

Canadian Fair Trade Network – December 13th, 2017 Board Meeting Agenda

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

Board Members: Bev Toews, Éric St. Pierre, Maria Aman, Kyra Moshtaghi Nia, Rita Steele, Mike Allan, Avery Gottfried, Ivy McKee, Loïc de Fabritus, Duane Nicol

Regrets:

Absent: Erin Bird, Keslyn Ayow-James

Advisory Council Members: Zack Gross

Staff: Sean McHugh, Torrye McKenzie

* Start time: 4:04 pm PDT

#	Agenda Item	Person	Date
Process	Meeting Agenda 1. Review & approve a. Maria motioned to approve – Bev seconded – all in favour 4:06	Avery	Dec 13
	Meeting Minutes – Review and Approve 1. November 8 th , 2017 a. Maria motioned to approve – Rita seconded – all in favour 4:06	Avery	Dec 13
Operations	1 Governance & Strategy 1. Board Committees a. Conference, Finance, Human Resources – discussed through the agenda b. Nominations & Elections i. Not Up: Avery, Ivy, Duane, Eric, Keslyn, Loïc ii. Up: Erin, Mike, Bev, Kyra, Maria, Rita iii. Interested People: Karli Woods (Brock) iv. 50/50 split for board turnover, which is good governance v. Discussion of those up for re-election: 1. Kyra: will not be running again 2. Maria: has a student who is interested in running so she may step down 3. Bev: is still thinking, but she would like to stay on 4. Rita: interested in staying on 5. Mike: not 100% sure, will start looking around to see if there is a better fit – leaning towards no re-election 6. Erin – not on the call, but will touch base over email vi. Should set up a nominations committee that will lead the process. Is anyone interested in leading on this? Keslyn and Maria interested 2. Annual General Meeting (AGM) i. Still sorting out move-in time at the venue ii. Sean will lock down these details first, but aim for March 1 st , late afternoon. b. Date: March 1 st c. Agenda: Coming soon 3. 2017 Annual Report a. Draft was sent around before the meeting	Sean	



	<ul style="list-style-type: none"> b. Few edits and issue that we have caught already c. Did anyone have a chance to give it a look? <ul style="list-style-type: none"> i. Zack – use of photos and graphics makes it a good read ii. Ivy – is the president letter meant to be in Latin? iii. Avery – get rid of cents in budget d. Please send along anything else you see between tonight and tomorrow e. Hoping to get it out before Christmas – sending out the annual report with contract reports and AGM meeting agenda 4. Membership System <ul style="list-style-type: none"> a. Vancity Studios & Nation Builder b. Nothing new on this one – still waiting on proposal from Vancity Studios 5. Membership Update Email out by December 20th 6. Insurance: Allwest (D & O, Office, E & O, Travel? Origin Trips?) <ul style="list-style-type: none"> a. We keep on top of our insurance b. New insurances in place for: Director and Officers, Errors and Omission, and Office Liability c. Asking about staff travel and origin trip insurance 		
<p>2</p>	<p>Financial Management</p> <ul style="list-style-type: none"> 1. CFTN Balance Sheet, as of December 7th 2. Revenue Update <ul style="list-style-type: none"> a. <i>\$300k – McConnel Foundation – proposal submitted Oct 12</i> b. <i>\$100k – Office of Consumer Affairs – proposal submitted Nov 9</i> c. <i>\$75k – Gilgan Foundation – proposal submitted Nov 27</i> d. <i>\$600k – Global Affairs Canada SMO Fund – Proposal due Dec 21</i> e. <i>\$25k – Lush Charity Pot – Aiming for Jan 10 submission</i> f. \$45k – Fairtrade Canada – contract up end of March g. \$32k – SFU – contract up end of March 3. Financial Year End <ul style="list-style-type: none"> a. Published in Annual Report 4. Hoping that conference is a revenue generator this year 5. Financial check-in in January 6. Submission updates <ul style="list-style-type: none"> a. Nothing to report b. Don't expect to hear from a few of them until January c. Global Affairs Canada Proposal will be in on the 21st of December <ul style="list-style-type: none"> i. Sean over proposal to Avery for comment – he has time on Friday 7. Year end financial summary <ul style="list-style-type: none"> a. Started this year well with McConnel money b. A bit off (revenue/Expenses etc.) on Conference, Origin Trips, Fair Trade Magazine c. Can go after funding for Origin Trip program now that we have ran two trips <ul style="list-style-type: none"> i. Considering finding ways to cut costs d. Looking into finding a way to put money into a reserve or contingency fund 	<p>Sean</p>	

