

## Canadian Fair Trade Network – August 20th, 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:** Erin Bird, Kenneth Boddy, Mireille Saurette, Emmanuel Lukawiecki, Fouzia Bazid, Larissa Kanhai, Eric St Pierre, Bev Toews
- **Regrets:** Eileen Chen, Tabatha Sanders
- **Absent:** Keslyn Ayow James, Rita Steele

### Advisory Council Members:

**Staff:** Sean

**Start time:** 4:45 pm PST

**Chaired by:** Erin Bird

#	Agenda Item	Person	Date
Process	<b>Meeting Agenda</b> a) Review & Approve a. Larissa motion, Mireille seconded	Erin	Aug 20
	<b>Meeting Minutes – Review and Approve</b> a) May 27 <sup>th</sup> , 2019 a. Mireille motion to approve, Larissa seconded	Erin	Aug 20
1	<b>Governance &amp; Strategy</b> a) Conduct & Harassment Policy i. Policies have been drafted and will be sent to the whole group to review before the next call. ii. At the next call we can discuss the documents, then approve or amend them as we see fit.	Kenneth	
2	<b>Office/Human Resources</b> a) Home office a. Closed the office on June 26 and Sean has been working from home (been good so far). b) Hiring of Elysha Fong (SFU Contract) a. AT SFU, Joined us on the trip to Peru and the conference in Ottawa. Started with us in mid-June, part time working on SFU work	Sean	
3	<b>Financial Management</b> a) Balance Sheet as of August 19 <sup>th</sup> , 2019 a. The office move has helped tighten the budget up, which is great. b. By reducing monthly overhead, we're projected to start building a bit of a buffer as we head toward the end of the year. b) 2018 Tax Return & Audit underway now. Tax Returns/Audits complete for 2014, 2015, 2016 & 2017.	Sean	
4	<b>Communications</b> a) Newsletter: Conference Save the Date, Conference Session Ideas, FT Campus Week a. It has been a few months since this has gone out but the next newsletter will be out soon and will include a Conference Save the date, Conference session request, FT Campus week and FT Magazine. b. If anyone has suggestions, please let Sean know. b) Webinar: Late September – Volunteering	Sean	

	<ul style="list-style-type: none"> <li>a. This webinar will be in partnership with the Fairtrade Canada Webinar.</li> <li>b. There might be some interest in how this ties in with the Ambassador program.</li> <li>c. If there is interest in helping with this webinar, please let Sean know. <ul style="list-style-type: none"> <li>i. Larissa and Erin will be interested in helping with this in both preparing lessons learned, speakers, etc.</li> </ul> </li> </ul>		
<b>5</b>	<p><b>Program Management</b></p> <ul style="list-style-type: none"> <li>a) Annual Renewals &amp; Certificates <ul style="list-style-type: none"> <li>a. A lot of the renewals are in but there will be a call for more and then certificates will be released.</li> </ul> </li> <li>b) Designations: <ul style="list-style-type: none"> <li>a. Approved applications: Cegep Garneau, McGill Mac Campus</li> <li>b. Applications under review: Highland Elementary, SFU Childcare Services</li> <li>c. Silver Status: UTM application in</li> <li>d. Upcoming events: University of Waterloo – Sept19</li> </ul> </li> <li>c) Quarterly FT Town Call: <ul style="list-style-type: none"> <li>a. Call chairs are being rotated.</li> <li>b. Pippa shared some feedback on the upcoming banana events that people can get involved</li> <li>c. Next Call is schedule for October</li> </ul> </li> </ul>	Sean	
<b>6</b>	<p><b>Advocacy Fund</b></p> <ul style="list-style-type: none"> <li>a) Delays with review of applications and awarding of funds <ul style="list-style-type: none"> <li>a. 5 requests have come in, Sean will be catching up with this and trying to get back to people as soon as possible</li> </ul> </li> </ul>	Sean	
<b>7</b>	<p><b>National Conference   March 13-14, 2020   Calgary, Alberta</b></p> <ul style="list-style-type: none"> <li>a) Hotel/Venue: Hotel Arts <ul style="list-style-type: none"> <li>a. Easy to access and central to downtown</li> <li>b. Contract sent nearly final</li> <li>c. This is a boutique hotel and so it will be more flexible to opening their offerings so we can bring in more Fair Trade products</li> <li>d. There are small break-out rooms and a main conference hall</li> <li>e. There is a pool, lots of local art on the wall, and a restaurant</li> </ul> </li> <li>b) Logo &amp; Design <ul style="list-style-type: none"> <li>a. The theme is to frame for people the fact that you can take small steps for larger change especially if it is done collectively.</li> <li>b. Calgary is near the mountains, so they are tied into the theme</li> <li>c. This can be built into the pre-conference promotion trying to get people to think about the small steps they can take in the lead up to the conference.</li> </ul> </li> <li>c) Sponsorship <ul style="list-style-type: none"> <li>a. A copy of this has been sent by email</li> </ul> </li> <li>d) Grants are being considered now</li> <li>e) The 12<sup>th</sup> will be a pre-conference day for people but it is not included in the official conference days.</li> <li>f) There are plans to integrate youth more into the conference and with local schools to get students to attend and participate.</li> </ul>	Erin	

