

Canadian Fair Trade Network – May 27th, 2019 Board Meeting Minutes

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

Board Members:

- **Present:** Erin Bird, Emmanuel Lukawiecki, Keslyn Ayow James, Larissa Kanhai, Bev Toews, Eric St Pierre, Mireille Saurette, Fouzia Bazid, Tabatha Sander, Kenneth Boddy
- **Regrets:**
- **Absent:** Rita Steele, Eileen Chen

Advisory Council Member Attendees:

Staff: Sean McHugh

***Meeting started at:** 4:37pm pacific time

***Meeting chaired by:** Erin Bird

#	Agenda Item	Person	Date
Process	Meeting Agenda a) Motion put forward by keslyn, seconded by Emanuel. All in favour: 4:38pm	Erin	May 27
	Meeting Minutes – Review and Approve a) Motion put forward by Mireille, seconded by Tabatha, All in favour: 4:39pm	Erin	May 27
1	Governance & Strategy a) Conduct & Harassment Policy i. Meeting held by sub-committee last week. Led by Kenneth, attended by Erin, Bev & Sean ii. Outline put together; further research being completed now. the committee should have a draft ready for the board soon.	Kenneth	
2	Office/Human Resources a) Closing of CFTN office. Final day: June 26 th , 2019 a. After 8.5 years, the decision was made to pull the plug on the office. The space is no longer needed, Sean is the only one working out of the space. It's a fairly large expense, given our current budget, with rent, insurance, internet and landline. Sean will look into co-workspaces moving forward. b) Plans to hire part-time staff person a. Plan is to hire someone 5-10 hours per week, to take on SFU work and some national campus work. b. Sean is meeting with a couple of different candidates this week	Sean	
3	Financial Management a) Balance Sheet as of May 27 th , 2019 a. Current projections have us on track for the year. b) Tax Returns/Audits complete for 2014, 2015, 2016 & 2017 c) 2018: Tax Return & Audit underway now	Sean	
4	National Conference a) Calgary 2020 a. Planning underway for Alberta 2020. engagement with Calgary, Olds, Edmonton happening now. Organizing team working on proposal now and hope to have it complete and submitted to the board soon. b. Would like to bring a cocoa or banana producer up, potentially from Honduras c. Further discussion needed on potential sponsors, and a sponsorship package.	Erin & Bev	

5	<p>Origin Trips</p> <ul style="list-style-type: none"> a) Honduras – November 2019 <ul style="list-style-type: none"> a. planning to push it out soon, through Facebook and Twitter, as well as through our newsletter and direct invites. b) Argentina – April 2020 	Sean	
6	<p>Program Management</p> <ul style="list-style-type: none"> a) Annual Renewals coming up soon, follow up emails will go out next week b) Fair Trade Towns Quarterly call – tentatively schedule for August 	Sean	
7	<p>Regional Updates</p> <ul style="list-style-type: none"> a) Quebec – Busy month in Quebec, with Montreal becoming Canada’s 27th Fair Trade Town, plus many events. AQCE AGM coming up b) Ontario – Bananas have been the focus of late with events having been held in both Toronto and Ottawa c) Manitoba – Event held in Brandon at the end of April, and then at Ten Thousand Village stores in Winnipeg and Brandon for World Fair Trade Day d) Saskatchewan – Working on event planning for the year e) Alberta – UNESCO conference held in Olds, with FT shirts, bags, coffee and local foods. Erin presented, as did Madison Hopper. Bev holding annual “bring a fair trade label in” event at Olds High. FT coffee was donated to the rotary club for their conference. Calgary city hall now offering Fairtrade certified coffee, tea and sugar through Good Earth. Calgary team pushing on catering and restaurants and using the conference to help push town designation. f) BC – new executive director at Fair Trade Vancouver. Vancouver International Soccer Festival is coming up at start of July. 	All	
	<p>Next Meeting</p> <ul style="list-style-type: none"> • June 24 or 25 <ul style="list-style-type: none"> ○ Doodle: https://doodle.com/poll/vcd2hdkp2u23mxiz 		