

## Canadian Fair Trade Network – August 22nd, 2018 Board Meeting Minutes

**Time:** 4:30pm – BC | 5:30pm – AB & SK | 6:30pm – MB | 7:30pm - ON & QC | 8:30pm Atlantic Canada

### Attendees:

**Board Members Present:** Eric St Pierre, Kenneth Boddy, Avery Gottfried, Erin Bird, Bev Toews, Tabatha Sander, Ivy McKee, Eileen Chen

**Board Member Regrets:** Keslyn Ayow James, Rita Steele

**Board Members Absent:**

**Advisory Council Members:** Zack Gross

**Staff:** Sean McHugh, Sarah Heim

**\*Meeting called to order at:** 4:36pm pacific daylight time

#	Agenda Item	Person	Date
Process	<b>Meeting Agenda</b> 1. Review & Approve <ol style="list-style-type: none"> <li>a. Sean made amendment to add item to governance. Duane stepped down from the Board due to time restraints.</li> <li>b. Bev moved to approve the agenda with amendment, Eric seconded</li> <li>c. Approved 4:38 pm</li> </ol>	Erin	Aug 22
	<b>Meeting Minutes – Review and Approve</b> 1. July 11 <sup>th</sup> , 2018 <ol style="list-style-type: none"> <li>a. Kenneth motion to approve, Bev seconded.</li> <li>b. Approved 4:38pm</li> </ol>	Erin	Aug 22
1	<b>Governance &amp; Strategy</b> In-person Board Meeting Plans   Sept 29-30   Ottawa  <b>Draft Agenda: Day 1   Sept 29</b> <ol style="list-style-type: none"> <li>1. Overview of bigger picture, a global look. Fairtrade International strategy &amp; Annual report. Leading NFO activities, such as Sweden. etc.</li> <li>2. CFTN Strategic Plan check in</li> <li>3. Short term operational goals               <ol style="list-style-type: none"> <li>a. Many of the operational items within the program section of our strategic plan have been completed or are being worked on now. What's next?</li> </ol> </li> <li>4. Long term movement goals               <ol style="list-style-type: none"> <li>a. What are the next big things for the movement to rally around and work on</li> </ol> </li> <li>5. Partners               <ol style="list-style-type: none"> <li>a. Who are the partners that will help us achieve our goals. Look at non-profit partner, businesses and certifiers/member bodies, current and potential.</li> </ol> </li> <li>6. Funding               <ol style="list-style-type: none"> <li>a. Where will funding come from to support these new activities and this growth?</li> <li>b. Foundations, Government, Direct donation, Business support</li> </ol> </li> </ol> <b>Draft Agenda: Day 2   Sept 30</b> <ol style="list-style-type: none"> <li>7. Operational check in               <ol style="list-style-type: none"> <li>a. Designation Programs – Progress, needs, wants</li> <li>b. Magazine</li> </ol> </li> </ol>	Sean	



