

## Canadian Fair Trade Network – November 12<sup>th</sup>, 2014 Board Meeting Minutes

Meeting Minutes for – **Wednesday, November 12<sup>th</sup>, 2014**

### Meeting time: (90 Minutes)

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

### Call-in Information:

Please join the meeting: <https://global.gotomeeting.com/join/305516077> | Please use a microphone and a headset. Or, call in using your telephone | Canada (Long distance): +1 (647) 497-9372 | Access Code: 305-516-077 | Audio PIN: Shown after joining the meeting

### Attendance:

1. Nancy Allan (SK)
  2. Kyra Moshtaghi Nia (MB)
  3. Zack Gross (MB)
  4. Bruce Morton (ON)
  5. Kaan Williams (BC)
  6. Dustin Johnson (Atlantic Canada)
  7. Sasha Caldera (ON)
- \*Sean McHugh (Ex-Officio)

### Regrets:

1. Krista Pineau (QC)
2. Bev Toews (AB)

### Absent:

1. Nadia Berger (ON)

### Meeting Minutes:

\*Meeting Called to order at 8:05pm EST

#	Item	Action Item
1	<b>Approval of the Agenda</b> <ul style="list-style-type: none"> <li>• All in favour - 8:06pm EST</li> <li>• No additions or changes</li> </ul>	<i>none</i>
2	<b>Review and approval of board meeting minutes from September 23<sup>rd</sup>, 2014</b> <ul style="list-style-type: none"> <li>• All in favour – 8:06pm EST</li> <li>• No Additions or changes</li> </ul>	<i>none</i>
3	<b>Governance and Strategy:</b> <ol style="list-style-type: none"> <li>a. Resignation of James Wattam from the board</li> <li>b. AGM 2015 – Call of Directors               <ul style="list-style-type: none"> <li>○ Up for election: Zack, Nadia, Kaan, Sasha                   <ul style="list-style-type: none"> <li>▪ We need to decide whether people are available for board positions</li> <li>▪ Possibilities include: Eric St Pierre, Nicole Tulk, Mireille Saurette and Denise McDonald</li> </ul> </li> </ul> </li> </ol>	<i>a. none</i> <i>b. Board members to send names to Zack and Sean regarding viable candidates for board positions.</i>

	<ul style="list-style-type: none"> <li>▪ Zack is willing to stay on the board for the CFTN. Sasha and Bruce recommended for Zack to continue the course and stay within his current position.</li> <li>▪ Nancy recommended that we ensure that good knowledge management practices are being upheld during the transition process. <ul style="list-style-type: none"> <li>○ Not up for re-election: Bev, Bruce, Dustin, Krista, Kyra</li> <li>○ Stepping down: Nancy</li> <li>○ Resigned: James &amp; Kelly</li> </ul> </li> </ul> <p>c. Advisory Council – Darryl Reed, Monica Firl, Randy Hooper</p> <p>d. Annual Report</p> <ul style="list-style-type: none"> <li>○ Ambition to have annual report ready before Christmas. Major opportunity to pull the year together.</li> <li>○ Zack mentioned that we can use the resources from MCIC. Izzy from MCIC might be able to write the Annual Report.</li> <li>○ Nancy Offered to proof read</li> </ul> <p>e. AGM agenda</p> <p>f. Member update email</p>	<p><i>c. Sean to follow up with invites</i></p> <p><i>d. Sean to send Zack previous annual report</i></p> <p><i>e. Sasha to use last year's AGM agenda to prepare this year's, while include notes on process.</i></p> <p><i>f. Sean to prepare and send out, once agenda is ready</i></p>
4	<p><b>Operations:</b></p> <p>a) Staffing: Loss of Bryce Tarling, Plans for replacement</p> <ul style="list-style-type: none"> <li>a. Bryce left the CFTN and we wish him the best as he is now a father. Currently on a partial contract until the end of year. Sean intends to hire someone new in the New Year.</li> <li>b. Nancy motioned to formally acknowledge Bryce's effort and thank him. Bruce seconded. Motion approved 5:34pm PST.</li> </ul>	<p><i>a. Board to recommend candidates to replace Bryce, please send to Sean. Sean to prepare a job description</i></p> <p><i>b. Nancy to lead writing a thank-you from the board.</i></p>
5	<p><b>Finance and Accounting:</b></p> <p>a) 2014 budget update – Balanced and on track</p> <ul style="list-style-type: none"> <li>a. Things are balanced and on-track.</li> </ul> <p>2015 budget planning</p> <ul style="list-style-type: none"> <li>b. EWB Contract Proposal – <i>Target: \$30,000</i></li> <li>c. 2015 Fairtrade Canada Contract Proposal – <i>Target: \$50,000</i></li> <li>d. Magazine advertising: <i>Target \$16,000 + \$16,000</i></li> <li>e. Conference Sponsorship/registration fee – <i>Target: \$35,000</i></li> <li>f. McConnell Foundation – <i>Target: \$150,000</i> <ul style="list-style-type: none"> <li>i. Haven't heard anything from them. Sean and Nancy suggested that we invite them to the conference.</li> </ul> </li> </ul> <p>b) Food Systems Strategy and funding Proposal</p> <p>c) Office of consumer Affairs</p> <ul style="list-style-type: none"> <li>a. Nothing to report just yet.</li> </ul>	<p><i>a. none</i></p> <p><i>Sean to complete proposal for EWB and FTC</i></p> <p><i>Sean to invite McConnell to our conference</i></p> <p><i>b. none</i></p> <p><i>c. none</i></p>

