

Canadian Fair Trade Network – August 24th, 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:** Erin Bird, Madison Cote, Eric St-Pierre, Kenneth Boddy
- **Regrets:** Giada Simone, Service Opere, Annaliese Beck-McKenzie
- **Absent:** Daphna Lewinshtein, Emanuel Lukawiecki, Keslyn Ayow-James

Advisory Council Members: Zach Gross

Staff: Sean McHugh

Start time: 4:35pm PT

Chaired by: Erin Bird

#	Agenda Item	Person	Date
Process	Meeting Agenda a) Review & Approve 1. Motion by Eric, Seconded by Kenneth	Erin	Aug 24
	Meeting Minutes – Review and Approve a) June 22, 2021 1. Motion by Madison, Seconded by Eric	Erin	Aug 24
1	Governance a) 2021 Annual General Meeting b) Proposed Date: September 21 c) Draft Agenda: Sent out for review 1. Sean to think through authors of the book to potentially be a strong presenter 2. We need recruitment for board members. Any suggestions should be sent to Sean. 3. Erin and Kenneth to organize online voting platform. 4. We will need to prepare an update on programming for the coming year ahead. 5. Make a pitch to the network that we are interested in growing the network and we can help solicit their assistance	Sean	Sept 21
2	Financial Management a) Cash Flow Statement, as of August 16, 2021 1. It would likely be smart to re-convene the financial sub-committee soon to start discussing grants for next year as well. 2. Look into continuing with CEWS	Sean	
3	Human Resources a) Nell Final day: Sept 2, though she owes us a couple days. One contract item later in month b) Sean's last day: November 19 th , 2021 1. Committee i. Board committee to meet on September 14. ii. Anyone willing to participate please let Erin know. 2. Work on Succession Plan i. Timeline ii. process iii. Hiring		

	<p>c) CFTN Strategy</p> <ol style="list-style-type: none"> 1. Year ahead, 2022 2. Program plan/strategy 3. Vision for network/org <ol style="list-style-type: none"> i. Virtual events ii. Community engagement iii. "Use" network for things like advocacy 4. Focus on people <ol style="list-style-type: none"> i. Case studies ii. People profiles/spotlights 		
4	<p>Operations</p> <p>a) Program Management:</p> <ol style="list-style-type: none"> 1. Annual Renewal – Certificates Out 2. Communications to those who completed renewals: <ol style="list-style-type: none"> i. Know the Source Program sent to campuses ii. Snack Size bar details from Galerie au chocolat sent to campuses 3. Strategy Development in progress 	Sean	
5	<p>Fair Trade Handbook</p> <p>a) Launch event:</p> <ol style="list-style-type: none"> 1. Wednesday, September 29th 2. 9am pacific time 3. Sign up details needed 4. Promotion to come via social media and newsletter 		
	<p>Next Meeting:</p> <p>a) Tuesday, September 28th</p>		

Meetings adjourned: 5:28pm pacific time