

## Canadian Fair Trade Network – August 16<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:** Lori Farley, Erin Bird, Brett McMillan, Kenneth Boddy, Daphna Lewinshtein, Service Opare
- **Regrets:** Kalin McDonald
- **Absent:**
- **Resignation:** Keslyn Ayow-James

### Advisory Council Members:

**Staff:** Sean McHugh

**Other:**

**Start time: 1734**

**Chaired by:** Erin Bird

#	Agenda Item	Person	Date
Process	<b>Meeting Agenda</b> a) Review & Approve b) MOTION to approve the agenda: Kenneth Boddy, seconded: Lori Farley CARRIED	Erin	Aug 16
	<b>Meeting Minutes – Review and Approve</b> a) June 28 <sup>th</sup> b) MOTION to approve the minutes of June 28, 2022: Erin Bird, seconded: Daphna Lewinshtein CARRIED	Erin	Aug 16
1	<b>Admin &amp; Governance</b> a) Keslyn has resigned from the board, moving to New Zealand Sept 15 <sup>th</sup> b) Annual General Meeting a. Date: <b>Thursday, November 17<sup>th</sup></b> b. Director Changes: i. Off 1. Erin (Termed out) AB 2. Kenneth Boddy (Moving to France) ONT ii. On (No change) 1. Lori Farley (AB & NT) 2. Kalin MacDonald (MB & NU) iii. Current directors, up for Re-election 1. Daphna Lewinshtein (ON) 2. Service Opare (AB & NT) 3. Brett McMillan (BC & YT) (as appointed midyear) iv. New Members (needed for SK, ON, QC & Atlantic) 1. Search by connecting with: Maria Aman in SK Tabatha, Elyse also SK, Nancy Allan from original board? c) Director onboarding plan a. *No update – Lori & Brett to meet before AGM	Erin	
2	<b>Financial Management</b> a) Cash Flow Statement, as of August 15 <sup>th</sup> , 2022 a. MOTION to receive for information: Kenneth Boddy, seconded: Erin Bird CARRIED b) Treasurer: a. Keslyn has left office b. Brett willing to step into role	Sean	



	<ul style="list-style-type: none"> <li>i. MOTION to appoint Brett McMillan as Interim Treasurer: Kenneth Boddy, seconded: Erin Bird CARRIED</li> <li>ii. Changes: Brett to be added to TD, IYT, TelPay</li> <li>c. Work: Monthly expenses, end of year financial review, annual report financial review, presentation of financials and financial process at AGM</li> </ul>		
<p><b>3</b></p>	<p><b>Operational</b></p> <ul style="list-style-type: none"> <li>a) Program Management <ul style="list-style-type: none"> <li>a. Officially handed over to Loic and Fairtrade Canada as of Tuesday, August 9<sup>th</sup> Loic will do the full time administration, CFTN does not have enough bandwidth to run programming – they will create national programs advisory committee CFTN will lead that</li> <li>b. Communication to go out this week</li> </ul> </li> <li>b) Webinar Series: <ul style="list-style-type: none"> <li>a. Part 2   <b>Sept 28</b> Brett had to step back, Erin will start getting speakers confirmed. We always want a producer, but part 3 does not have one, so saving Geronimo for the 3<sup>rd</sup> section and focus the 2<sup>nd</sup> section on Martin talking about sugar, and Andreas from Paraguay to present (Jenny is confirmed) 3<sup>rd</sup> speaker could be Jennifer on origin trips and the role we can play as consumers getting to know producers <ul style="list-style-type: none"> <li>i. recording the sessions needs to consider how we get the best audio and translations <ul style="list-style-type: none"> <li>1. translations spanish SPP and Fair trade canada to reach out to CLAC <a href="https://clac-comerciojusto.org/en/">https://clac-comerciojusto.org/en/</a></li> <li>2. Lori and Erin to Test translation</li> </ul> </li> <li>ii. registrations needs to start earlier</li> <li>iii. promotions need to go on the website and social media ASAP <ul style="list-style-type: none"> <li>1. Daphna will help with the quiz and make a poster using Canva</li> <li>2. Kenneth will help with social media</li> </ul> </li> </ul> </li> <li>b. 3<sup>rd</sup> webinar series planned for November</li> </ul> </li> <li>c) National Conference   <b>Montreal, March 10-11, 2023</b> <ul style="list-style-type: none"> <li>I. Planning to get underway September 12<sup>th</sup> <ul style="list-style-type: none"> <li>i. Concordia was on holidays A 2-3 page overview draft proposal will come soon along with signed contract with Concordia</li> <li>ii. also sponsorship package and grants</li> </ul> </li> </ul> </li> </ul>	<p>Sean</p> <p>Erin</p> <p>Sean</p> <p>Sean Daphna</p> <p>Kenneth</p> <p>Sean</p>	
<p><b>4</b></p>	<p><b>Human Resources &amp; Short-Term Planning</b></p> <ul style="list-style-type: none"> <li>a) Sean is going to Greece! <ul style="list-style-type: none"> <li>a. Will be away August 23<sup>rd</sup> – September 9<sup>th</sup></li> </ul> </li> <li>b) Sean, September 12<sup>th</sup> onward: <ul style="list-style-type: none"> <li>a. Planning to work 3-days per week, and focus on: <ul style="list-style-type: none"> <li>i. Establishment of a National Fair Trade Programs Advisory Committee</li> <li>ii. Conference 2023 in Montreal</li> <li>iii. Keeping up with admin, board work, etc.</li> </ul> </li> </ul> </li> <li>c) Transition planning <ul style="list-style-type: none"> <li>a. Job Description for role being worked on now <ul style="list-style-type: none"> <li>i. draft posting in on the dropbox</li> <li>ii. Keslyn sent comments finalized for posting</li> </ul> </li> </ul> </li> </ul>	<p>Sean</p> <p>Sean</p> <p>Erin</p>	

	<p>b. Plan is to get this out in August and to keep it open through mid-September</p> <p>i. board members to suggest platforms and portals to post on</p> <p>c. Plan is to conduct Interviews in October, and hire for November</p>		
	<p><b>Next Meeting:</b> Tuesday, September 20<sup>th</sup></p> <p><b>Other / Personal Updates</b></p> <p><b>Brett:</b> nothing new stepped back from volunteer during summer excited to be treasurer</p> <p><b>Daphna:</b> not much in toronto dispersed over summer</p> <p><b>Service:</b> all ok</p> <p><b>Lori:</b> off until September</p> <p><b>Kenneth:</b> wedding done excite to get back to work</p> <p><b>Sean:</b> people away over summer, annual renewal time for various programs, almost all universities submitted. Very high commitment especially from universities and more to come in fall</p> <p><b>Erin:</b> in person event on Sunday fair trade Calgary and village Calgary rug event. University group keen to do a project</p> <p><b>Close 1810</b></p>		