

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

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

Board Members: Maria, Zack, Bev, Ivy, Erin, Avery, Éric, Kyra, Mike

Advisory Council Members: none

Staff: Sean, Torrye

Regrets:

Absent: Jim, Kaan

*Meeting called to order at 5:05pm pacific time

	#	Agenda Item	Human Resource	Date
Operations	1	Meeting Agenda <ol style="list-style-type: none"> 1. Review & approve <ol style="list-style-type: none"> a. Moved by Erin b. Seconded by Maria c. All in favour at 5:05 pm 	Zack	Dec 5
	2	Meeting Minutes <ol style="list-style-type: none"> 1. From November 1st, 2016. Review and approve <ol style="list-style-type: none"> a. Moved by Maria b. Seconded by Avery c. All in favour at 5:06 pm 	Zack	Dec 5
	3	Governance and Accountability <ol style="list-style-type: none"> 1. Governance Committee Report <ol style="list-style-type: none"> a. Last month had a discussion, Avery has yet to summarize call and present to board, will get this done in the next week and send along. b. Suggesting a combination of regional and overall representation. c. Defining the role of different seats and what everyone should be responsible for. 2. AGM – Feb 26th – 4:30-6:00 – Agenda <ol style="list-style-type: none"> a. Sean will have agenda out in the next few days. b. If anyone has anything in particular that they would like to see, please pass along. <ol style="list-style-type: none"> i. As our AGM is scheduled for after the conference, we decided to include a CFTN info table with strat plan and annual report as part of Friday evening events c. Board Member Recruitment <ol style="list-style-type: none"> i. Éric has suggested Valerie Caron – New employee at the Association ii. Maria has suggested Taya Triffo – will be attending Dalhousie university and is very keen. iii. Zack suggested Mireille Saurette – she is the chair of Fair Trade Brandon and have attended previous conferences. iv. Sean will look through our contact list and collect 	Avery, Zack, Mike & Sean	

	<p>potential recruitments.</p> <p>3. Annual Report</p> <ul style="list-style-type: none"> a. Happy with how everything came together, tried to look at tangible data and the impact of our work from different perspectives. b. Suggestion that a compact overview might be worth putting together, as something easier to share. <p>4. Strategic Plan – Tie to SDG’s, HR & CC</p> <ul style="list-style-type: none"> a. We have tied in the above sectors to provide us with a clear plan within our strategic framework. b. Further edits have been integrated and a few more are required. c. Once complete, Erik will design a two-page design file for network circulation. 		
4	<p>Human Resources</p> <ul style="list-style-type: none"> 1. Grants, Contracts and Business Engagement <ul style="list-style-type: none"> a. Frank Atnikov hired <ul style="list-style-type: none"> i. Has been working on building a business engagement plan and grant development. ii. Will be getting in as many proposals as possible over the next few months. 	Sean	
5	<p>Financial Planning & Management</p> <ul style="list-style-type: none"> 1. 2016 Financial Year-end 2. 2017 Financial Planning <ul style="list-style-type: none"> a. Projected Budget – Revenue & Expenses b. 2017 Revenue Strategy <ul style="list-style-type: none"> i. SFU 2016 report & 2017 work plan Proposal <ul style="list-style-type: none"> 1. Contract ended on December 1st and put forward a proposal for 2017 ii. Lush 2016 Report & 2017 Proposal <ul style="list-style-type: none"> 1. Put together a full report that touched on all the deliverables that were proposed in the 2016 contract. 2. Will be developing a 2017 proposal iii. Fairtrade Canada 2017 Proposal <ul style="list-style-type: none"> 1. Has been slow to get going, however, are working on developing a proposal c. Will be putting forward proposal for the following <ul style="list-style-type: none"> i. Donner Foundation ii. McLean Foundation iii. McConnell Foundation <ul style="list-style-type: none"> 1. Final Report is due in June 2017 d. Business Engagement strategy will start to be developed in January. e. Sean has yet to put forward an expected budget, will have something toward by the end of this week and send along. f. It’s Your Time (IYT) accounting will be giving providing a full financial report. 		



