

Canadian Fair Trade Network – August 16th, 2016, Board Meeting Minutes

Meeting time: 5pm – BC | 6pm – AB & SK | 7pm – MB | 8pm - ON & QC | 9pm Atlantic Canada

Board Members: Erin, Zack, Maria, Jim, Kyra, Kaan, Ivy

Advisory Council Members: none

Staff: Sean, Torrye

Regrets: Mike, Eric

Absent: Avery, Bev

*Meeting called to order at 5:06pm pacific time

Meeting Minutes:

#	Item	Responsibility/ Action	Due date
1	Meeting Agenda 1. Review & approve <ol style="list-style-type: none"> Moved by Maria, seconded by Erin One addition – Note about Robert McKinnon All in favour, with amendment. 5:08pm 		
2	Meeting Minutes 1. From June 5-6, 2016 (In-Person, Toronto). Review and approve <ol style="list-style-type: none"> Moves by Jim, seconded by Maria Discussion: <ol style="list-style-type: none"> Sean has notes in more extensive detail, if anyone is interested in viewing them contact him. Able to pull a lot of information from the meeting notes into our strategic plan All in favour 5:12pm 	<i>Sean to post to our website</i>	
3	Governance and Accountability 1. Board vacancy in Ontario <ol style="list-style-type: none"> Ivy McKee Bruce has stepped down due to pressures at work Ivy was recommended as replacement Ivy is going into 3rd year at Carleton in public affairs and development, Fair Trade Carleton president, looking forward to being involved. Zack suggested that Ivy be appointed to the board until our next annual meeting in February, in which time she can stand for election Jim moves, Kane seconds, all approve 2. Zack motions for a resolution of condolence to Robert Mckinnon <ol style="list-style-type: none"> Jim moves, Maria seconds, all approve 3. AGM 2017 – Zack and Kaan leaving us, as their terms are up. <ol style="list-style-type: none"> Original board of directors came in 2012, some board member's terms are coming to an end. Start conversation to replace these large shoes <i>Start thinking about possible replacements</i> <ol style="list-style-type: none"> Ex board members are able to be on advisory committee 	<i>Sean to add Ivy's Bio and headshot to website</i> <i>Zack to send condolence note to Robert</i>	

<p>4</p>	<p>Strategic Plan</p> <ol style="list-style-type: none"> 1. Updates complete <ol style="list-style-type: none"> a. Strategic Framework b. Vision, Mission & Goals c. Went through strategic framework extensively in Toronto d. Sean has tried to work back through the notes and make changes e. Section 1 has been bread and butter for past 5 years, other sections still need more work f. Sean and Torrye will be using this document when developing resources and applying for funding, encouraging other board members to do the same g. Goal for campuses – is it correctly stated? <ol style="list-style-type: none"> i. Now includes all “Cegeps” in Quebec and smaller colleges in Canada, therefore, the number of 100 designations by 2018 has grown h. Zack has been aligning Manitoba’s goals with this strategic framework, again encouraging others to do the same i. Zack is following up with Lush in Winnipeg for potential funds as well as a potential location for fair trade promotion 	<p><i>Sean to make further edits to strategic plan</i></p> <p><i>*All board members to get comments into Sean, by August 24th</i></p>	
<p>5</p>	<p>Bigger Picture Items</p> <ol style="list-style-type: none"> 1. Federal Sustainable Development Strategy (FSDS) <ol style="list-style-type: none"> a. Subsequent letter to MP’s b. Sean presented on some of these ideas at the World Social Forum c. Update: <ol style="list-style-type: none"> i. Submitted at proposal June 24th to the federal development policy ii. We have a letter going out to managers of departments iii. Both the letter and our Public Procurement Guide are online under our public procurement campaign d. Sustainable development work currently on the radar of Fair Trade Calgary town campaign e. UN just recently published a certificate for sustainable development 	<p><i>Sean to send out link to submitted policy recommendations</i></p> <p><i>Erin to send: link to work submission on SDG’s</i></p> <p><i>Maria to send: UN Training on SDG’s</i></p> <p><i>Zack to send: Fairtrade Canada’s Work on SDG’s from Lisa Zentner</i></p>	
<p>6</p>	<p>Finance</p> <ol style="list-style-type: none"> 1. It’s your time accounting has all invoicing as well, working great 2. 2016 Fairtrade Canada contract – signed <ol style="list-style-type: none"> a. Mid/late June – the Fairtrade Canada contract was signed, reopening in October for next fiscal year 3. McConnell Foundation Report – submitted <ol style="list-style-type: none"> a. McConnell Foundation Report also complete – unlocked another 65,000 worth of funding b. Report available if anyone is interested 		
<p>7</p>	<p>Integrity</p>		

