

Canadian Fair Trade Network – January 7th, 2016 Board Meeting Minutes

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

Attendees: Zack, Avery, Bev, Krista, Kaan, Bruce, Eric, Kyra, Dustin, Sasha

Staff: Sean

Regrets: Lia

Meeting Minutes:

Meeting brought to order 5:12 PST

#	Item	Responsibility/ Action	Due date
1	Meeting Agenda <ol style="list-style-type: none"> 1. Review & approve <ol style="list-style-type: none"> a. Eric moved, Kyra seconded – approved by all 5:14 		Jan 7
2	Review and approve Meeting Minutes <ol style="list-style-type: none"> 1. From December 8th, 2015 Meeting <ol style="list-style-type: none"> a. Avery moved, Krista seconded – approved by all 5:14 	Sean to post to website	Jan 7
3	Strategic Planning <ol style="list-style-type: none"> 1. Strategic/Action plan <ol style="list-style-type: none"> a. Vision Statement <ol style="list-style-type: none"> i. Overall content done b. 2016-17 budget has good carry over so budget needs to reflect new income <ol style="list-style-type: none"> i. hire new accounting and admin + PT staff for programs c. Any last comments by end of Jan 10 	1. Jess - Review by everyone by Jan 10	Jan 10
4	Governance and Accountability <ol style="list-style-type: none"> 1. 2016 Annual General Meeting (AGM) – Feb 20, 7:30am <ol style="list-style-type: none"> a. Draft AGM Agenda <ol style="list-style-type: none"> i. Possibility to assign facilitator roles for the different areas (and ensure more equal gender representation) ii. *Re: Special resolution – Avery will send it out by email b. Call for Directors <ol style="list-style-type: none"> i. 5 not up for election (<i>Zack, Kaan, Avery, Eric, Sasha</i>) ii. 3 interested to return (Bev, Bruce, Kyra) iii. 4 vacancies <ol style="list-style-type: none"> 1. Jim Grant for Atlantic Canada 2. Bev will double check a potential person for AB, Erin Bird 3. Jenna Gal is interested in SK iv. -1 in Quebec – Krista is stepping down effective at the end of the meeting due to CFTN bylaws 	1. Zack	

	<p>as she has been hired on with Ecocert to work as a Certifying Officer on the Fair for Life certification</p> <p>v. Krista will take the role of an advisory member</p> <p>c. Update out to members will be done as soon as Annual Report and AGM Agenda are finalized</p> <p>2. 2015 Annual Report – Draft 2.0 complete</p> <p>a. Metrics table – possibly choose top 5 and switch to % increase or an infographic</p> <p>b. ‘Monitoring and evaluation’ title – change to ‘Impact at a glance’ or ‘Network growth’ or ‘By the Numbers’</p> <p>c. Any last comments by Jan 8</p> <p>3. Bylaw and Constitution Update</p> <p>a. Looking for people to help on updating the two – will work on it post-conference</p>	<p>2. Sean – everyone provides comments</p> <p>3. Sean</p>	<p>Jan 8</p> <p>March</p>
5	<p>Finance</p> <p>1. 2015 Financial Report</p> <p>a. Included in the Annual Report</p> <p>b. 2016 should have an accountant to work on it in the future</p> <p>2. 2016 Budget</p> <p>a. 2016 Fairtrade Canada contract proposal</p> <p>i. Submitted and will be review next week – meeting the 19th</p> <p>b. Conference Revenue (sponsorship & ticket sales)</p> <p>i. 50k\$ + in sponsorship</p> <p>c. Magazine Revenue (advertising)</p> <p>d. Lush – Proposal submitted</p> <p>i. Dialogue happening</p> <p>ii. Could be anywhere from 5-20K\$</p>	<p>1. Sean</p> <p>2</p> <p>a. Sean, Eric</p> <p>b.</p> <p>c.</p> <p>d. Jess</p>	<p>Complete Submitted</p> <p>Submitted</p>
6	<p>Integrity of the Movement</p> <p>1. Endorsement policy, announcement plans</p> <p>a. Endorsement policy is linked with the Special resolution in AGM agenda</p> <p>b. Clarify notes on key criteria and best practices section</p> <p>c. Notes in by Jan 13</p> <p>2. Fairtrade Canada AGM</p> <p>a. Priority = developing nomination and elections process for FTC</p> <p>b. Draft to be done this/next week then seek feedback from certain actors across Canada – seek consensus from the existing committee and then ratify at the general meeting in February</p> <p>c. Little progress has been made with the committee</p> <p>d. Someone (MCIC or La Siembra) to ask about their bylaws to know when they need to send out the notice</p>	<p>1. Sean - Comments by everyone</p> <p>2.Sasha, Avery</p> <p>Sean – ask La Siembra</p>	<p>Jan 13</p> <p>Jan 8</p>