		<ul style="list-style-type: none"> g. Current cash position: At the end of the year, we will be sitting at around \$75,000 in the bank. i. There will be bills of around \$40,000 come February h. Torrye will stay on with the CFTN 		
6	Travel	<ul style="list-style-type: none"> 1. Jan 12 – 16, 2017 Edmonton – EWB National Conference <ul style="list-style-type: none"> a. Sean is running a session 2. Feb 22 – 29, 2017 – Halifax – CFTN Conference 3. March 28 – 31, 2017 – Louisville, Kentucky – FTF Conference. 4. UNESCO School Conference in the beginning of March in Ottawa. <ul style="list-style-type: none"> a. Bev sent out a request for proposals b. Deadline will be the 23rd of December c. Bev will send along list of UNESCO schools in Canada 	Sean	
7	Communication	<ul style="list-style-type: none"> 1. Newsletter – December 13th, 2016 <ul style="list-style-type: none"> a. End of year recap b. Anything you want to see in it, send it our way c. Zack got on the CBC Saturday morning radio show – cooking consciously. They developed a fair trade recipe – please send along for the Magazine. <ul style="list-style-type: none"> i. Challenge chefs across universities for fair trade recipe development ii. Oliver’s recipe – publish bi-annually in magazine. 2. Social Media – General activity <ul style="list-style-type: none"> a. Have been trying to be more active on social media accounts 3. CFTN Website Update – No progress made yet <ul style="list-style-type: none"> a. Sean has added new sections, however, will be working on transitioning into a new theme next year. 		
8	Programs	<ul style="list-style-type: none"> 1. FT Town Advocacy Fund <ul style="list-style-type: none"> a. No updates 2. FT Campus Tier 2.0 & 3.0 standards <ul style="list-style-type: none"> a. Almost ready for circulation. b. Tier 2.0 is focused on product requirements and 3.0 has no exemption for franchises. c. In both levels, there are different policy commitments. 3. FT Schools curriculum <ul style="list-style-type: none"> a. Torrye will send along for comment. 4. FT Ambassadors <ul style="list-style-type: none"> a. Torrye will send along the plan for comment. 	Ivy	
9	Campaigns	<ul style="list-style-type: none"> 1. Tim Horton’s <ul style="list-style-type: none"> a. December 14th plan <ul style="list-style-type: none"> i. Meeting has been canceled, Tim Hortons backed out of the meetings ii. Has gone up to 9 campuses on the email thread and universities are not happy about the cancellation. 	Torrye Erin	

	<ul style="list-style-type: none"> iii. SFU is pulling the plug on their Tim Hortons outlet, therefore, as of May their contract will be terminated. iv. Challenge will be out to other universities to step up. v. Tim Hortons has around 180 contracts on Canadian campuses. <p>2. A&W Engagement</p> <ul style="list-style-type: none"> a. Currently pushing pesticide free b. We do not have data on pesticide usage within the Fairtrade sugar sector. <ul style="list-style-type: none"> i. Has delayed engagement with them but have contact Fairtrade international to collect this. 		
10	<p>Fair Trade Magazine</p> <ul style="list-style-type: none"> 1. Cross Canada Update <ul style="list-style-type: none"> a. Got media toolkit out past the deadline, but we have booked the ad space up in only a week. b. Have a publisher letter to write and need to integrate a recipe. c. If anyone has any suggestions for the Cross-Canada Update, please pass this along. d. Will be published mid-month in January. e. Will suggest the integration of Conference promotion in the magazine, but Erik has not been a fan of this suggestion in the past, due to outdated content. 		
11	<p>National Conference</p> <ul style="list-style-type: none"> 1. Venue, Catering, Accommodation, Flights, Registration & A/V <ul style="list-style-type: none"> a. Venue and catering contracts signed b. Registration – core team is good to go and promotion codes are out 2. Content – Keynotes, breakout sessions 3. Budget <ul style="list-style-type: none"> a. Sponsorship <ul style="list-style-type: none"> i. Would like to see more money come in, we are looking okay. b. Ticket sales 4. Communications <ul style="list-style-type: none"> a. FB, Twitter & Web banners, Posters 	<p>Sean</p> <p>Sean</p> <p>Sean</p> <p>Erik</p>	