<ul style="list-style-type: none"> <li>c. Conference – Ottawa 2019             <ul style="list-style-type: none"> <li>i. Committee</li> <li>ii. Speakers &amp; Sessions</li> <li>iii. Pre-conference day</li> <li>iv. Day of action or policy ask ideas</li> </ul> </li> <li>d. Visit Hotel &amp; Venue</li> <li>8. Committee check-ins             <ul style="list-style-type: none"> <li>a. Finances &amp; funding                 <ul style="list-style-type: none"> <li>i. Review of 2018 Financials</li> <li>ii. Review and Approval of 2019 projected Budget</li> <li>iii. Organizational Sponsorship – Who we will/won't take money from – Values/contract   Review Process</li> </ul> </li> <li>b. Human resources                 <ul style="list-style-type: none"> <li>i. Contracts</li> </ul> </li> <li>c. Chapter system</li> <li>d. Research</li> </ul> </li> <li>9. Governance &amp; Membership             <ul style="list-style-type: none"> <li>a. 2018 Annual Report</li> <li>b. 2019 Annual General Meeting (AGM)</li> </ul> </li> <li>10. Big Picture/Long Term             <ul style="list-style-type: none"> <li>a. Sustainable Procurement Canada</li> <li>b. Trade Fair. Live Fair.</li> <li>c. Conference 2020</li> <li>d. Vision 2050</li> </ul> </li> </ul> <p><b>Logistics:</b></p> <ul style="list-style-type: none"> <li>1. Transportation             <ul style="list-style-type: none"> <li>a. Booked: Avery, Rita, Sean, Sarah, Erin, Bev, Tabatha, Zack, Eileen, Kenneth, Ivy, Loic, Fouzia, Keslyn, Robert                 <ul style="list-style-type: none"> <li>i. Eric will be driving over.</li> </ul> </li> </ul> </li> <li>2. Accommodation – 8 Bedroom/14 Guest House booked. 250 Lisgar Street, Ottawa (right in downtown).</li> <li>3. Meeting Space – Kenneth looking at the co-working space he is working out of. He is looking into the cost and hopes to have an update over the next few updates.</li> <li>4. Invites:             <ul style="list-style-type: none"> <li>a. Suggested advisory council members to invite: Darryl Reed, Gavin Fridell, Jennifer Williams, John Forsyth, Lorna Willis, <b>Robert McKinnon-confirmed, Zack Gross-confirmed</b> <ul style="list-style-type: none"> <li>i. Invites will go out to the others soon</li> </ul> </li> <li>b. Other invites:                 <ul style="list-style-type: none"> <li>i. FTC: Julie Franceour, Pippa Rogers, Gaby Warrior Renaud, John Marron.</li> <li>ii. AQCE: Fouzia and Loic are both coming over from Quebec and will be there for the Saturday.</li> <li>iii. External: Melissa Dube</li> </ul> </li> </ul> </li> <li>5. Social events:             <ul style="list-style-type: none"> <li>a. There will be a drinks evening on Friday with Fairtrade Canada</li> <li>b. Dinner will be planned for Saturday</li> </ul> </li> </ul> <p><b>Other Items:</b></p> <ul style="list-style-type: none"> <li>1. Replacement of Loïc and Duane on Board –</li> </ul>	<p>Sean</p> <p>Kenneth</p> <p>Eric</p> <p>Erin</p>	
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	<ul style="list-style-type: none"> <li>a. We don't have to replace people but we could spend some time thinking about who could join in.</li> <li>b. Manitoba: Zack concerned that with Duane stepping down, there is no representation from Manitoba. Mireille would be great. Bev wondering if any of the women she has worked with from UNESCO schools (Linda Conner) could be interested. She will send names to Zack and would be happy to approach them.</li> <li>c. Quebec: could talk about Fouzia replacing Loic since she's taking on his position. Eric will talk to Loic and will see if Fouzia can join the board.</li> </ul> <p>2. Committees:</p> <ul style="list-style-type: none"> <li>a. Chapter system – Erin trying to set up another meeting on this, nothing to report at this time.</li> <li>b. Conference – Sean put more thought into this to start moving forward on some content planning. A few people in mind in the Ottawa area. Ivy wants to be part of the Conference Committee.</li> </ul>		
<p><b>2</b></p>	<p><b>Financial Management</b></p> <ul style="list-style-type: none"> <li>1. CFTN Balance Sheet, as of August 20   2019 Projected Budget draft <ul style="list-style-type: none"> <li>a. Sean did some preliminary expense layout. On the revenue side only two contracts are in. On the balance sheet everything is looking good. There was a request some time ago to try to build a bit more cash in the account. We are at about 90,000 at the moment which is great. Some expenses coming soon with the flight bookings to Peru. Looking pretty good for next year so far. Conference and magazine revenue not yet built into the draft.</li> <li>b. Avery asking into Origin Trips. Looking good with eleven people confirmed, so we might even earn a bit. Hope is to always get them up over ten people. Most pieces are looking pretty good.</li> <li>c. Hope is that on in-person meeting we will be able to go through it a bit more with a more detailed expected revenue for the year. Hopefully there will be budget to approve by then.</li> </ul> </li> <li>2. Audit of 2016 &amp; 2017 Financials – Oak Tree CPA <ul style="list-style-type: none"> <li>a. Auditor visited on Wednesday August 8</li> <li>b. Did it for both years because we hadn't done it before. Should have audited financial statements soon, which will be also shared with our membership moving forward.</li> <li>c. Auditor will have recommendations at the end. He took the box of hard copies from the two years with him. No issues foreseen. It has taken some time to gather all materials for audit.</li> </ul> </li> <li>3. Contracts (outlined through to the end of 2019) <ul style="list-style-type: none"> <li>a. Fairtrade Canada <ul style="list-style-type: none"> <li>i. Proposed payment schedule outlined, sent to Julie</li> <li>ii. MOU and deliverables in the works now</li> </ul> </li> <li>b. SFU <ul style="list-style-type: none"> <li>i. Proposed payment schedule outlined, sent to Mark/Kamal</li> </ul> </li> </ul> </li> <li>4. Grants: <ul style="list-style-type: none"> <li>a. <u>In:</u> Gilgan received Jan2018, Lush received May2018</li> <li>b. <u>Letters out to:</u> Catherine Donnelly Foundation, Metcalf Foundation, Nutrien, Fig Tree, Ivey</li> <li>c. <u>Proposal being drafted for:</u> Vancouver Foundation, VanCity</li> <li>d. Key is to get to know people at these foundations. It all takes time. Bev really likes</li> </ul> </li> </ul>	<p>Sean</p>	

