

Canadian Fair Trade Network – March 26th, 2018 Board Meeting Minutes

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

Board Members: Loïc de Fabritus, Keslyn Ayow-James, Avery Gottfried, Tabatha Sander, Bev Toews, Eileen Chan, Eric St. Pierre, Kenneth Boddy, Erin Bird

Regrets: Duane Nicol

Absent: Rita Steele, Ivy McKee

Advisory Council Members:

Staff: Sean McHugh, Torrye McKenzie

***Meeting called to order at 4:08pm PDT**

#	Agenda Item	Person	Date
	Meeting Agenda 1. Review & approve <ol style="list-style-type: none"> Add appointment of the auditor Erin motioned to approve – Loic seconded – all in favour 4:09 pm 	Erin	Mar 26
	Meeting Minutes – Review and Approve 1. January 30 th , 2018 – Online Board Meeting <ol style="list-style-type: none"> Tabatha motioned to approve – Loic seconded – all in favour 4:10 pm 2. March 1 st , 2018 – In-Person, Pre-AGM Meeting <ol style="list-style-type: none"> Brief in-person meeting minutes, only 4 items New business item that should be kept in the agenda is employee contracts 3. March 1 st , 2018 – AGM *review only <ol style="list-style-type: none"> Will be approved at the next AGM Please review 	Erin	Mar 26
Operations	1 Governance & Strategy 1. Executive Committee <ol style="list-style-type: none"> A treasurer spot is available, but if Rita carries on she may able to fill the position on her own Reviewing monthly financials with accountant over email If anyone is interested, please speak up Avery will have a formal agenda to talk through board roles and committees at the next meeting 2. In-person Board Meeting Plans. Proposed dates: <ol style="list-style-type: none"> June 23-24 September 15-16 September 29-30 Won't have a big chunk of work identified for a meeting in June Might make more sense to wait until September for an in-person meeting First weekend of October is the WEAR Conference, so there are a few things we could link up with in September if we choose Toronto Wear Conference is on October 1st and 2nd – if we did a Board meeting Saturday and Sunday we could stay Monday/Tuesday for the conference Sean will send out a doodle for all three weekends with the corresponding events around that time. 	Avery	



	<p>3. Chapter system</p> <ul style="list-style-type: none"> a. This is a big topic and will need a committee to work through b. Will work on this during our in-person board meeting and have a proposal ready for the AGM next year c. This chapter system would bring more strength and credibility to the CFTN as a whole and help with strategy and fundraising efforts within fair trade groups d. Erin is interested in sitting on the steering committee, is there anyone else? Bev, Kenneth and Keslyn are keen. <ul style="list-style-type: none"> i. The committee would collect information on previous chapter systems ii. Erin will chair the committee and schedule a separate meeting iii. The committee would give updates back to the board during monthly meetings iv. No need to cc Sean or Avery on the first couple emails, but happy to provide support when needed 		
<p>2</p>	<p>Human Resources</p> <ul style="list-style-type: none"> 1. Contracts for employees <ul style="list-style-type: none"> a. Something that we need to get on top of b. Is there anyone who is interested in this formalization work, looking up a standard contract that we can plug roles into. c. Would include what they are responsible for, how much they are paid, their decision making power and their role. d. Avery will add this role onto the list for next month 		
<p>3</p>	<p>Financial Management</p> <ul style="list-style-type: none"> 1. CFTN Balance Sheet, as of March 14th <ul style="list-style-type: none"> a. 12 days ago, so several things have changed b. Over \$100,000.00 in the bank c. The conference bill came in lower than expected d. SFU contract has shrunk, we have been at 3 days a week for the past year and are now at 1 day a week e. Will be building in revenue around the Peru Origin Trip f. No other applications are out right now other than the Office of Consumer Affairs Proposal g. Will have the next LUSH Proposal in this week h. The new SFU contract was submitted today i. Working on the Fairtrade Canada contract near the end of April and we are hoping to negotiate more money j. Need to hire a new grant coordinator 2. Appointment of public accountant <ul style="list-style-type: none"> a. This came out of the AGM and we need to be auditing b. A smaller firm who is doing our tax return is willing to audit our 2016 and 2017 financials at a great rate. 3. Raise for Sean. 5% Suggested. Recommendation: <ul style="list-style-type: none"> a. Shift from Monthly salary of \$4175 to \$4420 	<p>Sean</p>	