	<p>of the continuation of the AGM</p> <p>e. Add link to the conference on the FTC website (or more information at the least)</p>		
7	<p>Partnerships</p> <ol style="list-style-type: none"> 1. AQCE – on track 2. EWB Canada – Sean to have meeting next week 3. Meal Exchange – Sean to have meeting next week 	<ol style="list-style-type: none"> 1. Sean & Eric 2. Sean 3. Sean 	<p>Complete Draft Draft</p>
8	<p>Communications</p> <ol style="list-style-type: none"> 1. Newsletter <ol style="list-style-type: none"> a. Comments by Monday 2. ReThink Campaign – previous campaign with the labels (picked up by 15 countries) <ol style="list-style-type: none"> a. More information to come by next week – general idea is a hot chocolate give-away, when liquid poured into cup facts show up about the cocoa industry b. Film peoples’ reactions to what they see c. Possibility to do this at conference?? 	<ol style="list-style-type: none"> 1. Sean – everyone comments 2. Sean 	<p>Jan 11</p>
9	<p>Conference</p> <ol style="list-style-type: none"> 1. Budget – Sponsorship and ticket sales <ol style="list-style-type: none"> a. Liquor and Lotteries investing \$30K b. Provincial government to possibly give \$10K c. Many private and local enterprises helping out 2. Schedule: http://cftn.ca/schedule <ol style="list-style-type: none"> a. Keynotes, sessions, facilitators, speakers b. Evening events: Feb 18 & 19 c. Tradeshow 3. Invitations & Registration 4. Logistics – Flights, Accommodation, Board meeting on 21st 5. Local media have already committed to coming 6. Audio/visual is covered and translations 7. Official note-taking? – sign up for conferences and provide template to fill in to simplify 8. Send out invites 	<p>1.Sean, Zack</p> <p>Everyone to send out invites</p>	
10	<p>Magazine</p> <ol style="list-style-type: none"> 1. Production – done 2. Distribution 3. Financials 4. Online launch schedule for Jan 12 	<ol style="list-style-type: none"> 1. Erik 2. Sean 3. Sean 4. Erik <p>Everyone to share</p>	<p>Complete Complete Ongoing Jan 12</p>
11	<p>Projects:</p> <ol style="list-style-type: none"> 1. Handmade Guide – will be printed out for conference 2. SFU Fair Trade Conference - in May, Sean will be present 3. Pilot projects with Toronto and Hudson 4. World Social Forum – Montreal (August 9-14) 	<ol style="list-style-type: none"> 1. Sean 2. Sean 3. Rafik, Robert 4. Sean 	<p>Complete May 13 August</p>
12	<p>Campaigns</p>		

	1. ReThink – see Section 8-2.	1.Sean	
13	<p>Business Development</p> <ol style="list-style-type: none"> 1. Compass Fairtrade Month Participation <ol style="list-style-type: none"> a. Discussion with Chartwells to expand products (sugar and bananas) in campuses and move beyond campuses (prisons, schools, hospitals, municipalities, etc.). b. Push to include Chartwells in FT Month in May with the municipalities – on board and 160 marketing documents out to their affiliates 	1.	
14	<p>Tradeshows and Conferences</p> <ol style="list-style-type: none"> 1. EWB Conference – next week in Hamilton <ol style="list-style-type: none"> a. Sean will be present (at no cost to CFTN!) 2. Producer Visit Trip – Peru (Orientation Feb 21) <ol style="list-style-type: none"> a. Sean, Kyra, Krista, Zack all to attend (14 people in total) <ol style="list-style-type: none"> i. Range of businesses, activists, institutions, etc. b. 9 days led by Jennifer Williams of Camino to visit sugar, fruit, etc. cooperatives 3. Fair Trade Federation Conference – in Burlington Vermont in April, Zack will maybe attend, Eric planning to attend 	<p>1. Sean</p> <p>2. Zack</p> <p>3. Sean, Zack, Eric</p>	<p>January</p> <p>April 11-19</p> <p>April 24-26</p>
15	<p>Programs</p> <ol style="list-style-type: none"> 1. Primary <ol style="list-style-type: none"> a. Town – Winnipeg – to be submitted for next week b. Campus – Western (Jan 21), Sherbrooke (first francophone university!), UofT St George, UofT Scarbrough, Cegep de Sorel Tracey (first Cegep!) <ol style="list-style-type: none"> i. Probably go from 10 to 16 campuses in early 2016 c. School – Gimli 2. Auxiliary <ol style="list-style-type: none"> a. Event - b. Workplace – Develop (Pilot) – Winnipeg Airport Authority wants to be the first c. Faith - Develop (Pilot) d. Meeting to be held in Ottawa on the 19th 3. Engagement <ol style="list-style-type: none"> a. Ambassador – Develop (Pilot) 	<p>1.Sean, Eric</p> <p>2.</p> <p>3.</p>	
16	<p>Regional Updates</p> <ul style="list-style-type: none"> • BC: FT Vancouver AGM in December – new Exec Director (Rita) <ul style="list-style-type: none"> ○ One-day conference in May at SFU ○ Hopeful on applications from BCIT and Capilano University • AB: ‘Shop local buy fair’ – FT bags with the FT Olds logo and ‘local choices for global voices’ slogan on front, logos from local FT businesses on back to sell to customers <ul style="list-style-type: none"> ○ Teachers federation is funding certain events including 300\$ to FT schools 	Everyone	

	<ul style="list-style-type: none"> ○ Conference FT event on sustainability ● MB: Hopeful on a couple of campuses -St Boniface and Red River College -before conference <ul style="list-style-type: none"> ○ First Fair Trade Wedding!!!!!! Congrats Kyra ● ON: Barrie – Jan 1 Mayor’s brunch with FT coffee and La Siembra prize boxes <ul style="list-style-type: none"> ○ High school has launched FT school program recently – 4 have registered for the funds from the Teachers federation funding ● QC: AQCE fist board meeting done – contract to be signed with FTC <ul style="list-style-type: none"> ○ 2 campuses and 2 schools on the way ○ Quebec town committee has declined ● Atlantic Can: FT jeweller 		
17	<p>Meeting adjourned 6:35 PST Next Meeting: Feb 21st in Winnipeg</p>	Sean	