

## Canadian Fair Trade Network – January 9, 2017 Board Meeting Minutes

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

**Board Members:** Kyra, Bev, Zack, Ivy, Kaan, Avery, Erin, Mike, Eric

**Advisory Council Members:**

**Staff:** Sean, Torrye

**Regrets:**

**Absent:** Jim, Maria

\*Meeting called to order at 5:07pm pacific time

#	Agenda Item	Human Resource
Operations	<b>1 Meeting Agenda</b> <ol style="list-style-type: none"> <li>1. Review &amp; approve               <ol style="list-style-type: none"> <li>a. Moved by Kyra</li> <li>b. Seconded by Avery</li> <li>c. All in favour at 5:07</li> </ol> </li> </ol>	Zack
	<b>2 Meeting Minutes</b> <ol style="list-style-type: none"> <li>1. From December 5<sup>th</sup>, 2016. Review and approve               <ol style="list-style-type: none"> <li>a. Moved by Erin</li> <li>b. Seconded by Avery</li> <li>c. All in favour at 5:08</li> </ol> </li> </ol>	Zack
	<b>3 Governance and Accountability</b> <ol style="list-style-type: none"> <li>1. Governance Committee Update on Constitution, Bylaw and Terms of Reference.               <ol style="list-style-type: none"> <li>a. Nothing drafted yet, Avery hasn't run through CFTN's documents yet.</li> <li>b. A few small updates in the bylaws are needed, while the Terms of Reference need a full update.</li> <li>c. Sean will do first pass by the end of the week and pass along comments to Avery.</li> <li>d. Changes will need to be approved by the rest of the board before the AGM. This will happen via email.</li> </ol> </li> <li>2. AGM – Feb 26<sup>th</sup> – 4:30-6:00               <ol style="list-style-type: none"> <li>a. Agenda out to Members                   <ol style="list-style-type: none"> <li>i. Went out in December to around 90 members.</li> </ol> </li> <li>b. Need to be sent:                   <ol style="list-style-type: none"> <li>i. Updated documents</li> <li>ii. Call-in Details</li> <li>iii. Full 2016 Financial report                       <ol style="list-style-type: none"> <li>1. Waiting on accountants.</li> </ol> </li> </ol> </li> <li>c. AGM Execution Plan                   <ol style="list-style-type: none"> <li>i. Sean will be getting in contact with people on which sections need to be taken on, this will happen in a few weeks</li> </ol> </li> </ol> </li> <li>3. Board Member Recruitment               <ol style="list-style-type: none"> <li>a. Still open to recommendations from board members</li> <li>b. Sean will given this item more thought soon</li> </ol> </li> <li>4. Annual Report               <ol style="list-style-type: none"> <li>a. Went out through all network channels mid December                   <ol style="list-style-type: none"> <li>i. Digital version complete</li> </ol> </li> <li>b. Print version in works now</li> </ol> </li> </ol>	<p>Avery</p> <p>Sean</p> <p>Everyone</p> <p>Sean</p> <p>Sean, Erik</p>