Integrity	12	<p>Integrity</p> <ol style="list-style-type: none"> 1. Mondelez & Cocoa Life <ol style="list-style-type: none"> a. Sent out information to board b. This is a Fairtrade Foundation lead program. c. Has been a lot of negative press d. The partnership is not clear and that is part of the problem. e. The program is expanding to all their products. f. The partnership is muddying the waters – a cocoa life logo is similar to other programs, which are not consistent with Fairtrade certifications. g. With increased quantities, what do certification prices look like? h. Cocoa Life Loyalty premium will be the same as FT premium of \$200 per tonne. i. There is going to be a webinar on it in the next few days – there are two different times, Sean will send along information. j. What can we give to people if they have questions? Right now it is too early to know. k. Please send along your comments to Sean so he can prepare a better document. 2. Endorsement policy <ol style="list-style-type: none"> a. Something that has been pushed to the side, will try to have this finished for February. 3. Fairtrade Canada Member Meeting <ol style="list-style-type: none"> a. 4:30-6:00pm on Saturday, February 25th <ol style="list-style-type: none"> i. Before the member meeting, will distribute a 16-question survey around decisions that will collect feedback. ii. Will hopefully ensure ease and no surprises during the meeting. iii. The meeting will be open board 	Sean	
Business	13	<p>For Business</p> <ol style="list-style-type: none"> 1. Origin Trips <ol style="list-style-type: none"> a. Costa Rica <ol style="list-style-type: none"> i. Everything went well and we received great feedback. ii. Will be having a wrap up call on Wednesday with everyone. iii. Will be putting together a report. b. Nicaragua April 30 – May 6, 2017 c. Ecuador November 11 – 19, 2017 d. We already have a lot of interested in these upcoming trips. 	Sean Jennifer, Sean	
Broader	14	<p>Broader Vision</p> <ol style="list-style-type: none"> 1. Nothing new to report 		

<p>15</p>	<p>Regional Updates</p> <p>Éric update</p> <ul style="list-style-type: none"> • Oxfam did a tour of youth and made a great impression. • Magazine du Monde in now present in over 20 schools • Received an application from the University of Montreal <p>Mike update</p> <ul style="list-style-type: none"> • Have held events at Western – raising awareness around fair trade. • Committee meeting – looking at growing fair trade outside of EWB • Been in contact with Volo to get balls into bookstores on campuses • Looking into growing a relationship with a local bar that serves Fairtrade wine • Helping other campuses with their barriers to achieving designation <p>Kyra/Zack update</p> <ul style="list-style-type: none"> • Her work had a fundraiser called “Everything Chocolate”, Fair Trade Manitoba had a bunch of products for engagement. • Connected with a spa who was interested in buying Fairtrade products for their business • Fair Trade Winnipeg is continued to be pushed off the agenda at city council – hoping to make it onto the calendar for January. • Will be at the Human Rights Museum for Human Rights Day <p>Maria update</p> <ul style="list-style-type: none"> • Doing a gift exchange and encouraging people to buy Fairtrade products • Engaging new local locations that carry Fairtrade products for magazine distribution <p>Erin update</p> <ul style="list-style-type: none"> • Just had a holiday mixer event – went well • Still struggling to achieve the required number of restaurants • Hoping to meet with city council representative • Hot Chocolate month soon, have been working with Camino and hoping to get into café’s • Still hoping to reach their designation in 2017 • Want to make a bid for next year’s conference <p>Avery update</p> <ul style="list-style-type: none"> • Meeting is coming up • FTV Executive Director has been out of the country <p>Sean update</p> <ul style="list-style-type: none"> • Capilano is ready to go • SFU is pushing Tim’s, deeper commitments • Come join us at the Devil’s Elbow for Christmas drinks if your in Vancouver next week! 	<p>Everyone</p>	
<p>16</p>	<p>Next Meetings:</p> <ol style="list-style-type: none"> 1. Jan 9th, 2017 2. Feb 23rd, 2017 – Dinner: Prince George Hotel – 7:00pm 3. Feb 26th, 2017 – AGM 4:30-6:00pm 4. Feb 27: In-Person, Prince George Hotel, 9:00-11:30am 		