

Canadian Fair Trade Network – May 15th, 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: Ivy McKee, Rita Steele, Avery Gottfried, Eileen Chen, Kenneth Boddy, Erin Bird, Tabatha Sander, Eric St Pierre, Loic de Fabritus, Bev Toews

Board Member Regrets:

Board Members Absent: Duane Nicol, Keslyn Ayow James

Advisory Council Members:

Staff: Sean McHugh, Torrye McKenzie

***Meeting called to order at:** 4:36 pm pacific daylight time

#	Agenda Item	Person	Date
Process	Meeting Agenda <ol style="list-style-type: none"> 1. Review & approve <ol style="list-style-type: none"> a. Kenneth motion to approve, Tabatha seconded b. Approved 4:38 pm 	Erin	May 15
	Meeting Minutes – Review and Approve <ol style="list-style-type: none"> 1. March 26th, 2018 <ol style="list-style-type: none"> a. Rita motion to approve, Kenneth seconded b. Approved 4:39 pm 	Erin	May 15
Operations	1 Governance & Strategy <ol style="list-style-type: none"> 1. Executive Committee <ol style="list-style-type: none"> a. Sent an email out on May 2nd and did not get much feedback. In our TOR as a board we can internally appoint roles and create committees. b. Erin and Avery are in the President and Vice President roles, but this is something that we should appoint each year. Are there any nominations or thoughts on this topic? c. Erin is happy to stay on as Vice President d. Roles of treasurer and secretary also need to be filled. <ol style="list-style-type: none"> i. Rita has signing authority and able to fill the role of treasurer e. Is anyone interested in filling the role of secretary? The role includes reviewing/sharing meeting minutes as well as internal and external communications (board meetings and member updates) <ol style="list-style-type: none"> i. Kenneth is able to take on this role 2. Committees <ol style="list-style-type: none"> a. Erin is happy to lead the Chapter System Development b. Kenneth is interested in conference and governance committees along with any research activities c. Tabatha is happy to sit on any committees as needed d. Eric is happy to support with grants, finance, budget along with the Fair trade Magazine e. Eileen is interested in sitting on the conference committee this year – along with academic and research items f. Ivy is interested in sitting on the conference committee, also happy to support other committees that don't require regular meetings 	Avery	

	<p>g. We need support with the human resource and finance committee</p> <p>3. In-person Board Meeting Plans. September 29-30</p> <ul style="list-style-type: none"> a. Location – Toronto may be a good option because of the timing of the WEAR conference. Sean was planning on talking to Kelly about registration discounts, but without the discount it might not make sense. Ottawa might be a good idea given that next years conference is there – Ecosphere is also taking place in Ottawa that weekend. Decided on Ottawa for meetings, touching base with Kelly if people wanted to hop over to WEAR. b. Flights – Sean will begin booking soon. c. Accommodation – Sean will start looking into this d. Meeting Space – Kenneth has access to a big board room space that can be rented at a discounted rate e. Agenda – people should think through items for the next board meeting. Committees should be ready to present on their items, a part will be dedicated to conference, with a few different break outs. <p>4. Chapter system</p> <ul style="list-style-type: none"> a. No updates from Erin b. Is anyone is interested and hasn't touched base with Erin yet, send her an email. <p>5. Board members stepping down</p> <ul style="list-style-type: none"> a. Loïc de Fabritus – two conflicts of interest. Permanent employee of Equifruit and owns his own company. Still working with the association and happy to help wherever he can. He will join for an evening in Ottawa and plans to be at the next conference b. Is there someone else from Quebec that we should appoint in the in term? They will bring up this position following the Associations AGM next week. Eric will pitch the position to the Magasin du Monde team. 		
<p>2</p>	<p>Human Resources</p> <ul style="list-style-type: none"> 1. Contracts for employees <ul style="list-style-type: none"> o No update – Duane may be able to help 2. Transition and succession planning <ul style="list-style-type: none"> o No update – Duane may be able to help 3. Hiring a grant writer <ul style="list-style-type: none"> o Met with Nichole today. She will be jumping onboard 	<p>Sean</p>	
<p>3</p>	<p>Financial Management</p> <ul style="list-style-type: none"> 1. CFTN Balance Sheet, as of May 14th <ul style="list-style-type: none"> a. Not too much to report on – the conference and magazines dollars are high points for us b. Credit Union and Chartwells donated money through the business ask for the Advocacy Fund – in the process of developing a full sponsorship package c. SFU contract is much smaller d. Choices Markets also donated funds 2. Tax Returns & Audit for 2016 & 2017 – Eric Chu <ul style="list-style-type: none"> a. Will circulate statements as soon as Sean receives them 3. Grants: <ul style="list-style-type: none"> a. Lush approved – last time they will be funding us 	<p>Sean</p>	

