

Canadian Fair Trade Network – December 4th, 2019 Board Meeting Minutes

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

Board Members:

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

Advisory Council Members: none

Staff: Sean McHugh

Start time: 4:35pm pacific time

Chaired by: Erin Bird

#	Agenda Item	Person	Date
Process	Meeting Agenda a) Motion to accept agenda: Mireille, seconded by Emanuel, agenda approved at 4:38pm	Erin	Dec 4
	Meeting Minutes – Review and Approve a) Motion to accept the minutes from our previous board meeting held on October 23 rd , 2019: Larissa, seconded by Emanuel, minutes approved at 4:39pm	Erin	Dec 4
1	Governance & Strategy a) *Agenda item added – Larissa asked for update from Nov1-2 Strategic meeting held in Ottawa with Pippa and Fouzia, which Sean provided. The meeting went well, largely operational looking over current work, while putting together an 18-month outlook plan. i. Send minutes to board once complete b) Annual General Meeting i. Schedule for Thursday, March 12 th , 3:30-5:00 Mountain standard time. Muse room booked at Hotel Arts. ii. Sean will look into who is up for election and touch base with them to see if they would like to stay on iii. Agenda to be updated soon, Sean & Mireille will work on it c) 2019 Annual Report – Writing of is underway now, with hopes to have it wrapped up pre-Christmas i. Board members asked to send in updates and highlights from 2019 d) Conduct & Harassment Policy – Postponed as Kenneth was unable to attend the meeting	Sean Sean Sean Kenneth	
2	Financial Management a) 12-Month Projected Balance Sheet, as of December 2 nd , 2019 *Cells highlighted blue are estimates for conference expenses/revenue b) Projected budget covers Nov & Dec 2019 and the first 10-months of 2020. c) The budget has been adjusted to align with our projected revenue d) Cash flow projections look stable throughout the year, with expenses in check	Sean	
3	Partnerships a) EWB Canada – After a couple of quitter years, re-engagement efforts are under way, including coordination with EWB's community team to connect with chapters	Sean	

4	<p>Program Management</p> <p>a) First Silver Fair Trade Campus – After two years to develop the standards and one and half years working with a couple of campus, we officially have our first silver status campus. The University of Toronto Mississauga</p> <p>b) New National Programs nearing launch – Central to our discussions in Ottawa on early November, we are close to launching a new national program site, which will consolidate our efforts and reduce redundancy</p>	Sean	
5	<p>National Conference March 13-14, 2020 Calgary, Alberta</p> <p>a) Flights - some have been booked, others will be booked soon once WestJet updates the vouchers that were provided</p> <p>b) Hotel – In order</p> <p>c) Sponsorship – We’ve topped \$40,000, looking to get to \$50,000</p> <p>d) Keynotes – Cocoa & Climate Change in the works now</p> <p>e) Session & Speakers – Draft schedule has been circulated for comment</p> <p>f) Pre-Conference Day plans coming together nicely with a coffee tour, a chocolate tasting, a youth mixer and our AGM all in the works</p> <p>g) Registration/Ticket Sales – We will be pushing early bird registration this month</p>	Erin & Sean	
6	<p>Campaigns</p> <p>a) Fairtrade Awards nominations – deadline is December 5, so please get your nominations in</p>		
7	<p>Origin Trips</p> <p>a) Argentina – April 2020 – Few signed up to date, but we’ll keep pushing</p> <p>a) Ecuador – October 2020 – Hoping to align this trip with the International Fair Trade Towns conference is to be held in Quito in 2020</p>	Sean	
8	<p>Certification Analysis & Evaluation</p> <p>a) Fair for Life Presentation- Krista provided a detailed run through to get this conversation started</p> <p>b) Guide to Fair Trade Labels – has been launched. Sean will send this out to the board</p>	Sean	
9	<p>Regional Updates</p> <ul style="list-style-type: none"> • QC – Fouzia – Big news being that she is leaving AQCE. Otherwise has been working to help launch the guide to FT labels, 2 new FT Campus: McGill Mac Campus and Cegep Garneau, also presentation at Quebec City coming up • ON – Emanuel – Recent presentation to school board, FTOE continues to be active • MB – Mireille – working on 3rd FT feast, trying to push restaurants and a new faith group is in the works • AB – Erin – Conference! and working on town designation • AB – bev – recent dinner event a success, several fast fashion related efforts underway and FT coffee now available at several restaurants around Olds. • BC – FTV has been a little quite of late, working with UBC and SFU on possible bulk chocolate buy, holiday party in the works • One sad note, James Solkin, founder and owner of Santropol coffee roasters recently passed away. 	All	
	<p>Next Meeting: January 14, 15, 21 or 22 Doodle: https://doodle.com/poll/wvgarfstkvgahcd7</p>		

*Meeting adjourned at 5:29pm