

## Canadian Fair Trade Network – July 12, 2017 Board Meeting Agenda

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

Board Members: Keslyn Ayow-James, Éric St. Pierre, Bev Toews, Duane Nicol, Kyra Moshtaghi, Rita Steele, Mike

Allan, Erin Bird, Avery Gottfried, Ivy McKee

**Advisory Council Members**: n/a **Staff:** Sean McHugh, Torrye McKenzie

**Regrets:** Loïc de Fabritus **Absent:** Maria Aman

\*Start time: 4:06 pm PDT | \*\*Meeting chaired Vice-President, Erin Bird

	#	Agenda Item	Person
	1	Meeting Agenda	
		1. Review & approve	Erin
		a. Bev motioned to approve – Keslyn seconded - all in favour 4:07	
	2	Meeting Minutes – Review and Approve	
		1. April 26 <sup>th</sup> , 2017	Erin
		2. May 31 <sup>st</sup> , 2017	
		a. Keslyn motioned to approve – Mike seconded – all in favour 4:08	
	3	Governance	
		1. Appointment of Rita Steele as BC based Board Member. Rita is the executive director	Erin
		of FT Vancouver – She been involved over the past few years. Back in town now and	
		happy to get more involved with the CFTN	
		a. <u>Duane motioned to approve – Ivy seconded – all in favour 4:09</u>	
		2. In-Person Board Meeting. No further plans yet – we are hoping to make an in-person	
		board meeting work for some time in October. Will know by next week where things	
		will settle financially. Potential in Winnipeg for the weekend of the 14-15: Erin will	Sean
S		consider pricing	
Operations		3. Board Committees	
rati		i. Conference committee is getting started – first on the ground	A
be		meeting happened on July 11 <sup>th</sup> . Rita will lead on this committee, and	Avery
0		Sean will follow up on how exactly the board should participate. If anyone else wants to be more involved, please be in contact. Ivy,	
		Erin, and Mike wish to be involved.	
		ii. Finance committee & others will be created in the fall when we have	
		our in-person meeting	
		4. Membership	
		a. Mid-year update. Will be getting an update out in the next few weeks.	
		b. Online system upgrade. Tie in donation, newsletter, and conference	
		registration. Have started a conversation with popular change to work on	Sean
		our membership platform. We are developing a system that will encompass	
		conference registration-membership-fundraising-newsletter etc. Want to	
		have plan together by August – will circulate once it is ready to go. Hoping to	
		have it running for early bird registration Sept/October.	
	4	Financial Management	
		1. CFTN Balance Sheet – June 2017. Expecting to see around \$30,000 come in over the	Sean
		next month. Expense side – we finally got invoiced for the last edition of the	
		Magazine. Added a few notes of perspective revenue now	



		a. Will aim for October to get next years' budget locked down	
	2.	Financial Process	
		a. Mike to review monthly financials & approve TelPay	
		i. Kaan has been approving monthly expenses and is signing authority	Mike
		– are in the process of switching the TelPay approval to Mike which	
		will be in place at the end of July.	
		b. Rita to take on signing authority at TD. Rita is good to take on signing	
		authority given her location. They will find time next week to switch	
		everything over.	Rita
		i. Motion to assign Rita Steele as new signing authority. Moved by	
		Duane Nicol. Erin Bird seconds. All in favour: 4:24 pm	
	3.	Contracts:	
		a. Confirmed: Fairtrade Canada	
		b. Submitted: SFU (July-Dec)	
		c. Working on: MCSP Business pitch. Interest to expand on the Municipal	Sean
		Collaboration of Sustainable Procurement in partnership with Reeve	Scarr
		Consulting.	
	4	Foundations	
	7.	a. Confirmed: Lush	
		b. Submitted: Vancouver Foundation, Vancity	
		i. Vancouver Foundation – hearing back in 5 weeks if they are	Sean
		interested in moving to the next step	Scarr
		ii. Vancity – fund would go to support the conference.	
		c. Letters of Inquiry Out: Max Bell, Donner Canadian Foundation, Ivey	
		Foundation	
		d. Up next: Heritage Canada, Agrium, McConnell, Gates	
		i. Heritage Canada – support for conference is almost done	
		e. A proposal to the Intern Council Network is in the works, following the	
		announcement of a new \$100-million fund – 94 would go to overseas	
		development work for small/medium organizations. Has been working with	
		Gavin Fridell to develop a proposal for our Origin Trip Program.	
5	Travel		
	1.		Sean
	1.	a. Korean Fair Trade Organization – Sean has been asked to speak at their	Scari
		conference. They have been doing some work on town's but they want to	
		move into work with campuses etc. Fully covered trip	
	2.		Sean
	3.		Sean
6		unication	Scarr
		Newsletter – July 18, 2017 - We are holding it back until next Tuesday – July 18 <sup>th</sup> .	Torrye
	1.	Send along anything if you want it to be included.	Torrye
	2	Op Ed on need for 3 <sup>rd</sup> party certification	
	۷.	a. With Mondelez dropping the Fairtrade Mark and a few others in the UK	Sean
		moving away from 3 <sup>rd</sup> part to their own corporate programs. Let's see what	Scarr
		we can get published – hopefully we can have media outlets pick it up. lvy is	
		interested in contributing/editing.	
	2	Monthly webinars	
	5.	a. Have not been monthly as of late – will be more regular as of Sept.	Torrye
<u> </u>		a. Have not been monthly as or late will be more regular as or sept.	TOTTYC



