect advertising, cutting back on distribution points, we could ask for production cost donations, CFTN could fund 20,000- anything above that would be purchased, the more printed the cheaper the per magazine cost. Other publications, such as Alive, and Fair Trade Int'l annual report could be investigated in regards to what makes them successful. Sean and Eric will put a plan together on how to move forward.</p> <p>3. June 2016 Edition</p>		
10	<p>Programs (Town, Campus & School)</p> <ol style="list-style-type: none"> 1. Updates from across Canada 2. Online map – complete and looks great 3. Regional Contact sharing – Complete contacts sent out to regional board members 4. New programs <ol style="list-style-type: none"> a. Workplace and Faith to be added to CFTN website soon 5. Upcoming designations – campus #13 and 14 <ol style="list-style-type: none"> a. University of St Michaels College b. University of Trinity College c. 1 town application coming in – Chelsea d. 1 school application coming in – Olds High School and a second school in Olds is in the works. 		
11	<p>Projects</p> <ol style="list-style-type: none"> 1. SFU Fair Trade Conference – Cancelled but could be rescheduled for the fall 	Sean	May 13
12	<p>Campaigns</p> <ol style="list-style-type: none"> 1. ReThink Hot chocolate – CFTN received incredible coverage on the rethink campaign. Close to 550 shares and 1000 likes. Video was viewed 90,000 times. UBC and rethink were pleased. Universities are talking about switching all hot chocolate on campuses. Sean has some information on who printed cups and will share with the board. We could combine orders to bring down costs. Sean will send out info to everyone maybe for iced tea as well. Any other ideas are welcome. 2. ReThink Easter – complete 3. Fairtrade Month, World Fair Trade Day, World Fairtrade Challenge - tabled 	Sean	
13	<p>Tradeshows and Conferences</p> <ol style="list-style-type: none"> 1. Producer Visit Trip – Peru - Everyone wished participants a good trip. Participants will give a report next meeting. 2. Fair Trade Federation Conference – Burlington, Vermont – tabled 	Zack Sean, Eric	Apr 11-19 Apr 26-28
14	<p>Regional Updates</p>	Everyone	

15	Next Meetings: <ol style="list-style-type: none">1. May 52. June 5/6 (Toronto)		
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*Meeting adjourned at 6:39 pm pacific time