

Canadian Fair Trade Network – April 16th, 2019 Board Meeting Minutes

Time: 4:30pm – BC | 5:30pm – AB & SK | 6:30pm – MB | 7:30pm - ON & QC | 8:30pm Atlantic Canada

Board Members:

- **Present:** Kenneth Boddy, Erin Bird, Emmanuel Lukawiecki, Keslyn Ayow James, Larissa Kanhai, Bev Toews, Eileen Chen, Eric St Pierre, Mireille Saurette
- **Regrets:** Fouzia Bazid, Tabatha Sander, Rita Steele
- **Absent:**

Advisory Council Member Attendees: Zack Gross

Staff: Sean McHugh

***Meeting started at:** 4:48pm pacific time

***Meeting chaired by:** Erin Bird

#	Agenda Item	Person	Date
Process	Meeting Agenda a) Review & Approve a. Motioned by Bev and seconded by Keslyn. Motion was accepted.	Erin	Apr 16
	Meeting Minutes – Review and Approve a) February 11 th , 2019 a. Motioned by Kenneth and seconded by Keslyn. Motion was accepted. 4:49pm b) February 28 th , 2019 (AGM) a. Motioned by Bev and seconded by Eileen. Motion was accepted. 4:50pm c) March 3 rd , 2019 a. Motioned by Larissa and seconded by Bev. Motion was accepted. 4:51pm	Erin	Apr 16
1	Governance a) Annual General Meeting i. Web updates & paperwork – complete ii. Member update – Will go out soon, now that the AGM minutes are complete and the audit is wrapped up.	Sean	
2	Finance a) Balance Sheet as of April 15 th , 2019 a. Everything is steady at the moment and with lowered levels of expenses we are currently projected to run in a surplus. b. Sean will add Magazine revenue/expenses & staffing costs for part-time person b) Tax Returns: Completed for 2014, 2015 & 2016 a. Planning to move forward with 2017 soon c) Audit: Completed for 2016 & 2017 a. This is the first year of an audit because it is the first time there are two years to establish a baseline and point of comparison. b. Need two board members to sign off on this audit. This will likely be done by Rita and Erin. d) 2018: Tax Return & Audit plans a. This is aimed to be completed and with a complete audit so that we can be fully up to speed. b. Motioned by Bev and seconded by Mireille. Motion was accepted. 5:00pm e) Revenue Strategy: Direct donor push a. Move beyond foundation and grants and secure more direct donors so that we can secure more long-term and sustainable funding. b. This will be separate and in conjunction with the membership fees and along	Sean	

	<p>with the options to donate.</p> <ul style="list-style-type: none"> c. Keela will allow us to do all this on the back end so we have the technological support d. A first step would be to put together a one-page proposal on this to bring to donors <ul style="list-style-type: none"> i. This is something that board members can offer some support with e. There would also be some good opportunities to do larger events to do things such as fundraising for origin trips etc. 		
3	<p>Strategy</p> <ul style="list-style-type: none"> a) General direction <ul style="list-style-type: none"> a. Sean will be looking to put into action some of the pieces of the overall strategy and will be working on doing this over the next week and so. b. How do we partner with larger organizations that might have some more funding if we were able to connect and collaborate on a national level (ie. Girl Guides, Rotary, etc.)? It would be good to aim to extend our reach to organizations that cater to demographics that we usually don't read c. Advocacy planning for the start of next year and with a new government could be something that could really take off at the next conference. d. Are there some low barrier actions that can be taken over the election period to help raise the profile of the fair trade movement for potential members of Parliament. e. If there is any input for what the 2-3 things, we should be working on Board members please let Sean know by April 26th. 	Sean	
4	<p>Human Resources</p> <ul style="list-style-type: none"> a) Stance/policy on sexual conduct: Staff/BOD, Conf Delegates, Students & on Origin Trips <ul style="list-style-type: none"> a. Currently this is something that doesn't exist and so we need to put together some drafts b. Things to consider <ul style="list-style-type: none"> i. Cross-cultural interactions ii. The particular considerations around students c. People that are interested in preparing this we should get in contact with Kenneth by the end of next week. The goal will be to get drafts ready for next meeting. b) Staffing plans moving forward <ul style="list-style-type: none"> a. Currently waiting to hire another full-time staff member because it would make the balance quite tight and so this will be put off until more funding can be secured. b. Currently hoping to bring someone on two days a week for the SFU work (1 day) and the program manager work (1 day) 	Kenneth Sean	
5	<p>National Conference</p> <ul style="list-style-type: none"> a) Ottawa: Notes, Slides, Final report <ul style="list-style-type: none"> a. Final touches on this are being put together and hopefully this will be wrapped up by the end of next week. b) Alberta 2020 <ul style="list-style-type: none"> a. There is interest from several cities in the provinces and campuses across the province that are interested. b. There will be an official proposal to be put together and brought before the board in May. c. Erin and Bev are taking the lead on this. 	Sean Erin	

6	<p>Fair Trade Magazine</p> <ul style="list-style-type: none"> a) Under way <ul style="list-style-type: none"> a. Number 14 is on the way with a full content plan prepared b. Ads and content will be ready in the next couple weeks c. Printed by the second week of July 	Sean	
7	<p>Origin Trips</p> <ul style="list-style-type: none"> a) Bolivia - - - Honduras – November 2019 <ul style="list-style-type: none"> a. Bolivia didn’t make sense given the time of year and so the plan has been to move to Honduras b. There will be a new plan out next week for launch b) Argentina – April 2020 <ul style="list-style-type: none"> a. There is a ton of interest without much pushing. 	Sean	
8	<p>Advocacy</p> <ul style="list-style-type: none"> a) Bill C-423 <ul style="list-style-type: none"> a. Modern slavery legislation b. There has not been a lot on this and with a recent announcement of an ombudsperson, but this will be an office with little power. b) Bill C-331 <ul style="list-style-type: none"> a. This is legislation around mining transparency. b. The conversation with Pete Julian and other organizations is ongoing and will likely not happen in this parliament but possibly in the future. 	Sean	
9	<p>Certification Evaluation</p> <ul style="list-style-type: none"> a) “Where We Stand” doc/guide Committee <ul style="list-style-type: none"> a. First step we need 4 or 5 people who are interested in sitting on this committee. If you are at all interested, please let Sean know. b. There is a timeline to have this prepared by the next AGM at the latest and the sooner the better. 	Sean	
10	<p>Program Management</p> <ul style="list-style-type: none"> a) Centralized Website & Resource Hub <ul style="list-style-type: none"> a. It would be ideal to have program pieces all centralized on one site so that this can reduce the amount of information that is duplicated over each of the various websites. b. There will be a consultation and a survey that will be sent out as well. c. No timeline has been sent on this but maybe a start by end of May, but the resource hub will likely only be ready by end of year at earliest. b) FSI Products <ul style="list-style-type: none"> a. This is now an international initiative and so it will mean a whole variety of new products and labels, but it will have a direct impact on the programs themselves in several years. c) Quarterly FT Call <ul style="list-style-type: none"> a. These have been ongoing over the last few months and so it is good to get this promoted with those who are interested. d) Annual Renewals <ul style="list-style-type: none"> a. This will be coming up and is something to keep in mind what is going on e) Fair trade month <ul style="list-style-type: none"> a. There is a toolkit for different organizations to get out. 	Sean Erin Sean	May 1
	<p>Next Meeting</p> <ul style="list-style-type: none"> • Doodle Poll: https://doodle.com/poll/e52hx4qzbm4fcr4f 		

***Meeting adjourned at 6:00pm**