

Canadian Fair Trade Network – September 28th, 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, Kalin McDonald, Daphna Lewinshtein, Keslyn Ayow-James, Service Opare
- **Regrets:** Lori Farley
- **Absent:** Kenneth Boddy

Advisory Council Members: none

Staff: Sean McHugh

Start time: 4:37pm pacific

Chaired by: Erin Bird

#	Agenda Item	Person	Date
Process	Introductions a) Welcome Lori and Kalin		
	Meeting Agenda a) Review & Approve a. Two additions: i. Truth & Reconciliation Day ii. Events b. Motion to accept with amendments: Keslyn c. Second by: Kalin d. All in favour: 4:40pm	Erin	Sept 28
	Meeting Minutes – Review and Approve a) August 24 th , 2021 a. Motion to accept: Daphne b. Second by: Keslyn c. All in favour: 4:41	Erin	Sept 28
1	Governance a) 2021 Annual General Meeting a. Minutes completed: out to board, out to members, online b. Dropbox folders, files and access up to date c. Website up to date d. Action items i. Form 4006 - Will submit (Changes regarding directors) as soon as I have all necessary information ii. Recruiting: we need directors of BC, SK and QC b) Executive Positions: VP needed a. Sean to send separate email to board	Sean	
2	Financial Management a) Cash Flow Statement, as of September 22 nd , 2021 b) Action Item: a. 2022 Projected Budget to be prepared by next meeting	Sean	

3	Human Resources a) Transition planning a. Action Item: Committee working on: i. Job description, list of places to post, evaluation criteria, questions for interview	Erin	
4	Fair Trade Handbook a) Launch event: a. Wednesday, September 29 th b. 9am pacific time	Sean	
*5	Events a) Lack of events and conference over the past year and half has left people feeling disconnected. b) Need to put in place event/webinar series for Fall 2021 and 2022 c) Host book chapter authors or quarterly talks/events d) Seek sponsorship e) Board committee: led by Keslyn	Keslyn	
*6	Truth & Reconciliation Day a) Discussion about upcoming day, and what people are doing for the day	Keslyn	
	Next Meeting: a) Doodle wase sent by Sean for Oct 26, 27, Nov 2, Nov 3. https://doodle.com/poll/uket6t3g5tets3g b) Next meeting is schedule for Tuesday, November 2 nd .		

Meeting adjourned: 5:25pm pacific time