	<ol style="list-style-type: none"> 1. Fairtrade Canada AGM – June 27th <ol style="list-style-type: none"> a. Sean sent out an email after the meeting b. We were successful, now seeing some change in terms of the board c. Pushing for reform in terms of elections, there has been arrangement issues in terms of finance d. Full 2/3's majority came together at the AGM e. Membership demanded that the 12015 meeting be reopened and elections be carried out f. In the end – 7 seats were up for election in three different categories, two of the seats were contested and board members were voted in g. New board took a quick break and carried on with the agenda, there were two more seats up for election, with 9 new board members at the end h. Very big win – excited for where we can go from here i. More opportunity for board to board engagement, as well as having the new board in Halifax 2. Supported labels in magazine and on our website <ol style="list-style-type: none"> a. WTFO, FTF, FT international, SPP support was passed in June b. Now in the magazine as high bar certifiers c. Still have endorsement policy hanging on, hopefully have this wrapped up and put on our website soon d. The decision was discussed extensively – confident with our decision 3. Ecocert – Fair for Life needs to be discussed <ol style="list-style-type: none"> a. We need to talk about this topic b. Sean has not been able to create an overview of our questions/concern c. Sean may try to sit on the advisory committee of the standard review <ol style="list-style-type: none"> i. <i>If anyone is interested in being involved in this review process, contact Sean – there is an available spot</i> d. If we want to support them as a certifier we need to put something together in the next few weeks in order to discuss at conference <ol style="list-style-type: none"> i. <i>Sean will start putting something together, keep your eyes open</i> 		
<p>8</p>	<p>Travel, Tradeshows and Conferences</p> <ol style="list-style-type: none"> 1. World Social Forum, presentation on: <ol style="list-style-type: none"> a. Broader vision fair trade: Sustainable Public Procurement, National standard and domestic FT b. Bigger picture: Investment, trade policy, ODA and labelling 2. World Social Forum in Montreal last week <ol style="list-style-type: none"> a. Went alright, there was no central organizational structure, all the World Social Forum did was provide space. b. 7 different sessions on fair trade 	<p><i>Sean will share his presentation – ties into section four of our strategic framework</i></p>	

