

Canadian Fair Trade Network – July 11th, 2018 Board Meeting Minutes

Time: 4:30pm - BC | 5:30pm - AB & SK | 6:30pm - MB | 7:30pm - ON & QC | 8:30pm Atlantic Canada

Attendees:

Board Members Present: Erin Bird, Eileen Chen, Rita Steele, Avery Gottfried, Bev Toews, Keslyn Ayow James

Board Member Regrets: Tabatha Sander, Eric St Pierre, Kenneth Boddy

Board Members Absent: Duane Nicol, Ivy McKee

Advisory Council Members: Zack Gross

Staff: Sean McHugh

*Meeting called to order at: 4:42pm pacific daylight time

	#	Called to order at: 4:42pm pacific daylight time Agenda Item	Person	Date
		Meeting Minutes		
		1. With Torrye gone, we need someone to take minutes	Sean	Jul 11
	SS	Meeting Agenda		
	Process	1. Moved by Bev, seconded by Erin, all in favour, approved at 4:43pm	Erin	Jul 11
	P	Meeting Minutes – Review and Approve		
		1. May 15 th , 2018	Erin	Jul 11
		2. Moved by Eileen, seconded by Keslyn, no edits, all in favour at 4:44pm		
	1	Governance & Strategy		
		 In-person Board Meeting Plans. September 29-30 	Sean	
		a. Draft Agenda:		
		i. Day 1 – Strategy & Governance		
		 Strategic plan check-in 		
		2. Committee check-ins		
		a. Finances & funding		
		b. Human resources		
ns		c. Chapter system		
Operations		d. Research		
era		3. Governance & Membership		
О		a. 2018 Annual Report		
		b. 2019 Annual General Meeting (AGM)		
		ii. Day 2 – Operations 1. Designation Programs – Progress, needs, wants		
		2. Conference – Ottawa 2019		
		a. Visit Hotel & Venue		
		b. Speakers		
		c. Sessions		
		3. Sustainable Procurement Canada	Sean	
		4. Trade Fair. Live Fair.	Sean	
		b. Logistics:		
		i. Location – Ottawa		
		ii. Flights – Sean to book		
		1. Rita: Sept 28 to Sept 30		
		2. Bev Sept 26 to Oct 1		
		3. Erin Sept 28 to Oct 7		
		4. Keslyn Sept 28 to Sept 30		



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	5. Eileen to train/bus6. Zack to look at dates	
	6. Zack to look at dates iii. Accommodation – Sean to book 4-5 bedroom house	Sean
	iv. Meeting Space – Kenneth looking into c. Invites:	Kenneth
	i. Suggested advisory council members to invite:1. Darryl Reed	
	2. Gavin Fridell	
	3. Jennifer Williams	
	4. John Forsyth	
	5. Lorna Willis	
	6. Robert McKinnon	
	7. Zack Gross	
	ii. Other invites:	
	1. Julie Franceour	
	2. Pippa Rogers	
	3. Gaby Warrior Renaud	
	4. John Marron	
	2. Replacement of Loïc on Board	Eric
	a. Follow up with Eric	
	3. Committees:	
	a. Chapter system	Erin
	i. Discussions are ongoing. The committee has met once and	
	is currently gathering information and insights from partner	
	organizations who have chapter systems	
	b. Conference	
	i. Will be up and running soon	
2	Financial Management	
	1. CFTN Balance Sheet, as of July 10 th	Sean
	a. Solid processes now in place with our book keepers, having fully	
	switched to Quickbooks online and digital payments	
	b. We have tightened up spending and are currently projecting a	
	surplus of \$34,000 at end of fiscal, putting us in a good position to	
	start 2019.	
	2. Tax Returns & Audit for 2016 & 2017 – Eric Chu CPA	
	a. Audit under way, we should have financial statements soon	
	3. Financial process changes	
	a. We are planning to shift to bi-monthly Pay cheques as of August.	
	b. We will also begin tracking vacation pay and then applying it when	
	people take time off	
	4. Contracts	
	a. Fairtrade Canada – in progress. Payment schedule outlined, MOU	
	and deliverables in the works now	
	b. SFU – Current contract runs until Oct 1	
	5. Grants:	
	a. Lush & Gilgan are in	
	b. Catherine Donnelly Foundation, Metcalf Foundation, Nutrien, Fig	
	Tree and Ivey have all been engaged with	