	<ul style="list-style-type: none"> <li>d) Corporate engagement strategy               <ul style="list-style-type: none"> <li>a. Sasha, Zack, and Dustin haven't met yet to discuss the corporate engagement strategy.</li> </ul> </li> <li>e) Heritage Canada – Long Term Funding</li> </ul>	<p><i>d. none</i></p>
<p>6</p>	<p><b>National Conference (January 14, 15 &amp; 16, 2015):</b></p> <ul style="list-style-type: none"> <li>a) Sponsorship progress           <ul style="list-style-type: none"> <li>a. Cash sponsorship is about \$16,000 thus far.</li> <li>b. Nancy suggested trying FCO and Desjardins for sponsorship.</li> </ul> </li> <li>b) Agenda, speakers, sessions           <ul style="list-style-type: none"> <li>a. Things are coming together quite nicely and the agenda is pretty well set with speakers and titles.</li> <li>b. Need to finalize details with the Delta hotel. Translation is coming together quite nicely.</li> <li>c. McGill has provided excellent support, so it puts CFTN in a position to provide subsidies for all people.</li> </ul> </li> <li>c) Registration open!</li> <li>d) Travel – flights need to be booked</li> <li>e) Accommodation – people will be paired up unless they otherwise request, where individual will need to cover the extra cost. We are organizing with the Delta</li> <li>f) Translation – simultaneous translation is being organized by Fairtrade Canada</li> <li>g) Pre meeting – plans for a pre meeting on the 13<sup>th</sup></li> <li>h) post meeting – plans for a post meeting on the 16<sup>th</sup></li> </ul>	<p><i>a. Sean to reach out to FCL and Desjardins (Vincent Legace)</i></p> <p><i>b. none</i></p> <p><i>c. Board members to invite those in their networks to attend</i></p> <p><i>d. Board members to send flight preferences to Sean</i></p> <p><i>e. none</i></p> <p><i>f. none</i></p> <p><i>g. none</i></p> <p><i>h. none</i></p>
<p>7</p>	<p><b>Fair Trade Magazine:</b></p> <ul style="list-style-type: none"> <li>a. Publication           <ul style="list-style-type: none"> <li>a. All articles are written, Sean has reviewed through all six major articles. Zack will do the same.</li> </ul> </li> <li>b. Cross Canada updates</li> <li>c. Distribution plans – magazine will be ready for conference</li> </ul>	<p><i>a. Sean to send draft articles to Nancy and Zack</i></p> <p><i>b. everyone to send Sean updates from across Canada</i></p> <p><i>c. none</i></p>
<p>8</p>	<p><b>Communications</b></p> <ul style="list-style-type: none"> <li>a) Position paper – future of the movement – FT USA – certification analysis and roadmap. Marta working on a report, details to come           <ul style="list-style-type: none"> <li>a. Harriet Lamb and Reykia Fick will be coming to Canada to have a discussion with the CFTN re: FT USA.</li> <li>b. Paul Rice didn't have a comprehensive response to the email.</li> <li>c. Ambition to have representatives of Fairtrade America attend.</li> </ul> </li> <li>b) Website – French Side           <ul style="list-style-type: none"> <li>a. Methodology exists in so far that it is easy to update content in French. At the moment, there isn't a language selection yet.</li> </ul> </li> </ul>	<p><i>a. none</i></p> <p><i>Sean to send along Paul's response</i></p> <p><i>b. none</i></p>