	<p>the sponsorship package.</p> <p>5. Organizational Sponsorship</p> <ol style="list-style-type: none"> <li>a. Have been talking about it for a while. Established four different levels that companies can support us on.</li> <li>b. Preliminary feedback: Kenneth wondering if nomination part is to be taken under advisement. Sean thinks so – suggested that it be taken on by company because they like to be more involved, but so far we’ve only approached individuals to ask if they’d like to help. The word nomination is helpful if we want to reject someone as a partner because we don’t want to work with them.</li> <li>c. Avery: Some sponsorship packages indicate ranges so that you can expect more from bigger companies without making it as clear. Sean: being too loose about it people aren’t too clear about it but being super rigid about it is not ideal either.</li> <li>d. Touch base with Lorna and other people at companies who have worked on this side of things to get some feedback.</li> <li>e. Think about who would be allowed to sponsor? E.g. don’t want Tim Horton’s buying a sponsorship. That is the missing piece so far. That could be finalized at in-person meeting, and Sean will put some preliminary work now. Will think about good processes to put in place. Maybe put any proposal for sponsorship before board.</li> <li>f. Zack (membership chair on Fairtrade Canada): same problem about figuring out how to develop criteria about who they’d be comfortable being members.</li> <li>g. Erin heard of organizations asking others to buy into a sort of social contract where they agree on joint values. Avery suggests it’s mostly important to know who we’re going to.</li> </ol>		
3	<p><b>Human Resources – no updates. Sean to work on it. Need to get a bit better on these pieces.</b></p> <ol style="list-style-type: none"> <li>1. Contracts for employees <ol style="list-style-type: none"> <li>a. Bev can work with Sean on looking into contract outlines etc. Will send a few she found.</li> </ol> </li> <li>2. Transition and succession planning <ol style="list-style-type: none"> <li>a. With Torrye leaving it’s worth writing things down about what could go better etc.</li> </ol> </li> </ol>	Sean	
4	<p><b>Travel</b></p> <ol style="list-style-type: none"> <li>1. Ontario/Manitoba: Sept 26-Oct 5 – Ottawa, Toronto, Winnipeg – Booked</li> <li>2. Brussels &amp; Madrid: October – Sean and Sarah will go</li> <li>3. Peru: November – Sean going</li> </ol>	Sean	
5	<p><b>Communications</b></p> <ol style="list-style-type: none"> <li>1. System upgrades! Keela (Vancouver-based, come out of non-profit themselves) <ol style="list-style-type: none"> <li>a. It is cloud-based CRM software, made especially for small non-profits. This all-in-one suite empowers organizations; it features an online database, will enable membership and donations, allow us to build campaigns and ideally manage magazine orders and conference registration. Full back-end database and newsletter built into it.</li> <li>b. Moving away from MailChimp, Excel, EventBrite, PayPal.</li> <li>c. Call set up for next week to get set-up done. Moving forward with it.</li> <li>d. About \$70/month. We can grow our membership this way and might grow a bit of a donor base.</li> </ol> </li> </ol>	Sean	
6	<p><b>Magazine</b></p> <ol style="list-style-type: none"> <li>1. Individual stories posted weekly. They are out. First time we’ve broken up magazine into stories which are built into their own links, with some great traction.</li> </ol>	Sean	