8	<p><b>Origin Trips</b></p> <ul style="list-style-type: none"> <li>c) Honduras – November 2019 <ul style="list-style-type: none"> <li>a. There is very light interest so this will likely not happen unless we can get more interest.</li> <li>b. We need at least 6 participants.</li> <li>c. Anyone with warm leads please contact Sean ASAP</li> </ul> </li> <li>d) Argentina – April 2020 <ul style="list-style-type: none"> <li>a. There has been a lot of interest in this trip, hopefully this means when we open this up</li> </ul> </li> </ul>	Sean	
9	<p><b>Certification Analysis &amp; Evaluation</b></p> <ul style="list-style-type: none"> <li>a) Fair for Life <ul style="list-style-type: none"> <li>a. From the AGM in Ottawa</li> <li>b. There has been interest in helping out with this and Sean will doing some more work with this soon.</li> <li>c. Mireille, Kenneth and Fouzia are interested in helping out with this</li> </ul> </li> </ul>		
10	<p><b>Regional Updates</b></p> <ul style="list-style-type: none"> <li>a) BC <ul style="list-style-type: none"> <li>i) Middle of July there was a local soccer tournament</li> <li>ii) been working with UBC, SFU and Capilano on their renewals</li> </ul> </li> <li>b) Alberta <ul style="list-style-type: none"> <li>i) Possibly some beer brewed with fair trade coffee available at the conference which will be exciting</li> <li>ii) Conference planning is well underway, and recruitment is well underway</li> <li>iii) Ideally Calgary will receive its Fair Trade Town status in advance of the conference</li> <li>iv) Lots of events going on in August and September</li> </ul> </li> <li>c) Manitoba <ul style="list-style-type: none"> <li>i) Holidays have been keeping things quiet but hopefully after the summer things will be picking up again</li> </ul> </li> <li>d) Ontario <ul style="list-style-type: none"> <li>i) Fair Trade Ottawa has been working on auditing local businesses all summer so that has taken a lot of work</li> <li>ii) Fair Trade Ottawa will be having its AGM and Volunteer Appreciation Party so that will be a good opportunity for recruitment</li> <li>iii) The University of Ottawa will be really engaging hard on the fair trade campus week so that will be good to see.</li> </ul> </li> <li>e) Quebec <ul style="list-style-type: none"> <li>i) 2 new designations</li> <li>ii) More than half of the renewals have been received so that is great</li> <li>iii) There will be a new fair trade guide in the fall so that will be good.</li> </ul> </li> </ul>	All	
	<p><b>Next Meeting:</b> Sept 23, 24, 25, Oct 1, Oct 2</p> <ul style="list-style-type: none"> <li>• Doodle Poll: <a href="https://doodle.com/poll/b9y5xdgycxqikf8b">https://doodle.com/poll/b9y5xdgycxqikf8b</a></li> </ul>		