

The Canadian Fair Trade Network

First Board of Directors meeting –July 16th 2012

Time: 5pm Pacific, 6pm Mountain, 7pm Central, 8pm Eastern, 9pm Atlantic

- *Meeting got underway at: 5:10pm Pacific*
- *Meeting finished at : 6:12pm Pacific*

Call in details:

- *Go-To-Meeting: <https://global.gotomeeting.com/join/620434581> | dial in: +1 (647) 497-9373*
- *Access Code: 620-434-581 | Meeting Password: 78257 | Meeting ID: 620-434-581*

Attendees:

1. Kaan Williams (BC) (UBC)
2. Nancy Allan (SK) (Founding member of the North Saskatchewan Network) (U of Saskatchewan)
3. Zack Gross (MB) (FT Manitoba)
4. Bruce Morton (ON) (FT Barrie)
5. Lia Walsh (ON) (FT Ottawa) (U of Ottawa)
6. Nadia Berger (ON) (FT Toronto)
7. Eric St Pierre (QC) (President of the Quebec FT association) (FT Photographer)
8. Sean McHugh (BC) (ex-oficio, meeting chair)
9. Adrien Laurent (BC) (ex-oficio, taking minutes)

Unable to attend:

1. Kelly James (AB) (U of Calgary) – Currently working in Uganda

Meeting Minutes:

General Feedback:

1. If the CFTN intends to be national it must work as hard as possible to include all stakeholders, language, location, capacity should not present barriers; equal treatment must prevail.
2. General consensus and positive feedback on the development of the network thus far
3. Generally happy with the direction that it is heading
4. Attendees provided some input on key resources and features of a meaningful CFTN
 - a. Inventory of skills, ideas, and materials (Zack)
 - b. A unifying voice making issues or campaigns more visible (Bruce)
 - c. Support for small groups with few resources (Nancy)
 - d. Resource sharing and reduction of duplicated efforts (Lia)
 - e. Photo gallery (Bruce)

Discussion:

1. **Bilingual material development**
 - a. Eric emphasized the importance of including representation from the Quebec association within the CFTN leadership

- b. Discussion held around the need for all materials, web presence and outgoing materials to be bilingual
 - c. Sean to work towards building a translation team for the network
 - i. Having all English materials translated into French
 - d. Eric and the association will also look into supporting this
 - i. Having all French materials translated into English
2. **Building an online communication platform**
- a. Sean will continue to work with web developers to build an online login system to help facilitate, organize and coordinate discussion
 - b. Once a proposal has been drafted it will be circulated to the board for feedback
3. **Campaign development**
- a. General discussion around utilizing the network for tools and resources but also utilizing the network to take an idea and replicate it elsewhere
 - b. General discussion on having someone take a lead on something and using the network to make it a national event or campaign
 - c. Example discussed: The One Month Challenge held by Fair Trade Manitoba
4. **Fair Trade USA situation and their departure from the global system:**
- a. Sean suggested that after discussions with Michael Zelmer that we work to set up webinars to discuss the issue
 - b. Lia and Sean to work through a synopsis and share with other board members
 - c. Action – follow up and scheduling webinars
 - d. Eric also suggested the Fair Trade Resource Network as a place to look for material on situation
5. **Journalism**
- a. Eric inquired about this agenda item and Sean discussed the notion of contributing to content and story for the network to use and share.
6. **Fair Trade Campus Guide:**
- a. Nearly complete: Sean will circulate the guide for feedback before finalizing the final draft
 - b. Re-launch date set for early August

Decisions and Organizational Development:

1. **Representation on the board of directors**
- a. Eric St Pierre is planning to move to Africa in early 2013
 - i. He will be looking to replace himself on the board with another representative from the Quebec association
 - b. Discussion and decision - The CFTN board will always seek provincial representation, At a minimum from BC, AB, SK, MB, ON, QC, and at least one from the Maritime provinces
 - i. The Terms of reference will be amended to reflect this change
2. **The Terms of Reference:**
- a. Board members sufficiently happy with content

- b. Grammar and final edit is needed
 - c. Would like to reopen the discussion later in the year or earlier next year about making revisions
 - i. However general acceptance of the terms was reached
 - d. First Board of Directors effectively established to carry through till the Inaugural Annual general Meeting tentatively planned for January 11th in Calgary
 - e. **Discussion around officers of the board was not had and may remain on the back-burner till either a later date or till the AGM and full elections can be had
3. **Non-Profit Registration**
- a. With first directors in place, we can proceed with the process
 - b. Sean to commit to finalizing the name search and then non-profit registration
 - c. Once complete a bank account will be opened up to process payments and bills
4. **The Executive Director position**
- a. The Board named Sean McHugh as the Executive Director to carry through till the Inaugural Annual general Meeting tentatively planned for January 11th in Calgary
 - b. The motion was proposed by Zack Gross and seconded by Bruce Morton.
 - c. The decision went ahead through consensus after Kaan Williams made the suggestion to move on the decision
5. **Current Financial situation**
- a. Zack inquired into current payment protocols
 - b. Sean explained that Fair Trade Vancouver is currently dealing with finances and Sean's stipend
 - c. Question: where are current payments coming from
 - i. Sean explained that EWB has been supporting the venture since October 1st as well as a current contract with Fairtrade Canada to write the Fair Trade Campus and Towns guides
 - ii. This revenue goes to pay the bills for the office in Vancouver, general bills and Sean's stipend
 - d. Note: once the non-profit registration is complete, all finances will flow through the CFTN and the board will have say in how money is spent and where money comes from.
6. **The Inaugural Annual general Meeting (AGM)**
- a. Tentatively planned for January 11th in Calgary, the idea was well received
 - b. All board members seemed pleased and excited about the prospect and proposed idea
 - c. Sean to commit to finding the necessary resources to ensure attendance by all board members and stakeholders
 - d. EWB to commit space and resources where possible

Next Meeting:

Date: August 20th 2012

Time: 5pm Pacific, 6pm Mountain, 7pm Central, 8pm Eastern, 9pm Atlantic

*****Details and meeting agenda to come**