	<ul style="list-style-type: none"> <li>i. Hope to have this back on the 10<sup>th</sup> – will be printing 200, with 100 coming to conference and the others being sent out to funders and partners</li> </ul> <p>5. Strategic Plan</p> <ul style="list-style-type: none"> <li>a. Final edits to word being made now</li> <li>b. Designed version, for print will follow</li> <li>c. Something more compact and visual ready for the conference. Should have a proof out to everyone in a few weeks.</li> <li>d. If time over the next few weeks, please read and provide comments.</li> </ul>	
<b>4</b>	<p><b>Human Resources</b></p> <ul style="list-style-type: none"> <li>1. Nothing new to report</li> </ul>	
<b>5</b>	<p><b>Financial Planning &amp; Management</b></p> <ul style="list-style-type: none"> <li>1. 2016 Financial Year-end – IYT <ul style="list-style-type: none"> <li>a. Have not finished this up yet, waiting on one revenue source before we wrap things up</li> </ul> </li> <li>2. 2017 Projected Budget – Revenue &amp; Expenses <ul style="list-style-type: none"> <li>a. Have a bit of a draft started, but it is not formalized. Hopefully have something to send out next week.</li> </ul> </li> <li>3. 2017 Revenue Strategy <ul style="list-style-type: none"> <li>a. SFU Contract Proposal <ul style="list-style-type: none"> <li>i. Report submitted in November and proposal went out early December</li> </ul> </li> <li>b. Lush Proposal <ul style="list-style-type: none"> <li>i. Report submitted in December and proposal in the works</li> </ul> </li> <li>c. FTC <ul style="list-style-type: none"> <li>i. Program Manual <ul style="list-style-type: none"> <li>1. Currently working through this with AQCE and Fairtrade Canada.</li> </ul> </li> <li>ii. Contract <ul style="list-style-type: none"> <li>1. Will be worked after we finalize the Program Manual. We are hoping to start this work next week.</li> </ul> </li> </ul> </li> <li>d. Donner Foundation <ul style="list-style-type: none"> <li>i. On Frank's radar in the next coming weeks.</li> </ul> </li> <li>e. McLean Foundation <ul style="list-style-type: none"> <li>i. On Frank's radar in the next coming weeks.</li> </ul> </li> <li>f. Business Engagement Plan <ul style="list-style-type: none"> <li>i. Plans for next month</li> </ul> </li> </ul> </li> </ul>	<p>Peter Tan</p> <p>Sean</p> <p>Sean</p> <p>Sean</p> <p>Sean</p> <p>Sean</p> <p>Frank</p> <p>Frank</p> <p>Frank</p>
<b>6</b>	<p><b>Travel</b></p> <ul style="list-style-type: none"> <li>1. Jan 12 – 16, 2017 Edmonton – EWB Conference</li> <li>2. Feb 22 – 29, 2017 – Halifax – CFTN Conference</li> <li>3. March 28 – 31, 2017 – Louisville, Kentucky – FTF Conference</li> </ul>	Sean
<b>7</b>	<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>1. Newsletter – January 11, 2017 <ul style="list-style-type: none"> <li>a. Any items, exciting news, happenings, please send along our way.</li> </ul> </li> </ul>	Torrye
<b>8</b>	<p><b>Programs</b></p> <ul style="list-style-type: none"> <li>1. Town <ul style="list-style-type: none"> <li>a. Advocacy Fund <ul style="list-style-type: none"> <li>i. Ivy and Torrye are working on this – should have more updates next month.</li> </ul> </li> </ul> </li> </ul>	Ivy

	<ul style="list-style-type: none"> <li>ii. A town's municipality set aside funds to become a Fair Trade Town, could look into including in a funding proposal.</li> <li>b. <u>Town Updates:</u> <ul style="list-style-type: none"> <li>i. Calgary, AB: Councillor interested in putting forward a motion, but want all metrics in place before bringing the topic forward.</li> <li>ii. Winnipeg, MB: City council keeps coming up with ways not to deal with it. Jan 18<sup>th</sup> will see if they pass a motion, which will then be brought to city council.</li> <li>iii. Selkirk, MB: They have started a Fair Trade Town Committee, their first meeting is the last week of February. Have not met yet, but seems like there is energy behind it. They gave the schools grants to buy fair trade sample products.</li> <li>iv. Stonewall, MB: Will be putting forward their application soon hopefully.</li> <li>v. Canmore, AB: Bev is reconnection with them, Erin will work with her.</li> <li>vi. Red Deer, AB: Bev will also touch base with them.</li> <li>vii. Halifax, NS: Nothing much is going on, something needs to happen.</li> <li>viii. Montreal, QC: Doing great, but it will be a very long process. In their sustainable development plans for 2020. Have a letter going out to the Burrows to have them make commitments to becoming a fair trade Town</li> <li>ix. Fair Trade Ottawa: Currently engaging with politicians.</li> </ul> </li> <li>c. Conference Session - Will be a session happening at conference on Fair Trade Towns. Please send your thoughts our way or if you would like to jump in on the session, the more the merrier.</li> </ul> <p>2. Campus</p> <ul style="list-style-type: none"> <li>a. Tier 2.0 &amp; 3.0 standards <ul style="list-style-type: none"> <li>i. Haven't done much more work on them, will be sending these documents along tomorrow for comment.</li> </ul> </li> <li>b. CCUFSA <ul style="list-style-type: none"> <li>i. Will be happening in June in Halifax. Will be organizing fair trade companies to exhibit their products at the conference.</li> </ul> </li> <li>c. Capilano, Carleton, McEwan, Laurier, Polytechnique, Université du Montreal <ul style="list-style-type: none"> <li>i. These applications are in and are in the process of review.</li> </ul> </li> <li>d. CEGEP's <ul style="list-style-type: none"> <li>i. Have a meeting on the 18<sup>th</sup> of January to present the Fair Trade Campus programs to CEGEP's.</li> </ul> </li> <li>e. General Notes <ul style="list-style-type: none"> <li>i. Campus program is lead by students, sustainability office, food services and others. It is all over the board.</li> </ul> </li> </ul> <p>3. School</p> <ul style="list-style-type: none"> <li>a. UNESCO Conference <ul style="list-style-type: none"> <li>i. Ivy, Fair Trade Ottawa and Bev are working on this. Will be hearing the results soon to see if we are accepted. Torrye will forward Ivy the response email.</li> </ul> </li> </ul> <p>4. Event, Workplace and Faith - Newest designation, Florist Supply in Calgary</p> <p>5. Ambassador - No specific session at the conference, but it's coming together</p>	
9	<p><b>Campaigns</b></p> <ul style="list-style-type: none"> <li>1. Tim Horton's</li> </ul>	Torrye