	<p>members, along with emails to potential new ones</p> <ol style="list-style-type: none"> <li>2. Peru 2018 – is a go             <ol style="list-style-type: none"> <li>a. 11 people confirmed, plus Jennifer and Sean, so 13</li> </ol> </li> <li>3. Trade Fair. Live Fair             <ol style="list-style-type: none"> <li>a. Proposal based upon EU model. Loads of work left to do.</li> </ol> </li> <li>4. Vision 2050             <ol style="list-style-type: none"> <li>a. Where is Canada headed?</li> </ol> </li> </ol>		
<b>10</b>	<p><b>Regional Updates</b></p> <ul style="list-style-type: none"> <li>• Ivy: FTOE (Ivy, Melissa, Kenneth, Emanuel) set up again. Trying to get it back up. Fair Trade Carleton still exists and doing things.</li> <li>• Kenneth: had a conversation with student from McMaster and from Quoth? About how to continue building Fair Trade activities on their campus. Will be checking in with FTOE folks if there is a plan for greater Toronto area.</li> <li>• Zack: organizing visit of Sean, Sarah and Julie. First anniversary for Winnipeg becoming FT Town, hoping for 150 people, and Premier invited. To raise the profile of FT in the business community and to highlight the fact that there are four active FT towns in Manitoba, and hopefully raise some money for future activities.</li> <li>• Eileen: will have more information next time. In touch with Niagara College and the Windsor Chapter.</li> <li>• Tabatha (Saskatchewan): has been organizing FTCW</li> <li>• Bev: gave away gift certificates for people who filled out their passport during Fair Trade Month. Will be tabling at community event (will be Fair Trade Event). Now there is a group of people at Olds just working on making events Fair Trade which is great. Connecting Olds and Calgary. Bridgehead Coffee donated some tea to an Indian Festival. Interested in becoming FT Event next year. Get-together with organizers of SDGs in Edmonton – they put in a proposal and waiting to hear back. Indigenous Day celebration in June which was FT.</li> <li>• Erin: sustainable fashion event in Calgary at Patagonia’s store. Still involved in Fashion Revolution network, there will be another event next year. Events in September: Alberta Climate Summit, the Soul of the Next Economy, Fair Trade Campus Week at different universities. Have been working with FT Edmonton to organize FT Halloween campaign. Have been setting up website on sustainability.</li> <li>• Sean: conversation started around developing what a FT BC might look like, following footsteps of AQCE and Manitoba to get something provincial going. FT Vancouver started talking about this.</li> </ul>	Everyone	
	<p><b>Next Meeting</b></p> <ul style="list-style-type: none"> <li>• in-Person in Ottawa – September 29-30, 2018</li> </ul>	Erin	

\* Meeting ended at: 6:06pm pacific daylight time