	7	Conference   March 2-4, 2018   Vancouver   SFU Harbour Centre	
		1. Accommodation	Sean
		a. Delta booked. Great deal on room rentals \$139 a night.	
		2. Sponsorship	
		a. To start soon	
		3. Evening Events:	
		a. Seagull centre is booked for Friday.	
		4. Travel	Erin
		a. Erin has a code for WestJet - %10 and will be working on AirCanada.	
		5. Planning	
		a. Had the first committee meeting with 6 others. Will be sharing meeting	
		minutes this week.	
		6. Keynotes: Ideas?	
		a. Would it be possible to get some speakers from the Small Producer	Everyone
		Organization? We can start reaching out to folks on that end.	
		b. Sean could work his connections at his meeting in Brussels – maybe get	
		some keynotes from there.	
		7. Sessions: Ideas?	
		a. Erin is interested in getting more food network representatives involved.	
		b. If we want to have certification as a big topic – maybe, we can invite some	Everyone
		people from Seattle/US to open up the conversation.	
		c. A session on how Fairtrade International and Fairtrade Canada spends their	
ots		money. Cost to farmers/cost to companies/certification – potential session	
Ro		a. If anything, else comes up – send your ideas along to Sean	
Grass Roots		8. Post Conference	
Gra		a. Could we decide to have some of the producers over to Alberta for a couple	
		of days post-conference?	
	8	Fair Trade Magazine	
		<ol> <li>Complete. Hard copies out, digital version to be launched – July 17<sup>th</sup></li> </ol>	Sean
		a. Hard copies are out now	
		b. 5,000 copies out to Discovery Organics/Ten Thousand Villages and a few	
		others.	
	9	Campaigns	
		1. Fair Trade Campus Week – Sept 25-29, 2017.	Torrye
		a. Tonnes of interest from campuses – product donation request are open until	
		the end of July.	
		2. Worlds Largest Bake Sale – Sept 28, 2017	
		a. Oliver from McGill announced the campaign at CCUFSA and encouraged	
		campus participation across Canada.	
		b. Funding will be going to CDF/CDA and a fund for students to apply for Fair	
		Trade Origin Trips.	
		c. Website under development & will be up and running in August – graphics	
		are almost finished.	
		d. Everyone is welcome to participate.	
	10	Program Updates & Priorities	Torrye
		1. Town	
		a. Renewals underway	
		i. Renewal process is improving – we are seeing an increased	



