

Canadian Fair Trade Network – March 3rd, 2016 Board Meeting Minutes

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

Board Members: Avery, Kaan, Bev, Erin, Maria, Zack, Bruce, Mike, Eric

Advisory Council Members: none

Staff: Sean

Regrets: none

Absent: Kyra, Jim

Meeting Minutes:

*Meeting brought to order at 7:07pm central time

| # | Item | Responsibility/ Action | Due date |
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| 1 | <p>Meeting Agenda</p> <ol style="list-style-type: none"> 1. Motion to accept the agenda, moved by Maria, seconded by Bruce. <ol style="list-style-type: none"> a. All in favour at 7:10pm | None | |
| 2 | <p>Meeting Minutes</p> <ol style="list-style-type: none"> 1. From January 7th, 2016 Meeting. Moved by Avery, seconded by Mike. <ol style="list-style-type: none"> a. All in favour at 7:12pm b. Discussion: none 2. From AGM, February 20th, 2016, (Review only) <ol style="list-style-type: none"> a. All in favour at 7:14pm b. Discussion – Add that the endorsement resolution was passed unanimously 3. From February 21st, 2016 Meeting. Moved by Mike, seconded by Avery. <ol style="list-style-type: none"> a. All in favour at 7:15pm b. Discussion: Edit need on points #2 and #8J | <p>1. Sean to add Minutes to website</p> <p>2. Sean to add minutes to website</p> <p>3. Sean to add minutes to website</p> | |
| 3 | <p>Go-to-Meeting</p> <ol style="list-style-type: none"> 1. In an effort to cut down on static, all members were going to try being on computer. Zack and Bev did not accomplish that. Will try again next month. Maybe next month we should try shared screen. | None | |
| 4 | <p>Conference Recap</p> <ol style="list-style-type: none"> 1. Recap Report <ol style="list-style-type: none"> a. 58 respondents to the survey - 20% of delegates (10% | 1. Sean | March 11 |

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| | <p>is strong).</p> <p>b. Naomi has completed summaries of all sessions. Sean will put it into a report next week. Any additions to the report should be passed on to Sean by next week. Photo album will be on website</p> <p>2. Budget</p> <p>a. Accommodations \$13,000, Flights \$7000, Thursday evening \$22,000, Friday evening \$10,000</p> <p>i. Total bill \$96,000</p> <p>ii. last year \$35,000</p> <p>b. This year's budget was more inclusive of expenses</p> <p>c. We are at a loss of about \$10,000. Food costs need to be budgeted more closely, fell short on ticket sales, money is still coming in. Need to get inclusive quotes next year, i.e. cost plus tax plus service fees etc.</p> <p>3. General comments</p> <p>a. It was agreed that the conference was very successful and the organizing committee did a great job. Many spinoffs and capacity building are still being realized.</p> <p>b. Discussion on how advertising was done. It was suggested that next year we could target partners to push their networks. Also suggested to start earlier</p> <p>4. 2017 Location</p> <p>a. Sean has heard from Ottawa, Halifax and Vancouver</p> <p>b. National Sponsors</p> <p>i. longer term</p> <p>ii. confirmed in advance</p> | <p>B. Erin to begin looking into options</p> | |
| <p>5</p> | <p>Governance and Accountability</p> <p>1. Executive</p> <p>a. Zack (President), Avery (Vice-President), Kaan (Treasurer) and Bev (Secretary) confirmed at February 21st meeting.</p> <p>b. Some discussion around shared role of Secretary, Maria offered to share duties.</p> <p>2. Board Vacancy – Ideally someone from QC, maybe Isabel from Concordia.</p> <p>3. Member update email – to go out soon</p> <p>4. Bylaws were written 4 years ago, they're in need of an update.</p> | <p>Sean & Eric to reach out</p> <p>BOD to look at update in Fall</p> | |
| <p>6</p> | <p>Advisory Council</p> <p>1. The advisory council is an unelected group of knowledgeable people that Sean works with and whose opinions he respects. Current members: Michael Zelmer, Mark Abbott, Kairmha</p> | | |

