

Canadian Fair Trade Network – January 14th, 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, Kenneth, Bev, Keslyn, Tabatha, Erin, Eric, Ivy
- **Regrets:**
- **Absent:** Rita

Advisory Council Member Attendees:

- Zack

Staff:

- Sean, Sarah

*Meeting started at: 4:37pm

**Meeting chaired by: Avery

| # | Agenda Item | Person | Date |
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| Process | Meeting Agenda a) Review & Approve a. Bev motions to approve, Kenneth seconds at 4:38pm, all in favour | Avery | Jan 14 |
| | Meeting Minutes – Review and Approve a) November 20, 2018 a. Bev motions to approve, Kenneth seconds at 4:38pm, all in favour | Avery | Jan 14 |
| 1 | Governance & Strategy a) Strategic Plan re-write i. A lot of work on it in October and November, it's ready to send over to Eric for a quick edit and design. If someone wants to give it a final read that would be great. Sean will send it to all. Mireille can do. Get it in by this weekend. b) Where we stand document i. Sean will also send this out to everybody for review/final comments. Avery will send Fair World Project's latest report to Board members, as it helps justify why we need to get this done. c) 2018 Annual Report i. Finalized just before Christmas, out in early January. On website, Facebook and Twitter. Will be sent through newsletter. 150 copies printed – will send some with the magazine and the rest will be at AGM and Conference. Back pages with financials where we did more with those who support us with 2018 donor list. Will also go out to all members. d) Annual General Meeting i. Notice to members – should be out very soon ii. Agenda – should be pulled together soon also. Sean will send a first draft out in the next few days and will include info about who will stay on and who won't to get a sense of who needs to be replaced. Rest of Board to respond with feedback. iii. Nominations & Elections iv. All this should be ready by end of next week. Sean will send first | Sean | |

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| | <p>drafts to everyone. Avery will have separate call with Erin as they had some membership ideas. Could be a focus item during AGM.</p> <p>v. Chapter committee – Erin was going to propose a bit of a model to the AGM, including how this could look with different memberships. Eileen would be happy to talk about what kinds of perks we could give members based on different levels of membership.</p> | | |
| 2 | <p>Financial Management</p> <p>a) CFTN Balance Sheet, as of January 14, 2019</p> <p>a. Still a bit thin in places, not much in terms of revenues yet. On the expense side it is more complete as our operating expenses have been quite standard.</p> <p>b) Audits for 2016 & 2017 Financials – Complete</p> <p>a. Sean will meet with accountant and they will have those finalized soon.</p> <p>c) T4's & T2's will be filed soon</p> <p>a. Hopefully wrapped up by end of month</p> <p>d) Fundraising – Kim Jacob</p> <p>a. Sean met with her pre-Christmas and the goal is to work with her on some fundraising strategy.</p> | Sean | |
| 3 | <p>Operations / Human Resources</p> <p>a) Sarah leaving Mid-Feb</p> <p>b) Jackie away on Mat-leave</p> <p>c) Insurance in place – D&O + GCL</p> <p>a. Changed providers this year, moving to the Co-operators. All worked out about the same price.</p> | | |
| 4 | <p>Communications</p> <p>a) Newsletter – should go out in the next few days. If there is anything you'd like to see in the newsletter, send it to us.</p> <p>b) Pretty active on social media, loads about the Conference.</p> | Sean | |
| 5 | <p>Fair Trade Magazine</p> <p>a) Launched online – 13th edition went into print on January 7. Distribution probably started today. Print and distribution cost under revenue stream, which is good. Spent a lot of time building all the content (including individual stories) into the website. We'll post one story every week.</p> <p>b) Hard copies out this week</p> | Sean | |
| 6 | <p>National Conference</p> <p>a) Registration: 90 so far</p> <p>b) Sponsorship: \$30,000 so far</p> <p>c) Logistics: Flights & Hotel</p> <p>I. Flights: Avery, Erik, Keslyn, Tabatha</p> <p>II. Catering, A/V, Tradeshow coming together</p> <p>d) Keynotes: Brad Hill on Friday & Maude Barlow on Saturday</p> <p>e) Sessions: 24 sessions in the works. Majority of them have a lead.</p> <p>f) MC's: Kori Liversage & Kenneth Boddy</p> <p>g) Volunteer Coordination</p> <p>h) All Board members: please push people to register, and remind them of the deadline for hotel booking (January 27)</p> | Sean | |

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| 7 | <p>Regional Updates</p> <ul style="list-style-type: none"> a) Keslyn (Atlantic): has been in touch with someone working at Sustainability offices at Dal, trying to replace chocolate bars etc. Keen to move this forward again. Hoping to have a few of these people attend Conference this year. b) Fouzia (QC): Montreal and QC City town committees are working toward designation, hoping to have both designated this year. AQCE got a \$20,000 Lush grant for school kits and educational programs. Loic finished his contract in December, but accountant also left. This Wednesday the Board Meeting will vote on whether or not to accept Fair for Life. Small group of Oxfam QC people will attend Conference. c) Eric (QC): currently looking for work. d) Ivy (ON): FTOE is quite active. School Board of Ottawa quite interested in Fair Trade. e) Eileen (ON): FT Toronto still looking for more volunteers to get involved, but quite active. Currently working on some presentations, including the difference between logos, one specifically for kids. Trying to get in touch with LCBO to get FT wine on the map in Toronto – had a meeting with Donna from Manitoba who gave us some tips on promoting FT products. f) Mireille (MB): there was a Canadian Cancer Society fundraiser in November where FT Winnipeg offered FT Chocolate dipped strawberries. Tec-Voc school designated in November. FT Gift guide went out to email list of 500 people in Winnipeg. FT Hot Chocolate give-away. Jon Forsyth no longer sells FT roses. Brandon: flagraising event, inviting all businesses carrying FT, with grade 7 classes going into stores doing inventory. g) Zack (MB): Fair Trade Manitoba has hired someone new, who will have a bit less of a FT focus. Working with the person on transition – Patricia will be at the Conference. h) Tabatha (SK): will reach out to different restaurants in the city over next semester and will try to meet with Chartwells again to start populating the Steering Committee of the university again to get it designated. i) Bev (AB): was able to connect with A&W, served FT A&W coffee at event before Christmas. Manager excited to do more. The Cocoa Tree is moving. A lot has been going on at school – all leadership projects involve loads of FT products. In the middle of organizing the UNESCO conference in May. Bev just talked to someone from Westjet and asked him about advertising in the magazine, special rates – hasn't heard back yet. j) Erin (AB): Fashion Revolution week in Calgary coming up. My Fair Valentine planning underway. Some preliminary planning for World Fair Trade day in May. k) Sean (BC): Fair Trade Vancouver held strategy meetings in November-December, and is planning for their AGM this month. Lots of activity at SFU and UBC | Everyone | |
| 8 | <p>Next Meeting: February 11, 12 or 13 Doodle: https://doodle.com/poll/5x8r5drb4nb28dsk</p> | | |

*Meeting adjourned: 5:34pm