		<ul style="list-style-type: none"> b. Heard back from the office of consumer affairs and our proposal was not accepted c. No more outstanding grant applications <p>4. Organizational Sponsorship</p> <ul style="list-style-type: none"> a. Draft package coming together b. Chartwells on as first supporter 		
	4	<p>Travel</p> <ul style="list-style-type: none"> 1. Update on meeting in DC <ul style="list-style-type: none"> o Meeting with 5 different organizations – 3 in US and 2 in Canada. More of a Canada/US collaboration. We discussed the European Commission Grant that 25 different organizations put together to receive 6 million euro. All 5 of the organizations were on board and we are working to get more organizations involved. o Looking into potential funders for the proposal 2. Update on Buy Good. Feel Good. Expo in Toronto <ul style="list-style-type: none"> o 5th year of the show and it went very well. It was at Canada’s largest venue, with 120 vendors out for the show. There was a buyers only day, which was a little quitter, but then on Saturday again it was packed. Rafik worked with the TTC to get 55,000 tickets out 3. Upcoming travel <ul style="list-style-type: none"> o CCFSA is in June – 12 fair trade companies are going 	Sean	
	5	<p>Conference</p> <ul style="list-style-type: none"> 1. Ottawa 2019 <ul style="list-style-type: none"> o Dates: March 1-3 March 15-17 o Sean just received a 100 page conference package from Ottawa Tourism and everything is looking great budget wise o First week of March may be a holiday in Quebec o March 15-17 would work best 	Sean	
	6	<p>Magazine</p> <ul style="list-style-type: none"> 1. Advertising launched <ul style="list-style-type: none"> a. Decent response on advertising – almost half full from a single email 2. Content coming together <ul style="list-style-type: none"> a. Content is also rolling b. Ivy is interested in reviewing stories c. If anyone else is interested in editing please be in touch 	Sean	
	7	<p>Programs</p> <ul style="list-style-type: none"> 1. Update on latest designations <ul style="list-style-type: none"> a. Mont-Saint-Hilaire has been designated as a Fair Trade Town – which was influenced by a Magasin du Monde – event on the 14th of June b. New school designated in Quebec c. Two new Fair Trade Faith Groups d. Three new Workplaces e. Lots of events designated over the past month f. Five new Ambassadors in the process of being designated 2. Renewals <ul style="list-style-type: none"> a. Reminders sent out and have received a few back 3. Campus Silver/Gold standards <ul style="list-style-type: none"> a. Applications are live and online 	Torrye	

		<p>b. Hope to have French applications online by the end of the month</p> <p>4. Bake Sale Funds are going to support 2 students down to Origin</p>		
8	Projects	<p>1. Sustainable Public Procurement Network</p> <p>a. Research is happening on the development of the network</p> <p>b. Hope to have the network ready for 2019</p> <p>c. Will give updates as the plan develops</p> <p>2. Peru 2018</p> <p>a. Origin Trip down to Peru for November</p> <p>b. Would love to get people signed up soon to start locking down details</p>	Sean	
9	Regional Updates	<p>Ottawa</p> <ul style="list-style-type: none"> Ivy: Fair Trade Ottawa is re-structing at the moment, Ten Thousand Villages in Oakville had a fair for World Fair Trade Day, Fair Trade Barrie held an event as well Eileen: Nothing to report, emailed a few schools and towns but haven't heard back from anyone Kenneth: There is very little action within Northern Ontario. Going to start reaching out to target North Bay, Sudbury and Thunder bay. Have been in Toronto quite a bit and had good conversations with Fair Trade Toronto <p>Saskatchewan</p> <ul style="list-style-type: none"> Tabatha: Promoted sustainable fashion for Fashion Revolution Week. Touched base with a few farmers markets in Regina to see if they could have a table <p>Alberta</p> <ul style="list-style-type: none"> Bev: took the students to the Global Youth Leadership Summit and presented. Gave out Fairtrade bananas, talked about t-shirts and networked with a t-shirt company that distributes swag. Found out that a school in Fort McMurray is trying to order a large Fairtrade t-shirt order. A store in Olds now carries Fairtrade bananas and avocados. Have a fair trade passport campaign going for Fairtrade month with small prizes and a large Fairtrade dinner at the end. Presented to the Olds Institute. Erin: organized a World Fair Trade Day event and a Fashion Revolution event last month as well. Councillor has passed a motion to review sustainable and social procurement. <p>British Columbia</p> <ul style="list-style-type: none"> Rita: Planning another business mixer in the next few weeks. Organized a stakeholder meeting at UBC to talk about the future of fair trade on campus – very exciting as they have been inactive over the past few months. Avery: part of the Fairtrade Canada nomination committee and very excited about the potential members that may join the board. 	All	
10	Next Meeting	<ul style="list-style-type: none"> Erin will send around a doodle poll 		

*Meeting adjourned at: 6:03pm pacific daylight time