		participation across all Programs.	
		ii. Maybe give groups a bit of a heads up on what they should be	
		collecting and keeping track of. This could maybe be communicated	
		within the designation process.	
		b. Advocacy fund	
		i. Erin & Zack will be providing comments on the draft. We will make	
		edits and send along the document to the wider group next week.	
		c. Applications	
		i. Winnipeg handed in their application – should be good to move	
		forward	
		2. Campus	
		a. Annual renewals underway	
		b. Silver/gold standards launched	
		<ol> <li>finalized and pushed them through right before CCUFSA. They are</li> </ol>	
		released on our website. Waiting Loic's review and comments to	
		then upload the French version.	
		ii. Standards went for a blended approach. Have heard back from food	
		service providers that they are pleased with the document.	
		iii. Will be working on design and application forms in August.	
		iv. We could say that each year you renew need to have a 5% growth in	
		sales. Need to be working towards new standards now to ensure the	
		movement is always being pushed.	
		3. School	
		a. Annual renewals underway	
		b. Applications:	
		i. Strathcona also has a Fair Trade School application in – should be	
		good to go.	
	11	Integrity	
		1. Fair Trade vs. Direct Trade	Sean
		a. Nothing drafted – no report	
		2. Statement on Domestic Fair Trade	
		3. Fairtrade Canada AGM Update	
ity		a. Fairtrade Canada held it's AGM on June 16 <sup>th</sup> in Ottawa – it all went very well.	
egr		There were contested elections. 7 seats up for elections. Some of these	
Integr		members are going to take 1 year and other 2 year terms. Ian Hudson is off,	
		Zack Gross is on, Michael Zelmer has stepped off, Jennie Coleman is on, John	
		Forsythe is on.	
		b. Julie (the new executive director) is now in office this past Monday. She has	
		years of experience. Started with Equiterre, then with sugar/cocoa	
		producers in south America, and then move over to Fair Trade Argentina.	
	12	Business	
		1. Origin Trips:	Sean
SS		a. Ecuador November 11 – 19, 2017	
Business		i. We are a go on Ecuador – 2 people from FTC, 2 from MCIC, and 3	
3us		from SFU. Hoping to get three or four more people.	
		ii. There is no firm deadline for when people need to express interest.	
		Could add people up until early October.	
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1. Strategic Framework being circulated and sent out - Meeting with Global Affairs Canada happened on June 20  b. Meeting was great — was expecting a 4/5 person meeting — but ended up being a 17 person meeting. There were people from the trade/procurement offices. It was very difficult to direct the presentation given the broad representation. There have been some follow-up's but nothing is set in stone on how we are going to work with them as of yet.  c. Outcomes we hope to get from GAC: federal sustainable procurement, overseas development spending, and some discussion around labeling and confusion in the market. They have specific windows for funding — but they also have an unsolicited call for funding which Emma is now starting to work on. We are officially moving on federal engagement which is awesome.  14  Regional Updates  * Keslyn – NS: Working on Fair Trade Campus Week — wanting to see more events. We are wanting to connect more with the community.  * Éric – QC: Been away for a few months. Launched Choisir equitable, which is getting great attention. The views are in the hundreds of thousands. We are planning to film a move during Fair Trade Campus Week. Loïc has improved the newsletter. Finishing up with Oxfam in the next week — so may have more availability soon.  * Ivy – ON: Fair Trade Ottawa is looking for more volunteers — Toronto had the Fair Trade Show in May - Fair Trade Barrie recently designated a new school.  * Mike – ON: Worked on the renewal and planning for Fair Trade Campus Week. Also
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doing some planning for the Bake Sale.
Duane – MB: Selkirk completed renewal for Workplace and following up with others
for their renewals. Selkirk High has put together a movie. The school division has
been actively involved and are looking at what it would take to designate others
• Kyra – MB: Winnipeg Application in, two FT wedding coming up.
<ul> <li>Bev – AB: Held a few events this past few months. Fair Trade Olds is ordering some</li> </ul>
Fairtrade cotton t-shirts. May be getting a hold of the Fair Trade Town team in
Edmonton to do a bulk order. Looking into being a coffee and tea distributor.
• Erin – AB: Been working on relationship building over the summer. Have been going
to events but applying a fair trade twist. Have a fun event in July where one of our
communities is turning into diagon alley – will be meeting at a fairy traded shop and
talk through Fairtrade items at the stores. Hoping to work on introducing more
fairtrade materials within fashion – potentially linking in with conference.
• Rita – BC: Last weekend was the Vancouver International Soccer Festival. We were
there representing Fair Trade Vancouver. Gave out Fairtrade fruits/coffee/Iced Tea
etc. We are closer to getting Fair trade Town renewal in. We have been focusing on
engaging businesses in town on their product sourcing versus doing more
community outreach.
15 Tentative Meeting Schedule:
1. September 6
2. October 4
3. November 8
4. December 13