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| | <p>Hudda, Darryl Reed, Dustin Johnson, Krista Pineau, Robert McKinnon and Lorna Willis</p> <p>2. Excellent additions would be:</p> <ol style="list-style-type: none"> Monika Firl Jennifer Williams Donna Dagg Lisa Zentner | <p>Sean to invite Monika, Jennifer, Donna and Lisa to join</p> | |
| 7 | <p>Membership</p> <ol style="list-style-type: none"> System needs work before we push membership on a large scale. Our automated system is 4 years old and has issues. Board members could check with tech savvy people to help. Conference delegates should be able to sign up for membership on the registration page. | <p>1. Sean, Kaan & board members</p> | |
| 8 | <p>Strategic Planning & Human Resources</p> <ol style="list-style-type: none"> Ambitious strategic plan was suggested at conference. We will put out a call to hire someone as Fair Trade Schools Coordinator. <ol style="list-style-type: none"> 2 days/week, so about \$15k for the next 12 months. Money is in the budget and from Lush. One-page job description draft will be sent out by Sean in the next week. The job will be a national job. Good but not necessary for candidate to be in Vancouver. Possible desk space in Vancouver, Winnipeg and Toronto. We will have this person focus on growth and securing long term funding. Sean is working with 45 schools, UNESCO schools and working on strengthening our partnership with the CTF. | <p>Jess and Sean to launch job search</p> | |
| 9 | <p>Finance</p> <ol style="list-style-type: none"> Contract with Fairtrade Canada still being worked on. 2015 contract was extended to March 31st to allow time for negotiation. Lush Grant now confirmed for \$10,000.00 Second McConnell payment to come in June Accounting <ol style="list-style-type: none"> Book keeper now processes financials Kaan and Sean meet monthly to review and sign off | <p>1. Sean 2. Jess</p> | |
| 10 | <p>Integrity of the Movement</p> <ol style="list-style-type: none"> Endorsement policy <ol style="list-style-type: none"> Resolution was passed. Policy to undergo final round of feedback before being finalized. Web and program updates to follow. | <p>1. 2. Sea, Eric, Kaan, Zack</p> | |

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| | <ul style="list-style-type: none"> c. There has been confusion in Manitoba about the integrity of fair trade standards in programs, due to information given at some of the conference sessions. We need to give a clear message that we maintain a high bar on standards. Our website needs to be updated to reflect our endorsement of the new logos. <p>2. Fairtrade Canada AGM</p> <ul style="list-style-type: none"> a. 2015 continuation and 2016 AGM to take place in late June b. Avery is on the bylaw committee- next week bylaws will be written up. c. We need to have a pool of good people ready to run for positions on the Fairtrade Canada board. d. Board members with ideas for candidates should send names to Avery who will also follow up with interested people from last time. | 2. Avery | |
| 11 | <p>Magazine</p> <ul style="list-style-type: none"> 1. Critical thought is needed here to achieve a revenue neutral status with this project. 2. The magazine is a strong tool for engagement and education, but the gap between expenses and revenue is widening. 3. We need a business plan. | Bruce, Eric, Jess, Avery to provide input | |
| 12 | <p>Projects</p> <ul style="list-style-type: none"> 1. SFU one-day conference <ul style="list-style-type: none"> a. SFU wants to host a one-day conference in May b. They would pick up the bill and hire a manager. c. Sean will encourage them to hold off on this year's conference and put the money and energy into hosting next year's CFTN conference. | 1. Sean | |
| 13 | <p>Campaigns</p> <ul style="list-style-type: none"> 1. Rethink Hot chocolate campaign is on Monday with hot chocolate giveaways in mugs that when filled will display a gripping messages about what is happening in Africa with chocolate. We will end up with a video of the event. 2. Rethink Easter – A chocolate sculpture depicting children working on cacao farms in Africa will be put together and photographed. <ul style="list-style-type: none"> a. The concern of Easter being a religious holiday was brought up and it was suggested that Halloween be a better time – not religious and more chocolate sold. b. Kaan shared that it is not our place to authorize or forbid an initiative. | 1. Sean | |

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| | <p>6. Erin –working on FT town, wind and chocolate event for pre-valentines. Did a presentation at breakfast (fair trade food) for REAP (business association interested in local, organic and sustainable). Started a community ambassadors campaign in March. Monthly meet up events to network and train ambassadors. Awareness event for Fair Trade Day and strategic planning for businesses who could be sponsors if they hold the CFTN conference in 2018.</p> <p>7. Bev – working with 3 schools in Olds to get Fair Trade School designation – had first meeting with teachers today. Held Fair Trade Olds meeting inviting businesses shop local/buy fair campaign to brainstorm ways to support stores, i.e. staff training, draws etc. Donated Fairtrade coffee, tea and sugar to a school event and to the Basketball Provincials to be held at Olds High School. Olds High will start selling coffee to students on Fridays and will have a banana split celebration on World Fair Trade day (hopefully to celebrate their school designation with other schools in Olds, reported on by the local media)</p> <p>8. Avery – FTV to have a presence at the BMO marathon in Vancouver. Hosting discussions about the conference.</p> | | |
| 17 | Next Meeting, Tuesday April 5th | | |

*Meeting adjourned at 8:46pm central time