<b>Integrity</b>		<ul style="list-style-type: none"> <li>a. Mark sent another email out and copied in an extensive number of big players. We will see what comes from that. Sent out a conference invite to Troy. We will see where it goes.</li> <li>2. A&amp;W Engagement               <ul style="list-style-type: none"> <li>a. Promoting pesticide free, how do we spin the argument when there are pesticides in sugar.</li> </ul> </li> <li>3. Starbucks               <ul style="list-style-type: none"> <li>a. Group on Calgary campus is asking Starbucks about providing Fairtrade Bananas</li> </ul> </li> </ul>	Erin
	<b>10</b>	<p><b>Fair Trade Magazine</b></p> <ul style="list-style-type: none"> <li>1. Production           <ul style="list-style-type: none"> <li>a. Finished and looks great, went to the printers today.</li> </ul> </li> <li>2. Distribution           <ul style="list-style-type: none"> <li>a. Should be ready to go out on January 20<sup>th</sup>. Any comments on what/how they are receiving please send that along in the next few days.</li> <li>b. Zack was in touch with Erik on Fair Phones, and one of the people interviewed was from Manitoba Telephone systems. He is willing to do some public speaking on the issue. Wondering if this is worth a webinar. Zack will follow up with us</li> </ul> </li> </ul>	Sean Sean
	<b>11</b>	<p><b>National Conference</b></p> <ul style="list-style-type: none"> <li>• Running through conference planning overview document. On track, currently working on local engagement and session content.</li> <li>• Sean will send template conference email invite to all board members.</li> <li>• Canadian Fairtrade Awards is open to everyone attending the conference.</li> <li>• Will have a better sense of volunteer capacity after Atlantic meeting tomorrow.</li> <li>• Sessions:           <ul style="list-style-type: none"> <li>○ Erin - FT Towns and Food and Beverage</li> <li>○ Eric – School, Campus, maybe Fair Trade 101 (interested)</li> <li>○ Bev – School</li> <li>○ Zack – Town</li> <li>○ Ivy – Organic session and FT Clothing note taker</li> </ul> </li> <li>• Need help with logistics and MC during day – reach out. Bev/Kyra are interested.</li> <li>• Promotion           <ul style="list-style-type: none"> <li>○ FB, Twitter, Posters all happening</li> </ul> </li> <li>• Registration is coming along</li> <li>• Breakout sessions are also coming together</li> <li>• Volunteers - Keslyn has taken on a coordination role</li> </ul>	Sean
	<b>12</b>	<p><b>Integrity</b></p> <ul style="list-style-type: none"> <li>1. Fairtrade Canada Member Meeting           <ul style="list-style-type: none"> <li>a. 4:30-6:00pm on Saturday, February 25th</li> <li>b. Survey was well received, Michael went forward and re-drafted the whole thing.</li> <li>c. Will be ready for the member meeting at conference. This biggest change is the shrinking of the board.</li> </ul> </li> <li>2. CFTN endorsement policy - will hopefully have this ready for conference.</li> </ul>	Avery  Sean

