



Canadian Fair Trade Network – October 5th, 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, Service Opare, Kalin McDonald

Regrets: Lori Farley, Brett McMillan, Kenneth Boddy, Daphna Lewinshtein

Staff: Sean McHugh

Other: Rae Smith (potential board member from Saskatchewan)

Start time: 1632 PST

Chaired by: Erin Bird

Call-in Details:

Join Zoom Meeting: <https://us02web.zoom.us/j/84754009455?pwd=QzZtdWdzSGtLT2w1Ulo0TDJFcmVvQT09>

Meeting ID: 847 5400 9455 | Passcode: 026798

#	Agenda Item	Person	Date
.	Meeting Agenda	Erin	Oct 5
.	<ul style="list-style-type: none"> a) Review & Approve <ul style="list-style-type: none"> ● Motion to approve meeting agenda: Service, Second: Kalin CARRIED 		
.	Meeting Minutes – Review and Approve	Erin	Oct 5
.	<ul style="list-style-type: none"> a) August 16th, 2022 <ul style="list-style-type: none"> ● Motion to approve Meeting minutes: Kalin, Second: Erin CARRIED 		
1	Admin & Governance <ul style="list-style-type: none"> a) Interested candidate from Saskatchewan <ul style="list-style-type: none"> a. Rae Smith <ul style="list-style-type: none"> ● Heard about the board from previous members of Engineers Without Borders at University of Regina. Rae is Fair Trade Executive of EWB Regina committee. b) Annual General Meeting <ul style="list-style-type: none"> a. Postpone until March 9, 2023? <ul style="list-style-type: none"> ● Erin questioning if by-laws require us to have it in this calendar year. Sean to look into this. If possible, will reach out to members about postponing this. Sean to keep the board posted. b. Benefits: Re-align it with our conference, host it as in-person, give us time to recruit new board members, give us time to hire a new E.D. c. Present 2021 & 2022 Annual Reports c) Annual Report 2022 <ul style="list-style-type: none"> ● Sean thinking about draft 		
2	Financial Management <ul style="list-style-type: none"> a) Cash Flow Statement, as of October 4th, 2022 <ul style="list-style-type: none"> ● Not a lot of change. Draft sponsorship package done. Proposed budget for conference completed and working with Concordia on all costs. Budget to update as discussions with Concordia continue. b) Treasurer: <ul style="list-style-type: none"> a. Brett setup with IYT & TelPay b. Remaining changes: TD (Signing Authority) 	Sean	

3	<p>Human Resources & Short-Term Planning</p> <p>a) Currently, Sean:</p> <ol style="list-style-type: none"> a. Working 3-days per week or roughly 24 hours per week b. Focusing on: Conference, Programs Advisory Committee Setup, General Correspondence, Board & Admin Work <p>b) Transition planning (Sean)</p> <ol style="list-style-type: none"> a. Sean to email movement leaders <ul style="list-style-type: none"> ● Erin to get information about where to submit applications from Sean. ● Timeline to be adjusted with release of newsletter/emails to coincide with job posting b. Job to be posted on our website, on LinkedIn, on Facebook <ul style="list-style-type: none"> ● Erin proposed support from Board to help facilitate emails, social media, etc. during transition ● Hope to have job posting by mid-October, with posting up for ~6 weeks ● Aim for the end of January to have someone hired. 	Sean Erin	
4	<p>Operational</p> <p>a) Program Support</p> <ol style="list-style-type: none"> a. Advisory Committee Setup <ul style="list-style-type: none"> ● Looking for candidates to oversee Fair Trade programs - quarterly meetings and review of progress within meetings ● Board to consider candidates for this advisory committee <p>b) Webinar Series:</p> <ol style="list-style-type: none"> a. Part 2 Oct 6 b. Nov 23 (tentative) <ul style="list-style-type: none"> ● Erin reaching out to part 3 authors about this date <p>c) National Conference Montreal, March 10-11, 2023</p> <ol style="list-style-type: none"> a. Overview Feedback b. Current focuses: <ol style="list-style-type: none"> i. Theme, Logo, Colour Scheme ii. Sponsorship Package & Reach Out iii. Registration System <ul style="list-style-type: none"> ● In past Eventbrite was used but Concordia has in house system ● plan to launch early bird registration end of October iv. Schedule <ul style="list-style-type: none"> ● In talks with venue about potential Saturday night party/awards ● In talks with hotels about room blocks v. Space, Catering & A/V Plan <p>d) Newsletter</p> <ul style="list-style-type: none"> ● Sean is looking for more regularity for newsletter with upcoming conference 	Sean Erin Sean	
	<p>Next Meeting: Tuesday, November 8th Close: 17:07</p>		