	<ul style="list-style-type: none"> i. well attended and good international representation in terms of business/organizations/producers/co-ops ii. however, a lot of criticism and not a lot of direct outcomes c. Sean presented on our broader vision pieces <ul style="list-style-type: none"> i. Well received ii. Good feedback moving forward d. Sean, Eric, Fairtrade Canada, Association and others were involved e. Not aware if any notes were taken from sessions 		
9	<p>Communications</p> <ul style="list-style-type: none"> 1. Web re-development 2. While developing new strategic plan we have decided to re-develop our website <ul style="list-style-type: none"> a. Have theme decided on b. Planning to build website around our new strategic framework 3. Kaan will be spear heading this new priority <ul style="list-style-type: none"> a. Going to start working on this on Thursday evening b. Will be creating new website under dev.cftn.ca <ul style="list-style-type: none"> i. Check in if your interested in how the develop is going c. Will need to migrate all existing material over from our current website d. Shift will mean that anyone who is comfortable in basic graphic layouts will feel confident using the site 	<p><i>All board members to send along any comments/requests that you hope to see in the new website</i></p>	
10	<p>Fair Trade Magazine</p> <ul style="list-style-type: none"> 1. Publication complete and out <ul style="list-style-type: none"> a. Magazine is complete digitally/hard copy b. Everything went smooth and distribution was done from the CFTN office <ul style="list-style-type: none"> i. Saved some money c. Maria had a very positive respond from a coffee shop owner 	<p><i>Pass along comments if you have anything you would like to see in the new editions</i></p>	
11	<p>National Conference</p> <ul style="list-style-type: none"> 1. Venue, Registration, Content, Creative <ul style="list-style-type: none"> a. National Sponsor Ideas b. Sean was in Halifax in June – has venue and support in the works c. Hotel is locked down – registration is open - everything is done in both languages <ul style="list-style-type: none"> i. Still trying to organize a venue d. Conference logo <ul style="list-style-type: none"> i. Sean will send out logo tomorrow ii. Looking to finalize by Monday e. Board member’s registration and hotel arrangements will be organized soon f. Content <ul style="list-style-type: none"> i. Sean and Dustin will be sending out some details soon 2. Erin is working on national sponsor engagement <ul style="list-style-type: none"> a. Sponsor resources should also be done soon 3. Any questions/concerns/comments can be sent to Sean 	<p><i>Board member’s should start recruiting attendees in their area’s</i></p> <p><i>Promotional piece will be done by the end of the month</i></p> <p><i>Save the date flyers can be done and sent out soon</i></p> <p><i>Sean and Erin to discuss Sponsors</i></p>	

12	Campaigns 1. Fair Trade Campus Week – Sept 26-30 <ol style="list-style-type: none"> a. Five/six-week’s out b. Had a webinar in early July c. Mid thirties in terms of campuses d. 12/15 companies engaged e. Fairtrade Canada has marketing resources available online f. Fair Trade Event Planning Toolkit on the CFTN Fair Trade Campus Week campaign webpage. 	Sean	
13	Programs (Town, Campus & School) 2. Upcoming designations <ol style="list-style-type: none"> a. Concordia – Aug 30th Announcement b. UTM, MUN, Carleton, Capilano - All other designations do not have announcement dates. Capilano is still working though some details c. 21 designated campuses once September is finished 3. New programs <ol style="list-style-type: none"> a. Workplace and Faith added to CFTN website soon (EN and FR) 		
14	Regional Updates 1. Maria – Regina <ol style="list-style-type: none"> a. Coffee shop owner interested in getting involved in Fair Trade Campus Week b. Having first meeting in August c. Difficulties meeting with Chartwells to plan Fair Trade Campus Week 2. Sean – BC <ol style="list-style-type: none"> a. UNBC/SFU have renewals completed b. Have been in contact with Towns c. Coffee producers are making a cross Canada trip 3. Erin – Calgary <ol style="list-style-type: none"> a. Coffee producers were in Calgary and Olds – Used event to engage Town campaign b. Engaged with SAIT – working towards designation c. Working with Fair Trade Workplaces d. Social Capital Tournament in Calgary e. Have local volunteer who has connections with A&W cooperate, wanting to approach about offering another fair trade product <ol style="list-style-type: none"> i. <i>Erin will follow up with Sean about Fair Trade Vancouver involvement</i> 4. Kyra/Zack – Manitoba <ol style="list-style-type: none"> a. Working on Fair Trade Workplaces – MTS b. Sean will be in Winnipeg/Manitoba in September – planning strategic plan 5. Ivy – Ontario <ol style="list-style-type: none"> a. Gained insights from producer visits b. Will have more updates for next meeting 	Everyone	
15	Next Meetings Doodle: http://doodle.com/poll/4ker7xx4durben2a		