

## Canadian Fair Trade Network – June 28<sup>th</sup>, 2022 Board Meeting Agenda

**Time:** 4:30pm – BC | 5:30pm – AB & SK | 6:30pm – MB | 7:30pm - ON & QC | 8:30pm Atlantic Canada

### Board Members:

- **Present:** Erin Bird, Keslyn Ayow-James, Kalin McDonald, Daphne Lewinshtein
- **Regrets:** Brett McMillan
- **Absent:** Kenneth Boddy, Service Opore, Lori Farley

### Advisory Council Members:

**Staff:** Sean

### Other:

**Start time:** 4:44pm pacific time

**Chaired by:** Erin Bird

#	Agenda Item	Person	Date
Process	<b>Meeting Agenda</b> a) Review & Approve b) Moved by Kala, seconded by Daphna, all in favour	Erin	Jun 28
	<b>Meeting Minutes – Review and Approve</b> a) May 3 <sup>rd</sup> , 2022 b) Moved by Daphna, seconded by Keslyn all in favour	Erin	Jun 28
1	<b>Admin &amp; Governance</b> a) Annual General Meeting a. Director Recruiting: i. Vacant Board seats: SK and QC ii. At AGM: Erin Bird, Kenneth Boddy, Keslyn Ayow James b. Push AGM until November b) Director onboarding plan a. *No update c) 2021 Annual Report a. Complete, online	Sean	
2	<b>Financial Management</b> a) Cash Flow Statement, as of June 28 <sup>th</sup> , 2022 b) Notes: a. Projected out until end of 2023 b. Adjustments made based on changes to Fairtrade Contract c. Conference Revenue & Expenses Added i. Including \$30k committed from Fairtrade Canada ii. Looking to push sponsorship hard this year d. No Salary, Bookkeeping or Cell included beyond March 2023 c) Grants – question about grants, as something we should start looking into	Sean	
3	<b>Human Resources &amp; Short-Term Planning</b> a) Current contract with Fairtrade Canada to come to an end July 31 b) Transition contract in place for August, focusing on transition and the setting up of a Programs Advisory Committee c) New partnership agreement and contract in place September 1, focusing on Conference planning d) Sean to stay on and lead conference planning through until end March 2023 e) Transition planning committee a. Job Description for role being worked on now b. Plan is to get this out in August and to keep it open through mid-September	Sean Sean Sean Sean Erin	

	<ul style="list-style-type: none"> <li>c. Plan is to conduct Interviews in October, and hire for November</li> <li>d. Ideally the new ED can shadow Sean and be able to support 2023 conference. Erin made some tweaks of the EWB ED (Boris Martin) posting to fit the CFTN.</li> </ul>		
4	<p><b>Operational</b></p> <ul style="list-style-type: none"> <li>a) CCUFSA – Sean attended conference in Windsor last week             <ul style="list-style-type: none"> <li>a. was in Ontario attending Canadian Colleges and Universities Food Services Association. Was good to see many universities were there, got to connect.</li> </ul> </li> <li>b) Program Management             <ul style="list-style-type: none"> <li>a. Annual Renewals – Process launched June 21</li> <li>b. Annual renewals went out last week. Inbox is full of renewals, some programs have become more dormant of late. Many campuses and schools still involved. Faith groups numbers have declined.</li> </ul> </li> <li>c) Webinar Series:             <ul style="list-style-type: none"> <li>a. Part 1   May 25 – Successful Event!                 <ul style="list-style-type: none"> <li>i. it went well overall. Interactive sessions but low-tech requirements. Meant to put out a poll about improving them for future. Perhaps marketing could start earlier. Heard lots of positive feedback from the webinar. English-Spanish went well in the meeting. But the recording is not in Spanish. Maybe Transcription will be helpful. Was helpful to use SPP account and we may not have access to it next time. Kalin notes may have to do 2 separate recordings – someone records in each language, then release both.</li> </ul> </li> <li>b. Part 2   Sept 28                 <ul style="list-style-type: none"> <li>i. Erin to start organizing, Brett to MC</li> </ul> </li> <li>c. Book                 <ul style="list-style-type: none"> <li>i. Zack is reaching out to book authors to see what has happened since. Sold 1400 copies. Book is coming out in Spanish by the fall.</li> </ul> </li> </ul> </li> <li>d) National Conference   Montreal, March 10-11, 2023             <ul style="list-style-type: none"> <li>a. National conference is going to be hosted next year by Concordia. Space they are going to do for free, good rates on catering. Then a few meals. Try to incorporate tradeshow on Friday. Will start working on draft schedule, speakers budget. Hopefully launching registration by September. Hope for no new variants.</li> </ul> </li> </ul>	<p>Sean Sean</p> <p>Erin</p> <p>Sean</p>	
5	<p>Quick round table</p> <ul style="list-style-type: none"> <li>a) Keslyn -Keslyn to go New Zealand in the fall</li> <li>b) Daphna - Fair Trade Toronto – trying to have an in person gathering, try to see about “People’s Potato” for 2023 conference</li> <li>c) Kalin – wasn’t at last meeting, there was a bit of content around Fair Trade month, in Selkirk there was supposed to be a reading with the Hudson brothers, but weather was poor so was more of a hangout. The MCIC FT video was created as well.</li> <li>d) Erin- kind of quiet, was doing various interviews on social media. Working on letters of support right now</li> <li>e) Sean – attended Fairtrade Canada’s AGM, 750\$ million in sale. 8 million returned in fairtrade premiums. Great growth in coffee, cocoa, and bananas!! 700 retailers participated in Fair Trade Month.</li> <li>f) Fair Trade Month is happening in October going forward.</li> </ul>		
	<b>Next Meeting:</b> Tuesday, August 16 <sup>th</sup>		

Meeting adjourned; 5:21pm