

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	Sean, Lori	
	(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	Brett, Lori,	
	2. Annual General Meeting	Erin, Sean	
	(a) September 2022		
	i. Last year's AGM was in September. Year end is due. Have the AGM in		
	September again this year	Sean	
	(b) March 2023		
	i. Get back to regular March schedule in 2023. the date will be confirmed for		
	when annual report goes out	Sean	
	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	Sean	
	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		



5. Insurance: General Liability + Directors & Officers (a) Report i. Sean has not moved ahead (tight on cash flow last month). Sean will complete soon ii. Lori provided general info on why board liability insurance is important 2 Financial Management a) Cash Flow Statement, as of March 15 th , 2022 a. Report i. Was behind invoices are out cash has come in. Baseline revenue and expected expenses shown. If a conference is planned, there will be additional revenue and expenses ii. MOTION to accept for information: Service Opare, Seconded: Daphna Lewinshtein, CARRIED b. Canada Summer Jobs (submitted January 25, 2022) i. Waiting to hear back. Timeline find out in April. Want positions to start in May ii. Have job postings ready. Keslyn and Erin Sean review job descriptions and ensure documents at the ready to post 4 Human Resources & Strategy a) CFTN-FTC Relationship a. Call with Julie & Loic last week i. Talking about strategy and Sean's future and our work with Fair Trade Canada. (Julie hired Loic) leading advocacy efforts in Quebec b. Planning to keep existing contract in place until end of June i. Start working on an operational plan between us. Sean may travel to Ottawa to hash it keep current contract in place until end of June and then new contract July onward c. Planning to have a new plan/strategy/contract in place July 1 onward i. New strategies discussed about what FTC and CFTN will take on. There may be a different agreement – open honest supportive dialogue ii. 2022-2023 strategy start with hashing out FTC strategy then set our strategy. They may want to push legislation but start with
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STRATEGY I DEV MAY WANT TO DISC LEGISLATION DISC START WITH
operational pieces.
iii. How do we as a board provide input into this strategy discussion? Sean
follow up call in two weeks to be sorted out by end of June. Sean will
share when he knows
Erin enjoyed workshopping strategy. valuable to talk through
with a group of people vs a couple people.
Set up our own strategy session? Sean will circle back in a
couple weeks and get something in the calendar.
b) Sean planning to stay on for at least the next year
a. Planning to continue working 3-days per week (Mon, Tues, Thurs)
c) Transition planning
a. Plan for departure of Sean from the CFTN following our next Conference,
tentatively scheduled for March 2023
i. job posting tight as possible and sending out feelers
ii. job shadowing maybe Sean in a different role



4	Operational		
	Program Management	Sean	
	(a) Report	Erin	
	 i. Start working on annual renewals with towns, campuses, schools, workplaces and faith groups. 	Sean	
	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		
	(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 -		
	i. Guidebook is 3 sections Fair Trade in an Unfair World, Fair Trade in Action,		
	Pursuing Global Justice		
	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		
	(a) Moving forward with preliminary planning		
	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		
	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 29 th		
	Next Meeting: Tuesday, May 3 rd		
	Meeting Close: 6:22pm mountain time		
	Round Table Close: 6:22pm mountain time		