

Canadian Fair Trade Network – April 27th, 2021 Board Meeting Minutes

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

Board Members:

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

Advisory Council Members:

Staff: Sean McHugh

Start time: 4:37pm PST

Chaired by: Erin Bird

#	Agenda Item	Person	Date
Process	Meeting Agenda a) Review & Approve. a. Motion to approve, Kenneth. Seconded by Eric, none opposed. approved at 4:40	Erin	Apr 27
	Meeting Minutes – Review and Approve a) March 16 th , 2021. a. Motion to approve, Eric. Seconded by Keslyn, none opposed. approved at 4:41	Erin	Apr 27
1	Governance a) 2021 Annual General Meeting a. Planning not completed in time for tentative date of April 29. b. Proposed new date: May 26 th , 2021. i. All in agreement to move to a new date.	Sean	
2	Financial Management a) Cash Flow Statement, as of April 26, 2021 b) Financial shortfalls now sorted through end of year. a. Canada Emergency Wage Subsidy (CEWS): i. Cash in for periods 7, 8, 9, 10, 11 & 12 ii. IYT will submit for period 13 (Mar2021) & 14 (April 2021). c) ECO Canada - Funding Application submitted on April 7, 2021. a. If/when funding approved, we will also sign a contract with SFU, contracting Nell out 2-days per week to SFU. d) Board Committee – Update on fundraising strategy a. Committee would like to meet with Sean to discuss the CFTN’s existing model to help with their work. b. There was a conversation regarding who we bank with but this is based on status as a federally registered not-for-profit.	Sean Keslyn	
3	Operations a) Communications: a. CFTN Website has been Relaunched! i. Updated site shared with the board.	Sean, Keslyn	

	<ul style="list-style-type: none"> ii. If anyone has more feedback Keslyn and Sean will be working on this for now so feel free to provide feedback. b) AGM & Event Series <ul style="list-style-type: none"> a. No further planning completed yet *Hoping to have Nell lead this work. c) Program Management: <ul style="list-style-type: none"> a. Annual Renewals coming up. <ul style="list-style-type: none"> i. Will likely be working on this starting in May 	Sean Sean	
4	<p>Fair Trade Handbook</p> <ul style="list-style-type: none"> a) Into final week, planning to have this into publisher by Friday, April 30. b) As the books get ready to publish there will be a publication plan. <ul style="list-style-type: none"> a. Sean will connect with Eric and Service about how to promote the book to organizations. 	Sean	
5	<p>Label Evaluation Policy Document</p> <ul style="list-style-type: none"> a) Final Draft shared b) Feedback request by May 7. c) Final copy will be ready for May 14. 	Board Committee: Kenneth/Erin/Sean	
	<p>Next Meeting: First week of June following the AGM. Tentative date: June 8</p> <p>Before the AGM we will have a short meeting to make sure everything is in order.</p>		

*Meeting adjourned at: 5:23pm PST