

Canadian Fair Trade Network – May 31, 2017 Board Meeting Minutes

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

Board Members: Kyra Moshtaghi, Mike Allan, Avery Gottfried, Erin Bird

Advisory Council Members: Zack Gross

Staff: Sean McHugh, Torrye Mckenzie

Regrets: Loic de Fabritus, Ivy McKee, Duane Nicol

Absent: Maria Aman, Éric St. Pierre, Keslyn Ayow-James, Bev Toews

Meeting was unofficial, quorum was not reached.

*Start time: 4:11 pm PST

Meeting Minutes:

	#	Agenda Item	Person	Date
Operations	1	Meeting Agenda 1. Review & approve	Avery	
	2	Meeting Minutes – Review and Approve 1. April 26 th , 2017. a. Avery will send out approval via email	Avery	
	3	Governance 1. Appointment of Rita Steele as BC based Board Member a. Avery will send out approval via email b. Rita will be helping with conference planning. Rita is the Executive Director of Fair Trade Vancouver. 2. Treasurer Role – discussion, appointment, TelPay and signing authority a. Touching base with Rita on this once appointed 3. Membership system upgrade. Tie in donation and conference registration a. Options to donate more and register for conference etc. b. Newsletter could also be integrated c. Sean is doing some digging but will report back soon 4. Board Committees a. Avery started the spreadsheet confirming who will be on the conference committee. i. Drafting terms of reference to outline what we are trying to achieve ii. Fundraising committee is a priority iii. Human Resource committee is a priority	Avery Avery Sean Avery	
	4	Financial Management 1. CFTN Balance Sheet – May 2017 a. Things are looking good, we're on track with revenue and expenses 2. Contracts: a. In Place: SFU i. Signed b. Working on: Fairtrade Canada	Sean	



	<ul style="list-style-type: none"> i. Signed off on today 3. Foundations <ul style="list-style-type: none"> a. Confirmed: Lush <ul style="list-style-type: none"> i. In place b. Waiting on: Max Bell, Donner Canadian Foundation, Metcalf Foundation <ul style="list-style-type: none"> i. Drafting up proposals to a few different ones 4. Grant Writer – Emma Moss joining the team <ul style="list-style-type: none"> a. Ran the trade policy session with Ian Hudson b. Will be in the office one day a week c. Pitching Fairtrade Canada on purchasing policy guides 5. Have confirmed advertisers for the magazine <ul style="list-style-type: none"> a. Sean will add this as an expense on the revenue side b. Add in expected conference funding 6. Things are looking good through the rest of the year 7. If we can get one more thing locked down – board meeting for potential September <ul style="list-style-type: none"> a. Either SFU (July-Dec) or Fairtrade Canada b. Erin can look into prices to potentially hold the board meeting mid September c. Sean will send along board travel excel sheet 8. Some organizations put some money aside into a “rainy day fun” – maybe something to think about in the future 		
5	Travel <ul style="list-style-type: none"> 1. June 15 – July 1 – Ottawa, Toronto, Halifax <ul style="list-style-type: none"> a. Torrye is traveling for part of this b. Fairtrade Canada AGM c. National Student Food Summit in Guelph d. CCUFSA - Halifax 	Sean	
6	Communication <ul style="list-style-type: none"> 1. Newsletter – June 6, 2017 <ul style="list-style-type: none"> a. Send along any thoughts/comments 2. Upcoming Webinar – July 5 (Origin Trip focus - Ecuador) 		
7	Partnerships <ul style="list-style-type: none"> 1. Municipal Collaboration for Sustainable Procurement <ul style="list-style-type: none"> a. Brainstorm and follow-up b. Have included this in a Fairtrade Canada proposal 	Sean	
8	National Conference <ul style="list-style-type: none"> 1. Venue <ul style="list-style-type: none"> a. SFU – Harbour Centre, one bigger space which can hold around 300 people b. Great catering plan, all in house audio/visual c. Catering is a lot better than last year 2. Date <ul style="list-style-type: none"> a. March 2nd – 4th, weekend before health food association 3. Hotel <ul style="list-style-type: none"> a. In the works 4. Sponsorship 	Sean	

