

## Canadian Fair Trade Network – December 8<sup>th</sup>, 2015 Board Meeting Minutes

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

**Attendees:** Éric, Bev, Dustin, Kaan, Zack, Avery, Bruce, Krista

**Staff:** Sean, Jess

**Regrets:** Kyra, Sasha, Lia

Meeting called to order: 8:05pm EST

### Meeting Minutes:

#	Item	Responsibility/ Action	Due date
1	<b>Review &amp; approve meeting agenda</b> a) Moved by: Bev b) Seconded by: Dustin c) Approved by all: 8:06pm		
2	<b>Review and approve Meeting Minutes</b> a) From November 3 <sup>rd</sup> , 2015 Meeting b) Moved by: Krista c) Seconded by: Avery d) Approved by all: 8:07	Sean to post to website	
3	<b>Governance and Accountability</b> 1. Strategic plan – Draft complete <ol style="list-style-type: none"> <li>Over 3 years - 3 major goals broken down into objectives based off programs</li> <li>schools = tipping point - should be prioritized and invested in               <ol style="list-style-type: none"> <li>Connect to towns and campuses</li> </ol> </li> <li>Town as hub concept also there, as long as it is well resourced</li> <li>add a 'tree' diagram with goals - objectives</li> <li>conference responds to many objectives</li> <li>many indicators duplicated in different objectives</li> <li>Sean to send out FT Ambassadors concept note</li> <li>*go beyond <i>what</i> we're doing to what the impacts are of what we're doing</li> <li>possibility of recruiting interns for the new staff -- across Canada with regional hubs</li> <li>McConnell funding – we have money now, we should invest and grow in 2016.</li> <li>Vision needs work, to capture bigger picture, why we're doing this, what we're trying to achieve</li> <li>Leverage, or how we create change needs to be added. Building demand, then working with companies to meet</li> </ol>	1.Jess	End of year

	<p>that demand</p> <p>m. CFTN is key body to hold the movement together. In that way, we're on top of which way the wind is blowing</p> <p>2. Action Plan – Draft complete</p> <p>a. highlight top 3 prioritize of where we should be focusing our time</p> <p>b. highlight top 3 that we would like to volunteer for</p> <p>c. will need to decide what is doable now and what waits on funding</p> <p>d. Next steps</p> <p>i. Adopt/address feedback: additions, editing, etc. vs strategic and higher-level</p> <p>e. will need clarity on what 'Fair trade' means to CFTN to say that it will expand with integrity - should be in vision</p> <p>f. possibility to include business/corporate engagement - is already happening through towns/campus/etc programs and through Sean directly. Section added on this, with two or three items to work on?</p> <p>g. Greater detail and plan for FT Magazine needs to be added. Especially that it's a great engagement tool for civil society</p> <p>h. Prioritize</p> <p>i. Set budget -- before Holiday break</p> <p>j. Complete plan</p> <p>3. 2016 Fairtrade Canada contract Proposal</p> <p>a. Draft complete</p> <p>i. 3-year contract, with annual review and update</p> <p>b. General support for Appendix 6 – on working with SPP, WFTO and FTF</p> <p>c. possibility to modify so that what happens to CFTN doesn't affect AQCE</p> <p>i. Tied to Action Plan</p> <p>ii. Tied to CFTN-AQCE Partnership agreement</p> <p>d. Legal ramifications</p> <p>i. Dario (ACE) is a lawyer, he will review</p> <p>e. Budget portion</p> <p>i. Nice round numbers currently. Break down of budget is needed to appropriately allocate budget.</p> <p>4. Send comments on all three documents</p> <p>5. 2016 Board of directors &amp; AGM</p> <p>a. Up for election (<i>Dustin, Krista, Bev, Bruce, Kyra</i>)</p> <p>i. Ideas for new members</p> <p>b. Dustin is leaving (Atlantic Canada) and there is one other spot open (ideally for the Prairies - Alberta - Calgary or Edmonton)</p>	<p><b>Sean</b></p> <p><b>Everyone</b></p> <p><b>3. Sean &amp; Eric</b></p> <p><b>4. Everyone</b> <b>5. Zack</b></p> <p><b>Everyone</b></p>	<p>Next month board min</p> <p>Dec. 11</p> <p>Dec 11</p>
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	<ul style="list-style-type: none"> <li>i. Bev has some ideas for Alberta</li> <li>ii. Possibilities in Acadia in Atlantic Canada</li> <li>iii. Not up for election (<i>Zack, Kaan, Avery, Eric, Lia, Sasha</i>)</li> <li>iv. Update out to members</li> </ul> <p>c. AGM agenda and Annual report</p> <p>d. need to publicize that there are seats open</p> <ul style="list-style-type: none"> <li>i. AGM scheduled for February 20</li> </ul> <p>6. 2015 Annual Report</p>	<p><b>Sean</b></p> <p><b>6. Sean</b></p>	<p>Before year end</p> <p>Dec 9</p>
<b>4</b>	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>1. 2015 Financials <ul style="list-style-type: none"> <li>a. Sean will complete soon, and build them into the Annual Report</li> </ul> </li> <li>2. 2016 Budget <ul style="list-style-type: none"> <li>a. Draft budget to be completed soon</li> </ul> </li> <li>3. Lush – Proposal drafted</li> </ul>	<p><b>1. Sean</b></p> <p><b>2. Sean</b></p> <p><b>3. Jess, Sean</b></p>	<p><b>Dec 15</b></p> <p><b>Dec 15</b></p> <p><b>Ongoing</b></p>
<b>5</b>	<p><b>Partnerships</b></p> <ul style="list-style-type: none"> <li>1. CFTN-AQCE Partnership agreement <ul style="list-style-type: none"> <li>a. Draft completed and sent out</li> </ul> </li> </ul>	<p><b>1. Sean &amp; Eric</b></p>	<p><b>Dec 8</b></p>
<b>6</b>	<p><b>Integrity of the Movement</b></p> <ul style="list-style-type: none"> <li>1. Fairtrade Canada AGM – letter drafted, no follow up yet</li> <li>2. Endorsement policy <ul style="list-style-type: none"> <li>a. Draft completed, to be reviewed in January</li> </ul> </li> </ul>	<p><b>1. Sean</b></p> <p><b>2. Sean</b></p>	
<b>7</b>	<p><b>Communications</b></p> <ul style="list-style-type: none"> <li>1. Newsletter <ul style="list-style-type: none"> <li>• One more before holidays</li> </ul> </li> <li>2. Handmade Guide <ul style="list-style-type: none"> <li>a. Will be referenced for holiday shopping in next newsletter and printed for the conference</li> </ul> </li> </ul>	<p><b>1. Sean</b></p> <p><b>2. Sean</b></p>	
<b>8</b>	<p><b>Conference</b></p> <ul style="list-style-type: none"> <li>1. Budget <ul style="list-style-type: none"> <li>a. Manitoba Liquor and Lottery is providing \$30K of funding</li> </ul> </li> <li>2. Schedule – <ul style="list-style-type: none"> <li>a. keynotes, sessions, facilitators, speakers</li> <li>b. special events: Feb 18, Feb 19 and tradeshow</li> </ul> </li> <li>3. Registration - currently at 75 registered</li> <li>4. Invitations - schools coming on Friday (delegation from Québec and 10 participants will be sponsored to attend)</li> <li>5. Logistics – Flights, Accommodation, Board meeting on 21<sup>st</sup> <ul style="list-style-type: none"> <li>• Flights booked</li> </ul> </li> </ul>	<p><b>1. Sean &amp; Zack</b></p>	

