

## Canadian Fair Trade Network – May 3<sup>rd</sup>, 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-AB (President), Kalin McDonald-MB (Director), Lori Farley-AB (Secretary), Brett McMillan-BC (Director), Keslyn Ayow-James-NS (Treasurer)
- **Regrets:**
- **Absent:** Kenneth Boddy-ON (Vice-President), Service Opere-AB (Director), Daphna Lewinshtein-ON (Director)
- **Open:** SK, QC

### Advisory Council Members:

**Staff:** Sean McHugh

**Other:** None

**Start time:** 17:39 Mountain Time

**Chaired by:** 17:39-1744 Keslyn Ayow James, 17:44-End Erin Bird

#	Agenda Item	Person	Date
Process	<b>Meeting Agenda</b> 1. Review & Approve (a) MOTION to approve the agenda: Kalin McDonald, seconded: Brett McMillan CARRIED	Keslyn	May 3
	<b>Meeting Minutes – Review and Approve</b> 1. March 15 <sup>th</sup> , 2022 (a) MOTION to approve the minutes of March 15, 2022: Lori Farley, seconded: Kalin McDonald CARRIED	Keslyn	May 3
1	<b>Admin &amp; Governance</b> 1. Director Recruiting (a) Vacant Board seats: SK and QC i. Sean still working on (b) Future: Erin (Next AGM), Kenneth (End of year) & Keslyn (March 2023) 2. Director onboarding plan (a) Questions & templates i. Brett submitted Questions, Lori will submit templates. Erin to submit questions 3. 2021 Annual Report (a) Will send to membership upon completion i. Content is complete (12 pages) and sent to Eric the designer for layout draft not submitted 4. Insurance: General Liability + Directors & Officers (a) Sean emailed insurance provides they have not responded yet Sean to follow up this week	Sean  Brett, Lori, Sean, Erin  Sean  Sean	
2	<b>Financial Management</b> 1. Cash Flow Statement, as of May 2 <sup>nd</sup> , 2022 (a) MOTION receive for Information: Brett McMillan, Seconded Kalin McDonald. CARRIED 2. Grants: (a) Canada Summer Jobs (never did hear anything)	Sean  Erin & Keslyn	

	<ul style="list-style-type: none"> <li>i. Keslyn will inquire about status</li> </ul>		
3	<p><b>Human Resources &amp; Strategy</b></p> <ol style="list-style-type: none"> <li>1. CFTN-FTC Relationship           <ol style="list-style-type: none"> <li>(a) Loic and Sean in the process of reviewing our National Programs, along with engaging with 6 other countries on which programs they run and how they manage them.               <ol style="list-style-type: none"> <li>i. For those who don't know Loic was in AQCE, now with Fairtrade Canada</li> </ol> </li> <li>(b) New contract to be based upon on new strategy for the programs.               <ol style="list-style-type: none"> <li>i. By end of June</li> </ol> </li> <li>(c) Follow up call scheduled with Julie and Loic on               <ol style="list-style-type: none"> <li>i. Meeting will occur Thursday May 5 to turn findings into a road map to be reviewed. Will share plan after that</li> </ol> </li> </ol> </li> <li>2. Sean currently working 3-days per week (Mon, Tues, Thurs)           <ol style="list-style-type: none"> <li>(a) no update</li> </ol> </li> <li>3. Transition planning           <ol style="list-style-type: none"> <li>(a) Plan for departure of Sean from the CFTN               <ol style="list-style-type: none"> <li>i. Board committee Transition Committee to restart. Post for position as early as June, and onboard before end of year. Erin, Keslyn, Kenneth, Daphna, Sean. Have draft posting. Draft policy Lori to meet with Erin to get context</li> </ol> </li> </ol> </li> <li>4. 2022-2023 Strategy           <ol style="list-style-type: none"> <li>(a) board strategy sessions               <ol style="list-style-type: none"> <li>i. This summer July or August</li> </ol> </li> </ol> </li> </ol>	<p>Sean</p> <p>Sean</p> <p>Sean</p> <p>Sean</p> <p>Erin, Keslyn Kenneth Daphna, Sean</p> <p>Erin, Lori</p>	
4	<p><b>Operational</b></p> <ol style="list-style-type: none"> <li>1. Program Management           <ol style="list-style-type: none"> <li>(a) Annual Renewals               <ol style="list-style-type: none"> <li>i. To date, not many. Working with several universities on Fair Trade Campus applications. Happening Thursday May 5</li> <li>ii. Renewals due July 1</li> </ol> </li> </ol> </li> <li>2. Webinar Series: Part 1           <ol style="list-style-type: none"> <li>(a) May 25<sup>th</sup> <ol style="list-style-type: none"> <li>i. Erin re-jigged the format of the webinar series to 1.5 hours 1130am - 1pm EDT following Fair Trade Handbook               <ol style="list-style-type: none"> <li>A. May 25 Eventbrite link created. Sending posters. Small producers partnership using their Zoom link with simultaneous translation English-Spanish</li> <li>B. Format a) intro to the content of the book and how speakers where chosen, b) networking breakout rooms (without translation)</li> <li>c) Panel discussion 1 hour d) trivia at the end (Kalyn provide trivia questions ) Erin to moderate</li> <li>C. last Wednesday Sept moderator Brett</li> <li>D. Last Wednesday November moderator ? Executive board. Lori</li> <li>E. Erin to follow up on book order.</li> </ol> </li> </ol> </li> </ol> </li> <li>3. National Conference           <ol style="list-style-type: none"> <li>(a) Waiting on proposal from Concordia               <ol style="list-style-type: none"> <li>i. No update. Had a call with Julie, John and Pippa. Tentative in March on a Friday/Saturday. Trying to line up with spring breaks that do not line up with each other</li> </ol> </li> </ol> </li> </ol>	<p>Sean</p> <p>Erin</p> <p>Kalyn</p> <p>Brett, Lori, Other? Erin</p> <p>Sean</p>	

	<p>(b) Drafting out high level plan, after call with Fairtrade Canada Team i. coming soon</p> <p>4. Other (a) None</p>	Erin	
5	<p><b>Round Table</b></p> <p>1. Brett (b) no major updates with onboarding - was with UNAC, now with Student energy, so not as close connection to funding</p> <p>5. Kalin (a) on Fair Trade Winnipeg committee along with employer MCC. Working on a video for Winnipeg Fair Trade Town as project for fair trade month. (b) Selkirk outside Winnipeg is planning fair trade programming around May 28. (c) UofM two campuses 2<sup>nd</sup> campus looking to get designated.</p> <p>6. Lori (a) no updates</p> <p>7. Keslyn (a) no update. Reflecting on after graduating and covid, trying to connect with people. (b) Java Blend, after a decade is certified!</p> <p>8. Erin (a) Virtual for Fair Trade Month Instagram live on Fridays in May. (b) Webinar series. (c) World Fair Trade Day live event at Villages in Calgary. (d) Quite involved with students at UofC.</p> <p>9. Sean (a) Canadian Colleges and Universities Food Association 80 campuses. This year is going ahead; Sean plans to go. Later June in Windsor ONT. (b) Bigger news Canadian Senate trying to progress modern slavery work which has failed many times. <b>Bill S-211</b> presented first reading Nov 2<sup>nd</sup> read approved April 28. <b>Fighting Against Forced Labour and Child Labour in Supply Chains Act</b>. First reading today in House of Commons. On our blog this morning.</p>		
	<p><b>Next Meeting:</b> Tuesday, June 14<sup>th</sup> <b>Meeting Close:</b> 18:33 Mountain Time</p>		