

## Canadian Fair Trade Network – March 16<sup>th</sup>, 2021 Board Meeting Agenda

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

### Board Members:

- **Present:** Erin Bird, Keslyn Ayow-James, Giada Simone, Annaliese Beck-McKenzie, Eric St Pierre, Daphna Lewinshtein, Larissa Kanhai, Kenneth Boddy
- **Absent:** Service Opere, Emanuel Lukawiecki, Madison Cote

**Advisory Council Members:** none

**Staff:** Sean McHugh

**Start time:** 4:44 pm PDT

**Chaired by:** Erin Bird

#	Agenda Item	Person	Date
Process	<b>Meeting Agenda</b> a) Review & Approve a. Moved by Keslyn, seconded by Giada. None opposed. 4:45	Erin	Mar 16
	<b>Meeting Minutes – Review and Approve</b> a) January 27 <sup>th</sup> , 2021 a. Moved by Giada, seconded by Keslyn. None opposed. 4:46.	Erin	Mar 16
1	<b>Governance</b> a) 2021 Annual General Meeting a. Thursday, April 29 <sup>th</sup> is the current suggested date. b. 4pm pacific time. 90-minutes. c. Speaker: i. Sean will start drumming up ideas. Idea's welcome. d. Topic ideas: suggestions welcome i. Building solidarity in the times of COVID ii. Building or connecting grassroots iii. Fair Trade and the Environment 1. Joey from Just Us has done a similar talk already. e. Board Member Recruitment & Elections i. We will need to look to recruit new members, suggestions welcome. f. Board members up for re-election: Eric St Pierre, Keslyn Ayow-James, Emanuel Lukawiecki, Larissa Kanhai & Madison Cote (was appointed in May)	Sean	
2	<b>Financial Management</b> a) Cash Flow Statement, as of March 11 <sup>th</sup> , 2021 b) Financial shortfall update a. Canada Emergency Wage Subsidy (CEWS): i. IYT completed submissions (Money received March 8) 1. Period 7 (Sept2020) (\$2,258) 2. Period 8 (Oct 2020) (\$2,935.40) ii. IYT working on submissions for Period 9 (Nov2020) and Period 10 (Dec2020) b. Kept salary as is.	Sean	

	<ul style="list-style-type: none"> <li>c. Kept contract with It's Your Time as is.</li> <li>c) Board Committee – Update on fundraising strategy <ul style="list-style-type: none"> <li>a. Plans have all been broken down into short-, medium-, and long-term planning. Current strategies include: <ul style="list-style-type: none"> <li>i. Member engagement. Fee up to \$20/year</li> <li>ii. Donations</li> <li>iii. Event &amp; Webinar series sponsorship</li> <li>iv. TD Bank Grant</li> <li>v. Canada summer jobs program (apply Dec-Jan)</li> <li>vi. Student programs through associated universities</li> <li>vii. Seeking counselling on the financial structure of the CFTN to see if the current Not-For-Profit status still makes the most sense for where we are at. <ul style="list-style-type: none"> <li>1. Charitable status</li> </ul> </li> <li>viii. Pitch to business for general support our work <ul style="list-style-type: none"> <li>1. Develop direct sponsorship pitch document, to engage companies with</li> <li>2. Develop contract for donors to sign.</li> <li>3. Develop conflict of interest document.</li> </ul> </li> </ul> </li> </ul> </li> <li>d) ECO Canada Funding – Planning to apply with SFU to hire Nell full time. 2-days at SFU and 3-days on CFTN work.</li> </ul>	<p>Keslyn</p> <p>Daphna</p> <p>Daphna</p> <p>Keslyn</p> <p>Sean</p>	
<b>3</b>	<p><b>Strategy</b></p> <ul style="list-style-type: none"> <li>a) Short-term Strategic Plan   *No updates to document made. To be discussed later.</li> </ul>	Sean	
<b>4</b>	<p><b>Operations</b></p> <ul style="list-style-type: none"> <li>a) Communications: <ul style="list-style-type: none"> <li>a. CFTN Website Relaunch</li> <li>b. There is a new word press site.</li> <li>c. Things that will be working on: <ul style="list-style-type: none"> <li>i. Having it mobile ready</li> <li>ii. Translation</li> </ul> </li> </ul> </li> <li>b) AGM &amp; Event Series <ul style="list-style-type: none"> <li>a. Board Committee met</li> <li>b. Ideas and tentative schedule on paper</li> </ul> </li> <li>c) Program Management: <ul style="list-style-type: none"> <li>a. 2 new FT Workplaces, 1 new FT Event and 2 new FT Campuses since last meeting.</li> </ul> </li> </ul>	<p>Sean, Shane, Keslyn</p> <p>Board Committee: Erin, Annaliese, Giada, Daphna, Zack</p>	
<b>5</b>	<p><b>Label Evaluation Policy Document</b></p> <ul style="list-style-type: none"> <li>a) Draft 4.0 will be shared in advance of the meeting for review and discussion <ul style="list-style-type: none"> <li>a. Everyone to send thoughts and feedback by March 26<sup>th</sup> so we can send this out for another round of consultation.</li> </ul> </li> </ul>	Board Committee: Kenneth/Erin/Sean	
	<p><b>Next Meeting:</b> April 13, 14, 20, 21   Doodle Poll:  <a href="https://doodle.com/poll/vsmmxi6nqh2anid8?utm_source=poll&amp;utm_medium=link">https://doodle.com/poll/vsmmxi6nqh2anid8?utm_source=poll&amp;utm_medium=link</a></p>		

\*Meeting adjourned at: 5:57pm PST