

## Canadian Fair Trade Network – June 22<sup>nd</sup>, 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, Keslyn Ayow-James, Erin Bird, Annaliese Beck-McKenzie, Giada Simone, Larissa Kanhai
- **Regrets:** Kenneth Boddy
- **Absent:** Service Opare, Daphna Lewinshtein, Emanuel Lukawiecki, Madison Cote

**Advisory Council Members:** Zack Gross

**Staff:** Sean McHugh

**Start time:** 4:35pm pacific time

**Chaired by:** Erin Bird

#	Agenda Item	Person	Date
Process	<b>Meeting Agenda</b> a) Review & Approve. Moved by Keslyn, seconded by Annaliese. All in favour. 4:35pm	Erin	Jun 22
	<b>Meeting Minutes – Review and Approve</b> a) April 27 <sup>th</sup> , 2021. Moved by Keslyn, seconded by Giada. all in favour. 4:36pm	Erin	Jun 22
1	<b>Governance</b> a) 2021 Annual General Meeting a. Normally scheduled for March of each year, it has been pushed back a few times now. b. New date: August 24 <sup>th</sup> , 2021. c. Sean to send out notification to members soon. d. Erin to help with coordinating a speaker for the AGM		
2	<b>Financial Management</b> a) Cash Flow Statement, as of June 15 <sup>th</sup> , 2021 a. Goal; Diversify funding further b) Canada Emergency Wage Subsidy (CEWS): a. Cash in for period 7 (Sept 2020) to period 14 (April 2021) b. Most likely last time we will apply c) ECO Canada - Funding Approved d) SFU - Contract signed e) Board Committee a. Plans to reconvene committee soon to start working on a financial model/strategy	Sean       Keslyn	
3	<b>Human Resources</b> a) Nell onboard and working 4-days a week. Helped with annual renewals, ambassador program re-vamp, upcoming newsletter and ongoing SFU work. b) Sean's future/pat-leave, etc. After 10-years at the head of the CFTN, the time has come to start thinking about transition. Things to consider: a. In-Person meeting?		

	<ul style="list-style-type: none"> <li>b. Add to AGM agenda?</li> <li>c. Strike Board committee to guide process.</li> <li>d. Create a Job Application</li> <li>e. Create a Recruitment process</li> <li>f. Work on Budget to allow for overlap between Sean and new hire.</li> <li>g. Timeline:             <ul style="list-style-type: none"> <li>i. Pat leave</li> <li>ii. Departure</li> </ul> </li> </ul>		
<b>4</b>	<p><b>Operations</b></p> <ul style="list-style-type: none"> <li>a) Program Management:             <ul style="list-style-type: none"> <li>a. Annual Renewals launched last week of May, with new forms for all programs, English &amp; French</li> </ul> </li> <li>b) Ambassador Program             <ul style="list-style-type: none"> <li>a. Relunched as self-led training program</li> </ul> </li> <li>c) Webinar series             <ul style="list-style-type: none"> <li>a. Planning in the works now</li> <li>b. Erin happy to help</li> </ul> </li> </ul>	Sean	
<b>5</b>	<p><b>Communications</b></p> <ul style="list-style-type: none"> <li>a) Newsletter back and set to come out week of July 5<sup>th</sup></li> </ul>		
<b>6</b>	<p><b>Label Review</b></p> <ul style="list-style-type: none"> <li>a) Next steps             <ul style="list-style-type: none"> <li>a. Board feedback</li> <li>b. External consultation</li> </ul> </li> </ul>		
<b>7</b>	<p><b>Fair Trade Handbook</b></p> <ul style="list-style-type: none"> <li>a) 99.9% complete</li> <li>b) Expected publishing date: October 1, 2021</li> </ul>		
<b>8</b>	<p><b>Next Meeting:</b></p> <ul style="list-style-type: none"> <li>a) August 10<sup>th</sup> (AGM planning focus)</li> <li>b) AGM: August 24<sup>th</sup></li> </ul>		

*\*Meeting adjourned: 5:25pm pacific time*