

Canadian Fair Trade Network – February 10th, 2022 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, Kenneth Boddy, Keslyn Ayow-James, Lori Farley, Service Opore
- **Regrets:** Daphna Lewinshtein, Kalin McDonald
- **Absent:**

Advisory Council Members:

Staff: Sean McHugh

Other: Brett McMillan

Start time: 4:35pm pacific

Chaired by: Erin Bird

#	Agenda Item	Person	Date
Process	Meeting Agenda a) Review & Approve a. Lori motion to approve, seconded by Keslyn. Passed unanimously. 4:36pm pacific time.	Erin	Feb 10
	Meeting Minutes – Review and Approve a) November 2 nd , 2021 a. Motion to approve from Service, seconded by Keslyn. Passed unanimously. 4:37pm pacific time	Erin	Feb 10
1	Admin & Governance a) Vacant Board seats: BC, SK and QC a. Brett McMillan (BC) – Brett introduced himself. Brett worked with EWB working on youth engagement, eh then moved to Edmonton and was working with ACGC. Brett is now in Vancouver and working for UNAC. Brett is sitting in on the meeting and will decide afterward if he wants to join the board. b. QC – discussion about AQCE. Inactive at the moment, but might reach out to Giada to see about possible QC rep on board. b) Executive Positions: a. Motion to appoint Kenneth as Vice-President and appoint Lori Farley as Secretary. (Completed at end of meeting.) i. Motion brought by Erin and seconded by Keslyn. Passed unanimously at 5:21pm pacific time b. Discussion about other board member terms. Erin is at the end of her third term and will need to step down from the board at our next AGM. Further discussion to come. c) 2021 Annual Report – draft in the works. Erin has completed her letter. Should have draft out to board soon d) Insurance: General Liability + Directors & Officers a. Sean recommended the extension of insurance, with the Co-operators. It was agreed unanimously that he can move ahead with this. e) Bylaws – quorum currently low – should revisit this. Brought up by Lori at end of meeting	Sean	

2	<p>Financial Management</p> <ul style="list-style-type: none"> a) Cash Flow Statement, as of February 9th, 2022 b) Sean hours <ul style="list-style-type: none"> a. Sean 1/4 time January b. Sean 3/5 time February (Monday, Tuesday & Thursday) c) Grants: <ul style="list-style-type: none"> a. Canada Summer Jobs (submitted Jan 25) <ul style="list-style-type: none"> i. Keslyn and Erin will work on job descriptions so that when the application is approved we can move quickly to post. ii. We can also think beyond the Canada Summer Jobs programs such as the programs run through UNAC or ECO Canada. d) Other: <ul style="list-style-type: none"> a. Membership fee needs to be increased to \$20 	Sean	Erin & Keslyn
3	<p>Human Resources & Strategy</p> <ul style="list-style-type: none"> a) 2022-2023 Strategy <ul style="list-style-type: none"> a. Need to develop a new strategy given the changes of the last few years. b) CFTN-FTC Relationship <ul style="list-style-type: none"> a. Sean will discuss with Fairtrade Canada to develop a new plan and make sure we are tying into that. c) Transition planning <ul style="list-style-type: none"> a. There is a draft job posting ready. b. Sean will confirm next steps with Erin this coming week. c. We can look at other job boards to post positions for board members and ED positions. d) Committees: <ul style="list-style-type: none"> a. Board committees to start back up 		
4	<p>Operational</p> <ul style="list-style-type: none"> a) Program Management – up to date on applications, will start planning renewals b) Webinar Series <ul style="list-style-type: none"> a. We need to make sure we have the software ready for this. b. We can gain access to Zoom through tech soup. c. Erin will start drafting a plan for this to share at a later date. d. Note: Zoom is on TechSoup – Sean to sign up c) National Conference <ul style="list-style-type: none"> a. On hold, for now b. In touch with Oliver De Volpi at Concordia University I. 		
	Next Meeting: Tuesday, March 8 th		

Meeting adjourned: 5:30pm pacific time