

Canadian Fair Trade Network – Annual General Meeting

Annual General Meeting Minutes

Date: Friday January 10th, 2014 | **Time:** 9:00am-10:30am

Location: Toronto Congress Center

Board Attendees:

1. Kaan Williams (BC)
2. Bev Toews (AB)
3. Nancy Allan (SK)
4. Zack Gross (MB)**
5. Nadia Berger (ON)
6. Sasha Caldera (QC)
7. Dustin Johnson (Atlantic Canada)
8. Bruce Morton (ON)
9. Nadia Berger (ON)

*Sean McHugh (Ex-Officio)

** Zack Gross served as meeting chair

Meeting Minutes:

Meeting underway at 8:49am EST

1. Opening Note

8:52am Mike Layton took to the podium and welcomed participants to Toronto.

2. Address from the chair

9:13am Meeting called to order by Zack Gross. Zack went over an introduction to Roberts Rules and AGM process.

- Sasha Caldera motioned to approve the AGM Agenda: James Milligan, Kelly James seconds. Motion passed 9:17am.
- Sasha Caldera motioned to approve the AGM Minutes from 2012: Nadia Berger, Dustin Johnson seconds. Motion passed 9:19am.

3. Report from Board Chair (Zack Gross)

9:20am Zack described the experience chairing the board during the CFTN's inaugural year and the process behind the 2020 vision. Key accomplishments include:

- New Guide for Fair Trade Towns, and Fair Trade Campus Guide.
- New funding secured via Lush and Engineers Without Borders. Grants are in the process of being approved by Heritage Canada.
- Thanks were given to members, board members, and staff members.

4. Staff Report from Executive Director (Sean McHugh)

9:25am Sean provided a summary of activities in 2013:

- Launched magazine at the end of Dec 2012 with just 7000 copies. Second edition garnered 22,000 copies, and finally 3rd edition yielded 30,000 copies. Goal of the magazine is to circulate to 250,000 copies within the next 5 years.
- Great work this year with groups across the country with many Fair Trade Campuses and Towns coming on board. Toronto became the biggest FT City in North America.
- Sean had an opportunity to travel throughout the year across the Canada and understand the national market, and Fair Trade businesses. Overall, the movement is healthy.
- Bryce Tarling joined CFTN as the first (almost full-time) staff member in April 2013. In addition, Jess Frank led the organization for the conference.

Presentation of the 2020 vision strategy, and annual report (Sean McHugh)

9:30am Sean provided an overview of the 2020 vision strategy and annual report outlining key achievements.

Presentation of financials – (Nadia Berger and Kaan Williams)

9:37am Kaan explained that two-thirds of the year he served the role as Treasurer given logistical challenges of coordinating finances as Nadia was based in Toronto and Sean was based in Vancouver.

- Sean explained that our 2013 was our first-year financials. \$114,710.29 was our total revenue generated throughout the year.
- Sean worked on a stipend and moved to a salary as of 2013.
- Kaan called for a motion to accept the unaudited financial statements, James Wattam moved and Lia Walsh seconded. All in favour, motion passed at 9:40am.
 - Dustin asked about why our financials were un-audited? Kaan responded that we will change this in 2014 as our first year was a learning experience.
 - Daryl asked who do our key funder consist of? Kaan responded EWB and Lush were the principal funders of 2013.
 - Daryl asked whether “fee for services” will increase? Sean responded that this is an expectation in light of vacancies at Fairtrade Canada and increased scope of the CFTN.
 - Milland asked how can we control rising magazine costs? Sean replied that as the magazine is scaled-up, costs will eventually decrease. Sean also mentioned that large grocery stores are planning to purchase magazines by the case.
 - Zack mentioned that as we increase advertising we can also increase the size of the publication.
 - All in favour - none opposed. Motion approved 9:49am

5. 2014 projected budget

9:50am Kaan motion to empower the board of directors to choose an auditor for 2014 financials. Lia Walsh moves. Bruce Morton seconded.

- Nadia Berger asked how the CFTN would choose an auditor? Sean replied that an accountant has previously advised the CFTN, and recommended options for moving forward.
- All in favour. Motion carried at 9:52am.

6. Nominations and elections of 2014 directors

9:54am Zack introduced election slate. Each member of the slate introduced themselves.

- Directors elected by acclamation:
 - Bev Toews - AB
 - Kelly James – non regional
 - James Wattam - SK
 - Kyra Moshtaghi - MAN
 - Bruce Morton - ONT
 - Krista Pineau – QC
 - Dustin Johnson – Atlantic Canada
- Zack motioned to accept acclaimed slate of directors. Meliisa Dube moved, and Robert McKinnon seconded. All in favour, Motion carried at 10:00am.

7. Closing of the AGM

- a. Closing remarks were given, thanking people for their participation. Meeting adjourned **at 10:11am.**
- b. Bev Toews referred people to French copies of the Agenda.