

Canadian Fair Trade Network – March 15th, 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 (President), Kalin McDonald (Director), Service Opare (Director), Lori Farley (Secretary), Daphna Lewinshtein (Director), Kenneth Boddy (Vice-President), Brett McMillan (Director)
- **Regrets:** none
- **Absent:** Keslyn Ayow-James (Treasurer)

Advisory Council Members: none

Staff: Sean McHugh

Other: none

Start time: 5:33pm Mountain time

Chaired by: Erin

#	Agenda Item	ACTION	Date
Process	Meeting Agenda 1. Review & Approve (a) MOTION to approve: Kenneth Boddy; Seconded: Kalin McDonald, CARRIED		
	Meeting Minutes – Review and Approve 1. February 10 th , 2022 (a) MOTION to approve: Lori Farley; Seconded: Service Opare, CARRIED		
1	Admin & Governance 1. Vacant Board seats: BC, SK and QC (a) Appoint Brett McMillan to BC Seat i. MOTION to approve: Lori Farley; Seconded: Daphna Lewinshtein, CARRIED (b) Director onboarding plan i. Brett drafting questions, Lori has templates (include ethical and legal responsibility), Erin also has her old questions from when she joined 2. Annual General Meeting (a) September 2022 i. Last year’s AGM was in September. Year end is due. Have the AGM in September again this year (b) March 2023 i. Get back to regular March schedule in 2023. the date will be confirmed for when annual report goes out 3. Director changes (a) End of terms i. Erin (next AGM) ii. Kenneth (end of year) leaving for France iii. Keslyn (March 2023) 4. 2021 Annual Report (a) Sean pulling info from multiple docs to re-build the activities (b) Kenneth thought of succinct stats for programs i. There is potential to build in narrative about what the schools are and what their programs are what they are doing for the movement at large. ii. Insights from towns. More from campus and workplace iii. Focused a lot on outputs measurable vs impact to be built into the narrative e.g. x# cups of coffee	Sean, Lori Brett, Lori, Erin, Sean Sean Sean Sean	

<p>4</p>	<p>Operational</p> <ol style="list-style-type: none"> 1. Program Management <ol style="list-style-type: none"> (a) Report <ol style="list-style-type: none"> i. Start working on annual renewals with towns, campuses, schools, workplaces and faith groups. ii. On top of all applications certificates, website all up to date - just renewals. iii. Hoping to have a potential conference date for next year. iv. Planning a student to help with renewal v. FTC launched Fairtrade Month materials today 2. Webinar Series <ol style="list-style-type: none"> (a) Erin presented rough draft of series (input from Sean and Gavin). Gavin suggested not 3 hours but shorter 45-60 min a webinar every quarter (3 this year)- Erin will circulate the proposal - <ol style="list-style-type: none"> i. Guidebook is 3 sections <i>Fair Trade in an Unfair World, Fair Trade in Action, Pursuing Global Justice</i> ii. Pick speakers from chapters and include round table panels iii. Short intro from co-editors Sean, Gavin, Zak - each take a day iv. 2 guest speakers their chapter present or interaction + panel discussion 3 speakers last hour 2 hours in total v. At least one international person per discussion vi. Right speakers? Sean to verify vii. Organize for spring after Easter. viii. Lori suggested Book club - live readings discussion build community meet each other. Testimonials. Action. Maybe Facebook page addition/or instead on in person. Even if people don't read the book. ix. Fair trade trivia via Kahoot etc. people can play on their phones. Interactive (Kalin). Polls surveys etc. x. Hybrid of Lori and Kalin - breakout rooms. 7-minute introductions xi. Target audience – anyone or just board member and fair trade movement – membership – attract new members or new people push out far and wide, broader newsletter list social media xii. Larissa trivia from Christmas party. 3. National Conference <ol style="list-style-type: none"> (a) Moving forward with preliminary planning <ol style="list-style-type: none"> i. Looking at a couple of dated mid-arch 2023 in Montreal start reaching out to other partners start budgets etc. (b) Working with Oliver De Volpi at Concordia University on Hosting <ol style="list-style-type: none"> i. Concordia may host in Montreal conference March 2023 open to hybrid model host do all registration live stream have people in digitally it would all be included so very flexible ii. Call scheduled with leadership team at Fairtrade Canada on March 29th 	<p>Sean Erin Sean</p>	
	<p>Next Meeting: Tuesday, May 3rd Meeting Close: 6:22pm mountain time Round Table Close: 6:22pm mountain time</p>		