		<ul style="list-style-type: none"> a. Erik is pretty busy right now, but will get this going at the end of June 5. Potential speaker from a Fairtrade soccer ball factory 6. Maybe we should put a call out to someone from Fair Phone 7. Should invite the premier – John Horgan 		
	9	Fair Trade Magazine <ul style="list-style-type: none"> 1. Article reviews <ul style="list-style-type: none"> a. Anyone interested or have time? b. Zack can take this on 	Sean	
	10	Campaigns <ul style="list-style-type: none"> 1. Fair Trade Campus Week in the works for last week of September. Product donation request pages are now up 2. Worlds Largest Bake Sale is tentative scheduled for September 28th. Initial planning is under way, including a website to log events and sales 	Torrye	
	11	Program Updates & Priorities <ul style="list-style-type: none"> 1. Town <ul style="list-style-type: none"> a. Renewals underway b. Advocacy fund starting to take shape c. Upcoming announcements: <ul style="list-style-type: none"> i. Rouyn-Noranda, QC was named #24 on May 31 d. Winnipeg passed its resolution for Fair Trade Town status e. Bouchville has handed in their application 2. Campus <ul style="list-style-type: none"> a. Annual renewals underway b. Silver/gold standards nearing final c. Upcoming announcements: <ul style="list-style-type: none"> i. St. Paul's University College was named #26 on May 29th ii. Kings University College (approved, but waiting until September to announce) 3. School <ul style="list-style-type: none"> a. Annual renewals underway b. Curriculum still in development, hoping to have more time to address this in July/August 	Torrye	
Integrity	12	Integrity <ul style="list-style-type: none"> 1. Fair Trade vs. Direct Trade on the list 2. Statement on Domestic Fair Trade on the list 3. Certification Evaluation and Analysis <ul style="list-style-type: none"> a. These three things need to get done, but currently, they are not moving. 	Sean	

Business	13	<p>Business</p> <ol style="list-style-type: none"> 1. Origin Trips <ol style="list-style-type: none"> a. Ecuador November 11 – 19, 2017 b. Still do not have a single person signed up c. Have a list of people who are interested, but no one has been locked down as of yet. d. Jennifer has drafted a full itinerary, give them more insight on what this trip is about e. Eco tourism and Ecuador Embassy are interested in being involved f. May be a special year for eco-tourism – Erin is sharing the trip with her Alberta contacts 	Sean	
Advocacy	14	<p>Advocacy</p> <ol style="list-style-type: none"> 1. Strategic Framework being circulated and sent out 2. Meeting with Global Affairs Canada coming up <ol style="list-style-type: none"> a. Gavin Fridell has put us in contact b. Sean got introduced to a senior policy advisor, and has set up a meeting for June 20th in Ottawa. <ol style="list-style-type: none"> i. There is now 8 people in the meeting c. Sean will send around meeting planning document for everyone’s eyes d. The people who are joining the meeting are in charge of long-term non-profit funding and policy – big potentials coming from this meeting 	Sean	
	15	<p>Regional Updates</p> <p>Calgary Erin – Participating in a pathway to sustainability conference. Working with a catering company – St. Louise Hotel in East Village.</p> <p>Winnipeg Zack – Celebrity fairtrade cook off. Trying to make this a high profile event. The winner would get an opportunity to do a practicum under a professional chef. Manitoba Liquor and Lotteries is putting forward money.</p> <p>Victoria Avery – Sat in on the governance committee for Fairtrade Canada</p>	Everyone	
	16	<p>Tentative Meeting Schedule:</p> <ol style="list-style-type: none"> 1. July 5 2. August 30 3. October 4 4. November 8 5. December 13 <ul style="list-style-type: none"> ○ Avery will send along a doodle poll along 		

*Meeting adjourned at 5:14pm PST