<b>Business</b>	<b>13</b>	<p><b>For Business</b> – New section on our website</p> <ol style="list-style-type: none"> <li>1. Origin Trips             <ol style="list-style-type: none"> <li>a. Nicaragua April 30 – May 6, 2017</li> <li>b. Ecuador November 11 – 19, 2017</li> <li>c. New sections on our website.</li> <li>d. Both trips went out with our newsletter. Share with your networks.</li> </ol> </li> </ol>	Sean Jennifer
<b>Broader</b>	<b>14</b>	<p><b>Broader Vision</b> – New section on our website</p> <ol style="list-style-type: none"> <li>1. Sustainable Public Procurement section now up             <ol style="list-style-type: none"> <li>a. Another new section on our website</li> </ol> </li> </ol>	
	<b>15</b>	<p><b>Regional Updates</b></p> <p><b>Quebec.</b></p> <ul style="list-style-type: none"> <li>• Eric is stepping down from the Association. Everything is going great on the Campus level. On town level, there are a few that are working towards their designation. Meeting with CEGEP's should go well.</li> </ul> <p><b>Ontario.</b></p> <ul style="list-style-type: none"> <li>• Ivy - Fair Trade Toronto had a conference in November. McMaster did some tabling and advertising. Fair Trade Ottawa is in the middle of their litigating campaign.</li> <li>• Mike – Western still working towards designation. Taking fair trade outside of EWB. Will be ratified as a new university club. Looking to implement new clothing into campus bookstore. Trying to run My Fair Trade Valentine effectively this year. Will be doing a lot of recruiting this weekend at EWB conference.</li> </ul> <p><b>Manitoba.</b></p> <ul style="list-style-type: none"> <li>• Zack – Received an email today from Zack, who we met with provincial Manitoba government. Discussion on becoming a Fair Trade Province. HE is now setting up a fair trade company to import Fairtrade certified coffee. Put him in contact with Fairtrade Canada to develop a business plan. Always nice to see our impact.</li> </ul> <p><b>Alberta.</b></p> <ul style="list-style-type: none"> <li>• Erin – Took a nice break over Christmas, and tried to get things moving on the hot chocolate fest but no luck. Doing a big planning session next week to talk about events for the year to continue building momentum. 150<sup>th</sup> birthday announcement as year for Calgary's designation.</li> <li>• Bev – Had three events during the holiday season for fair trade coffee and engagement. Leadership from other towns are contacting her to include fair trade in their programming. Two new stores carrying fair trade products. Planning a diversity day at the school and will be sending in a Fair Trade Event application.</li> </ul> <p><b>British Columbia.</b></p> <ul style="list-style-type: none"> <li>• Avery – FT Vancouver had their AGM last month. No upcoming events in the short term. Potentially a big push coming to re-engage with business</li> <li>• Sean – Capilano will be designated this month. Met with someone from the city of Surrey about becoming a Fair Trade Town.</li> </ul>	Everyone
	<b>16</b>	<p><b>Next Meetings:</b></p> <ol style="list-style-type: none"> <li>1. Feb 23<sup>rd</sup>, 2017 – Dinner: Prince George Hotel – 7:00pm             <ul style="list-style-type: none"> <li>○ Come on by, the hotel is connected to the restaurant. It is through a tunnel.</li> </ul> </li> <li>2. Feb 26<sup>th</sup>, 2017 – AGM 4:30-6:00pm</li> <li>3. Feb 27: In-Person, Prince George Hotel, 9:00-11:30am</li> </ol>	

\*Meeting adjourned at 6:30pm pacific time