Grass Roots	8	<p>Conference March 2-4, 2018 Vancouver SFU Harbour Centre</p> <ol style="list-style-type: none"> 1. Sponsorship <ol style="list-style-type: none"> a. \$24,250 committed so far b. Expect another \$20,000 to come in 2. Welcomes – not yet sent out 3. Keynote Speakers – Invitations out: <ol style="list-style-type: none"> a. Xiomara Peredas (CLAC) – hasn’t confirmed yet, but hoping to do so by next week b. Ali & Haider Shabbir (Ali Trading) – Fairtrade certified sports balls out of Pakistan - confirmed c. Another invitation out to Celina Caesar-Chavannes – member of Parliament 4. Sessions – schedule online <ol style="list-style-type: none"> a. Working on descriptions and speakers b. Adding a sports balls session into the schedule c. Magazine du monde – Fair Trade Town designations that are student driven – is there a space for a student driven designation session d. Bev bringing students to conference – could also find a way to get them involved e. Please be in touch if you want to help coordinate, facilitated or lead sessions 5. Registration <ol style="list-style-type: none"> a. Early Bird open b. Promo codes sent out to BOD, Staff and Sponsors <ol style="list-style-type: none"> i. If people can find the previous email with registration codes, please jump online and register c. Full conference registration option for Students – add into Eventbrite 6. Logistics <ol style="list-style-type: none"> a. Flight details needed <ol style="list-style-type: none"> i. If anyone has further info on flight details please send now ii. Eric – will have to wait to book flights until early January iii. Duane – will be in Ottawa before conference, may be better if he books himself and get reimbursed iv. Kyra – come the 28th & fly home the 5th – will email to confirm v. There will be something on the 1st b. Accommodation details needed 7. Catering is starting to come together 	Sean	
	9	<p>Fair Trade Magazine</p> <ol style="list-style-type: none"> 1. Advertising almost in place. Content in place. 2. Expected delivery – mid-January 3. Both articles are done – into print January 8th and out of print January 15th 		
	10	<p>Campaigns</p> <ol style="list-style-type: none"> 1. Bake Sale Funds Raised around \$9,000.00. Need to look at how to use these funds – sending students to Origin and making a donation to a co-operative <ol style="list-style-type: none"> a. Looking at this more in January 		

		<ol style="list-style-type: none"> 2. Halloween 2018 <ol style="list-style-type: none"> a. Something happening in mid-January b. Doodle if you want to get involved in the planning: https://doodle.com/poll/ni3a6rbxhmi45k29#table 		
	11	Program Updates & Priorities <ol style="list-style-type: none"> 1. Advocacy Fund now online <ol style="list-style-type: none"> a. No one has applied, but it is online 2. Group/Org development guide <ol style="list-style-type: none"> a. More on this soon 3. Silver/Gold standards <ol style="list-style-type: none"> a. Application forms are nearing completion 		
Integrity	12	Integrity <ol style="list-style-type: none"> 1. International Guide Updates <ol style="list-style-type: none"> a. France will be doing the update next year but is looking for support from others b. Fair World Project is also involved c. There are ways to be involved with the process – support through endorsement, support through certificate review, AQCE will support with translation d. It has been a few years since this guide has been update. e. By Fall 2018 there will be a new guide f. AQCE will be taking more of a lead versus CFTN, but Sean is also available to review 2. WFTO Resolutions on Domestic FT <ol style="list-style-type: none"> a. WFTO global conference was held last month b. Passed three different resolutions, away from southern producers and are now including northern producers within fair trade c. Fairly significant shift for the WFTO d. Sean will send along resolutions to the board 	Sean	
Business	13	Business <ol style="list-style-type: none"> 1. Origin Trips: <ol style="list-style-type: none"> a. Ecuador Recap - Made it there and back successfully. One hiccup to start – flight cancelation lead a few to Miami for an over night. Full day of sugar, flowers, cocoa, quinoa and bananas. Visited 12-13 different co-ops all with different challenges and insights. We will be doing a photo exhibit from the trip during the conference b. 2018 Trips - Peru? Thinking more about this 	Sean	
Advocacy	14	Advocacy <ol style="list-style-type: none"> 1. no updates 	Sean	
	15	Regional Updates	Everyone	
	16	Tentative Meeting Schedule: <ol style="list-style-type: none"> 1. January 10, 2018 2. February 5, 2018 		