

Canadian Fair Trade Network – June 5/6, 2016 In-person Board Meeting Minutes

Location: EWB National Office, 312 Adelaide West, Toronto, Ontario

Time: Sunday, June 5th – 8:30am – 5:30pm | Monday, June 6th – 8:30am – 4:00pm

Board Attendees:

1. Avery Gottfried
2. Erin Bird
3. Bev Toews
4. Maria Aman
5. Zack Gross
6. Kyra Moshtaghi Nia
7. Eric St Pierre

Board Regrets

1. Kaan Williams, conflict in schedule
2. Mike Allan, conflict in schedule
3. Bruce Morton
4. Jim Grant

Advisory Attendees:

1. Darryl Reed
2. Donna Dagg
3. Dustin Johnson
4. Jennifer Williams
5. Krista Pineau
6. Robert McKinnon
7. Lisa Zentner

Advisory Regrets

1. Lorna Willis
2. Michael Zelmer
3. Karimah Hudda
4. Mark Abbott
5. Monika Firl

Staff Attendees

1. Sean McHugh
2. Torrye McKenzie

Staff Regrets

1. Erik Johnson
2. Bryce Tarling
3. Jess Frank

Meeting Minutes

*Meeting brought to order at 8:39am EDT

Sunday, June 5

Time	#	Item	Task/Action	Responsibility	Due date
8:30-9:15	1	Introductions 1. Introductions completed, to ensure all staff, board and advisory council members knew each other	None		
	2	Meeting Agenda 1. All in favour, 8:55am EDT 2. Discuss what we can do today (June 5) 3. Discuss staff time and resources tomorrow (June 6)	None 3. Attached BOD Names to Items		
	3	Meeting Minutes 1. From May 9, 2016. 2. Moved by Maria, seconded by Kyra. All in favour at 8:57am EDT	2. Upload to CFTN website	Sean	June 7
	4	House Keeping 1. Vacancies on Board – looking forward a. Ontario – Bruce stepping down b. Quebec – Open seat c. Atlantic Canada – participation of Jim Grant	1.a. Look for replacement 1.b. Look for person 1.c. Follow up discussion	Sean Eric Zack, Sean & Jim	Aug 16 Aug 16 June 22

		<p>2. Advisory Council</p> <ul style="list-style-type: none"> a. Discussion around getting to know people better and who to reach out to about what <p>3. Membership</p> <ul style="list-style-type: none"> a. 100 members now, we should work on increasing that. This is a priority. Discussion of cost. Will stay at \$15 b. System upgrade needed c. Communication hub needed, to allow members to connect d. Reporting – Goal of 3 communications to membership this year e. Discussion of business, organization and town group membership <p>4. Financial Review - Report on current state</p> <ul style="list-style-type: none"> a. It's Your Time accounting hired to take on invoicing, payments & admin b. Good shape overall, with FTC contract, McConnell, Lush, SFU, Magazine and conference revenue. c. Forecast – we need to complete a budget forecast for 2017 	<p>2.a. Strengths, focuses and contact details outlined</p> <p>2.a. Draft Term of Reference</p> <p>3.a. Member signup tied into conference registration</p> <p>3.b. Web Updates</p> <p>3.c. look at LinkedIn as possible member system</p> <p>3.d. January, March, September</p> <p>4.b. Ensure conference is revenue positive</p> <p>4.c. 2017 Budget forecast</p>	<p>Sean McHugh</p> <p>Sean McHugh</p> <p>Sean</p> <p>Kaan</p> <p>Sean</p> <p>Sean</p>	<p>Sept 20</p> <p>Oct 31</p>
9:15-10:00	5	<p>Strategic Framework Review</p> <ul style="list-style-type: none"> 1. Vision, Mission & Goals <ul style="list-style-type: none"> a. Vision is clear b. Mission needs to be succinct, look at 4 focus areas of strategic framework c. Goals need to be measurable 2. Overview of Strategic Framework <ul style="list-style-type: none"> a. Use regularly to stay on track b. Section 1.0 and 2.0, are what we're doing now. section 3.0 focuses on business, and 4.0 on broader vision c. *Focus on 100% committed companies, and what's in the best interest of producers d. *Focus on Handmade sector 	<p>5.1. Update Vision, Mission & Goals as part of strategic framework update, post meeting</p>	<p>Sean</p>	<p>Aug 16</p>
10:30-12:00	6	<p>Strategic Framework Discussion – Section 1.0 – Support the Development of a Grass Roots Movement</p> <ul style="list-style-type: none"> 1. Designations – moving along very well 2. Post designation resources being developed 3. SPP, WFTO and FTF now supported 4. Procurement to be more of a focus, in guides and through renewals. Tie into the Real Food Challenge as well 5. Continue to support FT Towns 6. Help FT Towns work toward Non-profit status 7. Create connections between programs, have town push event, workplace, etc. 	<p>6.5. set up FT Town fund</p>		

1:00-2:15	7	Strategic Framework Discussion – Section 2.0 – Ensure the Fair Trade Movement Expands with Integrity <ol style="list-style-type: none"> 1. Endorsement policy nearly complete 2. Ensure small scale farmers and co-ops are front and centre 3. Lead by example, ensure our own governance is in order 4. Connect with the US and support the development of an American Fair Trade Network where possible 	7.1. Publish endorsement policy, update website, push FTC contract		
2:30-3:45	8	Strategic Framework Discussion – Section 3.0 – Create Opportunities for Fair Trade Businesses <ol style="list-style-type: none"> 1. Work on finding ways to directly support Canadian fair trade businesses; As many of them remain small 2. Look at hosting producer origin trips 	8.1. Put together sessions on business growth for conference		
4:00-5:15	9	Strategic Framework Discussion – Section 4.0 – Develop and Drive a Vision for Fair Trade, and a more Sustainable World <ol style="list-style-type: none"> 1. Begin looking at Federal and Provincial engagement, Sustainable Public Procurement and overseas development assistance 2. Look at FT as a National standard 3. Develop position on domestic fair trade 4. Submit policy recommendations on Canada's Federal Sustainable Development Strategy (FSDS) 	9.1. Develop relationship with Global Affairs Canada	Sean, Donna	June 24
Monday, June 6					
Meeting called to order at 8:57am EDT					
Time	#	Item		Responsibility	Due date
8:30-10:00	8	Strategic Framework Resourcing <ol style="list-style-type: none"> 1. Financial resources discussion. We looked at Grants-public, Grants-Private and Business, as possible places of funding. We need to line them up with areas of our work, and then go after them. 			
10:30-12:00	9	Strategic Framework Prioritization <ol style="list-style-type: none"> 1. Prioritization exercise – we worked back through the 4 sections, identifying 22 items. We then ranked them on inputs and outputs. 2. Results showed that things that we regard highly, may also take up the most time. 			