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		6. Organizational Sponsorship		
		a. Content nearly complete, Erik has begin	n working on layout	
3	8 H	man Resources		
		1. Staff	Sean	
		 Sarah Heim – Program Manager 		
		 Jackie Suggitt – Procurement Network N 	<u> </u>	
		 Nichole DeMichelis – Fundraising Coord 	linator	
		2. Contracts for employees		
		 Bev to look into sample contracts 		
		 Avery to chat with Duane 		
		3. Transition and succession planning		
		 Something that needs to be put down or 	on paper	
4	Tr	avel		
		1. Ontario/Manitoba – End of September/Start of	October Sean	
		 CFTN Board meeting, WEAR conference 	and then Winnipeg for one-	
		year celebration of being an FT Town		
		2. Brussels & Madrid – October		
		 Fair Trade Advocacy Office meetings Oc 	t 15-18 in Brussels,	
		International FT Towns conference in M		
5	ь м	agazine		
		Latest edition complete	Sean	
		2. Hard copies out now – Keep an eye open for you		
		3. Online launch this week	ar cases	
		a. full magazine to be launched online alor	ng with individual stories	
6		nference	ing with marviadal stories	
'	, (1. Ottawa 2019	Sean	
		D		
		 Venue & Hotel are currently being looke late June. 	ed at after offsite visits iff	
		 Sponsorship Package coming soon 	or compaign Kashun	
		Day of action idea for sometime of ask of a law ideas. National actions	or campaign Keslyn	
	,	o Invites: Justin Trudeau, Ministers		
7	Pr	ograms		
		Update on latest designations	Sean	
		a. St Brother Andre's School – 20 th School		
		2. Annual Renewals		
		a. Due now – Majority in	_	
		 b. Committee has decided to pull designat 		
		currently looking at Golden, Mercier, ar	nd Nueville. Final notice will	
		be given		
		3. Fair Trade Campus Week – Sept 24-28, 2018		
		a. July 23 rd deadline for product requests		
		4. Worlds Largest Bake Sale – Sept 27 th , 2018		
		a. happening again. two students going to	Peru from last year	
		5. Campus Silver/Gold standards		
		a. Now complete, full translated and onlin	ne l	
		6. Advocacy fund up and running with \$4,600 now		
1		a. Push people to apply!		



8	Projects		
	 Sustainable Public Procurement Network – Now moving. Jackie and Sean meeting with Tim and Barb on July 11th to talk next steps in launching Sustainable Procurement Canada, a collaborative effort between the CFTN 	Sean	
	and Reeve Consulting.		
	2. Peru 2018 – is a go		
	a. 11 people confirmed		
	b. Two students selected as part of last years bake sale, one student		
	from McGill and once student from the University if Ottawa.		
	c. Invoices now out		
	3. Trade Fair. Live Fair – meeting coming up next week		
9	Regional Updates	Everyone	
	Keslyn – Atlantic Canada		
	 Food Trade Game being worked on at Dal and SMU 		
	 Dal Campus designation slow, now due to Cadbury dropping Fairtrade Mark 		
	 Planning for FT Campus Week 		
	Eileen – Ontario		
	 Working on engaging campuses and others in southern Ontario 		
	 Looking for a new contact at Brock 		
	 Pushing Campus designation at Niagara College 		
	 Looking to connect with port Colborne 		
	Zack – Manitoba		
	 FT Winnipeg one-year anniversary event coming up in October 		
	 University of Manitoba getting close on their campus application 		
	 MLBB close to submitting their workplace application, which is going to 		
	include all offices and casinos. 3000 employees		
	Bev & Erin – Alberta		
	 Passport campaign now complete, 8 gift certificates given out 		
	 Annual Reports for Olds High School and the Town of Olds submitted 		
	 Town of Olds working on concession stand purchasing 		
	 Working on Toegther2018, an SDG focused conference in Edmonton 		
	FT Calgary staying active		
	Rita & Avery – BC		
	 Vancouver International Soccer Festival now a wrap 		
	Rita leaving FT Vancouver		
	working on volunteer recruiting concept		
10	Next Meeting		
	Doodle Poll to be sent out	Erin	

^{*}Meeting adjourned at 5:48pm