		<ul style="list-style-type: none"> b. 5.5% Increase Salary of \$53,000 per year c. Shifted Torrye away from an hourly wage to a salary position which will be happening next month 		
	4	<p>Conference</p> <ol style="list-style-type: none"> 1. General comments on how it went. Survey completion & Final Report <ul style="list-style-type: none"> ○ Got a lot of feedback, which was great. ○ Sent out to 240 people and heard from around 65 people which is a very high response rate ○ Generally very positive feedback, especially around food and beverage ○ Full recap report went out to all our sponsors which is available online at www.cftn.ca/conference 2. Final Budget: \$67,213.68 Revenue \$60,157.24 Expenses = +\$7000.00 <ul style="list-style-type: none"> ○ Expenses went down from the final expected bill from SFU ○ What was different from last year? ○ We brought in around \$39,000 in sponsorship, ticket sales were higher, a small grant from SFU came in, some companies threw in extra money for their employees ○ AV and catering was also lower, which is the benefit of working with a University ○ Will try to bring the tradeshow back next year ○ Diversity at this conference was really great 3. 2019 <ul style="list-style-type: none"> ○ Ottawa? <ul style="list-style-type: none"> ▪ This was decided via a process, which may not be the best ▪ The success of this past conference came from local champions ▪ Does Ottawa or Toronto have local leaders to provide this kind of support? ▪ Everyone thinks that Ottawa sounds great ▪ U of Ottawa would be centrally located but the admin may not be able to lead on it ▪ Carleton might be able to lead it, but they are not downtown ○ March 22-24, 2019? <ul style="list-style-type: none"> ▪ Earlier in March would be better 		

5	<p>Regional Updates</p> <p>Nova Scotia - Dal Has been doing Fairtrade coffee servings with Full Steam. Just Us! And Gavin did some work with St. Mary's students at the public library.</p> <p>Quebec – New Fair Trade Campus College Vanier, hoping to have a new Fair Trade Town (Mont St. Hilaire) in the next few weeks, opening a new position at the Association, working on the coordination of Free Cone Day this year.</p> <p>Ontario – Carleton is working on a Fairtrade wine and cheese night, nothing join on at U of Ottawa and unsure where Ottawa is at. Niagara College is working on their Fair trade Campus designation. Ivy/Kenneth/Eileen are planning on splitting up the province.</p> <p>Manitoba – No one on the call</p> <p>Saskatchewan – President of the Student Union at the University of Regina wants to reach the designation by April. Did a fair trade audit on local businesses and locations on campus as well.</p> <p>Alberta – One day leadership conference at Olds School which went great, Erin and Bev split a Fairtrade Flower order to celebrate International Women's Day and delivered these flowers to people throughout the community. Dot's Day happened last week which was a Fair Trade Event that welcomed over 300 people. Interact Day is happening tomorrow which will sell Fairtrade products. Fair Trade Calgary is working with Emilie Maine to organize Fashion Revolution. Preparing for World Fair Trade Day with Calgary Arts Academy. Might start up a Fair Trade Dinner Club. City of Calgary is putting forward a notice of motion for sustainable procurement, and hoping to get involved more involved with this process to integrate fair trade.</p> <p>British Columbia – Fair Trade Vancouver organized a mixer last week and they are planning on organizing another Business Mixer in the next two weeks.</p>	Everyone	
6	<p>Tentative Meeting Schedule: Avery to send Doodle</p> <ol style="list-style-type: none"> 1. April 30th 2. May 28th 3. July 9th 4. August 27th 		

*Meeting adjourned at 5:12pm PDT