9	<b>Magazine</b> <ol style="list-style-type: none"> <li>1. General update on progress             <ol style="list-style-type: none"> <li>a. Content nearly complete</li> <li>b. Advertising now in</li> <li>c. Publication and distribution                 <ol style="list-style-type: none"> <li>i. mid January</li> </ol> </li> </ol> </li> </ol>	1.Sean	
10	<b>Programs</b> <ol style="list-style-type: none"> <li>1. Primary             <ol style="list-style-type: none"> <li>a. Town - Model building: Toronto, Hudson</li> <li>b. Campus - Western University complete, Jan 21 announcement</li> <li>c. School – Cavalier-De LaSalle 4<sup>th</sup> FT School</li> </ol> </li> <li>2. Auxiliary             <ol style="list-style-type: none"> <li>a. Event -</li> <li>b. Workplace - Develop</li> <li>c. Faith - Develop</li> </ol> </li> <li>3. Engagement             <ol style="list-style-type: none"> <li>a. Ambassador - Develop</li> </ol> </li> </ol>	<b>1.</b>          <b>2.</b>          <b>3.</b>	
11	<b>Campaigns</b> <ol style="list-style-type: none"> <li>1.</li> </ol>	1.	
12	<b>Projects, Tradeshow and Conferences</b> <ol style="list-style-type: none"> <li>1. EWB Conference (January)             <ol style="list-style-type: none"> <li>a. Sean will attend</li> </ol> </li> <li>2. Producer Visit Trip – Peru (April) (Orientation Feb 21)             <ol style="list-style-type: none"> <li>a. In the works for April 11-19</li> </ol> </li> <li>3. Fair Trade Federation Conference (April)             <ol style="list-style-type: none"> <li>a. Being held in Burlington Vermont, April 24-26</li> </ol> </li> <li>4. World Social Forum – Montreal (August)             <ol style="list-style-type: none"> <li>a. CFTN part of the discussions</li> </ol> </li> </ol>	<b>1.Sean</b>       <b>2.Zack</b>       <b>3.</b>       <b>4.Sean</b>	
13	<b>Regional Updates</b>	<b>Everyone</b>	
14	<b>Next Meeting – Thursday, January 7<sup>th</sup>, 2016</b>	<b>Sean</b>	

Meeting adjourned: 9:36pm EST