

## Canadian Fair Trade Network – May 6<sup>th</sup>, 2020 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:** Service Opore, Kenneth Boddy, Annaliese Beck-McKenzie, Eric St Pierre, Erin Bird, Daphna Lewinshtein, Keslyn Ayow-James, Larissa Kanhai, Giada Simone
- **Regrets:**
- **Absent:** Emanuel Lukawiecki

**Advisory Council Members:** none

**Staff:** Sean McHugh

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**Chaired by:** Erin Bird

#	Agenda Item	Person	Date
	<b>Introductions</b>		
	a) A round of introductions was completed, as this was the first meeting of the new board	Erin	
Process	<b>Meeting Agenda</b>		
	a) Review & Approve	Erin	May 6
	a. Motioned by Keslyn, seconded by Service, all in favour 4:44		
	<b>Meeting Minutes – Review and Approve</b>		
	a) March 2 <sup>nd</sup> , 2020	Erin	May 6
	a. Motioned by Daphna, seconded by Service, all in favour 4:45		
1	<b>Governance &amp; Strategy</b>		
	a) Executive positions (Erin currently President, Kenneth currently Secretary)	Sean	
	i. Vice President		
	i. Eric St Pierre was nominated		
	ii. Treasurer.		
	i. Keslyn Ayow-James was nominated		
	iii. A motion to accept Eric and Keslyn VP and T		
	i. Motioned by Service and seconded by Daphna, all in favour, 4:51		
	b) Vacant seats:		
	i. BC – This seat is vacant, if anyone has ideas, please share them with Sean and Erin		
	ii. Other seat, which can be filled by any seat but Ontario, as we have 3 Ontario reps.		
	i. Interest from Madison Cote. We can appoint her now. She will then stand for election at our next AGM, as per our Bylaws.		
	iii. Motioned to accept by Keslyn, seconded by Giada. All in favour, 4:53		
	c) Harassment Policy – complete	Kenneth	
	d) AGM Follow Up	Sean	
	i. Director changes completed: Website, Email, Dropbox, Industry Canada		
	ii. Minutes need to be finalized and sent to members		
	iii. Discussion around trying to generate more conversations at the AGM		
	i. Going forward to this year the board will be committed to driving more engagement in the AGM		
	ii. Later this year we will establish a board committee of 2-3 members of the board to plan logistics and some more ways to engage members in the AGM.		

	<p>iii. In particular we can consider doing a survey or posing some questions to the membership about some of the strategic direction of the CFTN in the year ahead.</p>		
<b>2</b>	<p><b>Financial Management</b></p> <p>a) Cash Flow Statement, as of April 28<sup>th</sup></p> <ol style="list-style-type: none"> <li>I. Accounts Payable (owing): \$6,500</li> <li>II. Accounts Receivable (invoices to go out): \$9,040</li> <li>III. Expenses at a minimum because of changes with COVID</li> <li>IV. Despite everything that had to change the conference came out positive.</li> </ol>	Sean	
<b>3</b>	<p><b>Communications:</b></p> <p>a) Newsletter</p> <ol style="list-style-type: none"> <li>a. Newsletter is coming out soon after some minor COVID related delays</li> </ol> <p>b) Webinars</p> <ol style="list-style-type: none"> <li>a. Some ongoing ideas repurposing sessions from the content or a few other interesting ideas.</li> <li>b. Will likely consist on 2-3 topics to be rolled out over the next few months</li> </ol> <p>c) Fair Trade Book</p> <ol style="list-style-type: none"> <li>a. This is an ongoing project being led by Gavin Fridell and Zack Gross</li> <li>b. The CFTN is a co-publisher and Sean is going to work on the introduction with Gavin and Zack</li> </ol>	Sean	
<b>4</b>	<p><b>Program Management</b></p> <p>a) Towns quiet, Campuses and Schools closed, Events off, etc.,</p> <ol style="list-style-type: none"> <li>a. Some interest in hosting a World Fair Trade Webinar</li> <li>b. Sean to circle back next week.</li> </ol> <p>b) Applications approved from Dawson College, SFU Gold and one Faith Group</p> <p>c) Annual Renewals due July 1, so will launch soon</p>	Sean	
<b>5</b>	<p><b>National Conference</b></p> <p>a) Wrap Up</p> <ol style="list-style-type: none"> <li>a. In the process of pulling together some of the wrap up pieces and some of the wrap up report as well</li> <li>b. Financially the conference was fine, and the sessions still flowed relatively well too.</li> <li>c. We did lose about 2/3 of delegates but fortunately this did not completely unravel the conference</li> </ol> <p>b) Location 2021</p> <ol style="list-style-type: none"> <li>a. Choosing a location for next year is on hold until we are able to know what the situation will be looking like next year.</li> <li>b. We might have to explore new options for next year including virtual conferences, maybe some smaller events.</li> <li>c. We might need to have a benchmarked date to decide on what sort of event or conference we will need to have.</li> </ol>	Erin & Sean	
<b>6</b>	<p><b>Origin Trips</b></p> <p>a) Ecuador/Peru – October/November 2020 – On hold for the time being</p> <ol style="list-style-type: none"> <li>a. Potentially hosting a virtual event to replace a trip to origin might be a great way to still generate some revenue.</li> </ol>	Sean	
<b>7</b>	<p><b>Regional Updates</b></p> <ul style="list-style-type: none"> <li>• It was the 50<sup>th</sup> anniversary of the Oxfam trail walker event which is a milestone for this event even if unfortunately, it was cancelled.</li> <li>• In the coming months there might be some interesting opportunities for us to</li> </ul>	All	

	<p>develop our advocacy work and Kenneth will keep the group informed on these changes.</p> <ul style="list-style-type: none"> <li>In Nunavut there is work being done to see if the groups there can access new funds for technical assistance during COVID</li> </ul>		
	<p><b>Next Meeting:</b></p> <ul style="list-style-type: none"> <li>Doodle poll to select a June date: <a href="https://doodle.com/poll/pz96iepn6tmd6rzc">https://doodle.com/poll/pz96iepn6tmd6rzc</a></li> </ul>		

**Adjourned at:** 5:41pm – BC | 6:41pm – AB & SK | 7:41pm – MB | 8:41pm - ON & QC | 9:41pm Atlantic Canada