Canadian Fair Trade Network – February 11th, 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:** Eileen, Avery, Fouzia, Mireille, Bev, Tabatha, Erin, Eric, Rita
- **Regrets:** Kenneth
- **Absent**: Keslyn, Ivy

Advisory Council Member Attendees:
- Zack

Staff:
- Sean, Sarah

*Meeting started at: 4:36pm | ****Meeting chaired by:** Erin

#	Agenda Item	Person	Date

Process	**Meeting Agenda**
	   a) Review & Approve
	      a. Mireille motioned to approve, Bev seconded, all in favour 4:37pm
		Erin	Feb 11

	Meeting Minutes – Review and Approve
	   a) January 14th, 2019
	      a. Rita motioned to approve, Fouzia seconded, All in favour 4:38pm
		Erin	Feb 11

1	**Governance & Strategy**
	   a) Strategic Plan
	      i. Erik and Sean have worked on design, sent it out this morning. Content has not changed much since last document. We will print out about 75 copies for the AGM and will run through a more detailed set of slides there. Big point is to focus in on three pillars (grassroots, pushing vs. supporting business, legislative priorities) and shift more into appendix in terms of organizational commitment.
	      ii. Please get back to Sean with any touch-ups by tonight
	   b) Annual General Meeting
	      i. Notice to members: email went out to all members signed up through Keela and those who haven't yet. Please do sign up as member with Keela if you haven't yet.
	      ii. Agenda: should we engage members on the chapter system? Would be good to bring a few insights or scenarios to the meeting, to get people's reaction to potential directions we take.
	      iii. Nominations: a lot of interest from folks based out of Ontario but need representation from other regions too. If you have anyone in mind, try to push them on this.
	      iv. Are there any graphics or posts or info materials about membership we can share with people? Sean to ask Erik to put something together for us.
	      v. Attachments sent: 2018 Annual Report & Minutes from 2018 AGM
	      vi. Logistics: Call-in details sent out
	      vii. Chair for meeting: Erin will chair the meeting, as Avery is unable to make the meeting. Sean will get some PowerPoint materials to Erin and send out an updated version to everyone at a later point.
		Sean
		Avery
		Erin	

2	**National Conference**	Sean	
	a) Arriving in Ottawa		
	b) Hotel: Novotel		
	c) Feb 28		
	I. 8:00am – Conference office at the Shaw Centre		
	II. 10:00am – Bridgehead drop in tour – not a lot of interest this year so made it a drop-in tour rather than a scheduled, fully organized one.		
	III. 3:00pm – AGM: Impact Hub (ideally wrap up at 5)		
	IV. 5:30pm – Camino Chocolate Event (at their warehouse). Chocolate tasting and film screening. Eventbrite registration on our website.		
	V. 7:00pm – Dinner (restaurant at the hotel will have a few tables booked).		
	d) March 1		
	I. 7:00am – Setup (if people could help set up that would be ideal, there will be a lot to set up to be ready for breakfast at 8. We should have volunteers at the registration desk).		
	II. 7:30am – Registration desk		
	III. 9:00am – Welcomes		
	IV. Sessions		
	V. Tradeshow (second floor in the open Atrium).		
	e) March 2		
	I. 7:30am – Registration desk		
	II. Sessions		
	III. Fairtrade Awards		
	f) Please push everyone to register, share on social media		
	g) Sean has a call with the volunteer coordinator to get a sense of needs for each session. Will reach out if need any help.		
3	**Next Meeting**		
	a) Meeting Plans for Ottawa		
	o Breakfast Board meeting on the Sunday with new Board members. 10am in the hotel restaurant		

*Meeting Adjourned at 5:05pm pacific time