

Canadian Fair Trade Network – November 1st, 2016 Board Meeting Minutes

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

Board Members: Ivy, Eric, Avery, Maria, Bev, Mike, Erin, Zack, Kyra

Advisory Council Members: none

Staff: Sean, Torrye

Regrets: Jim

Absent: Kaan

*Meeting called to order at 5:16pm pacific time

	#	Agenda Item	Human Resource	Financial Resource	Date
Operations	1	<p>Meeting Agenda</p> <ol style="list-style-type: none"> 1. Review & approve <ol style="list-style-type: none"> a. Moved by Ivy b. Seconded by Maria c. All in favour at 5:18pm 	Zack		Nov 1
	2	<p>Meeting Minutes</p> <ol style="list-style-type: none"> 1. From September 27th, 2016. Review and approve <ol style="list-style-type: none"> a. Moved by Maria b. Seconded by Ivy c. Discussion & Amendments <ol style="list-style-type: none"> i. Changing spelling of Cegep's ii. Updating Tim Hortons Campaign page d. All in favour with amendment at 5:20pm 	Zack		Nov 1
	3	<p>Governance and Accountability</p> <ol style="list-style-type: none"> 1. Governance committee meeting – Oct 26th, 2016 <ol style="list-style-type: none"> a. Update and progress made <ol style="list-style-type: none"> i. General clean-up and updates are needed ii. Call last week – two main issues; board composition (better description of regional representation) and bylaws need to be updated. iii. Goal is to have prospective candidates chosen in January before the conference. iv. Encourage candidates to attend the conference, however, if they are unable please send along a bio. v. Need representation in Quebec as well as Atlantic Canada. vi. Sean will put something together to present to the rest of the board for our next meeting. 2. AGM – Feb 26th – 4:30-6:00 <ol style="list-style-type: none"> a. Looking at the conference schedule, 	<p>Avery, Zack, Mike & Sean</p> <p>Sean</p>		



	<p>recommendation is for the Sunday at 4:30</p> <p>b. Will spread the word out to membership then start to prepare an agenda.</p> <p>3. Annual Report</p> <p>a. Will need to come together by mid-December.</p> <p>b. Will be bringing purchasing data and impact into the report this year.</p> <p>c. Initial thoughts? – follow up with Sean following the meeting.</p> <p>i. Relationship building with new stores, producers, etc.</p> <p>ii. How many people have been engaged in a fair trade event – community engagement aspect</p> <p>iii. Look at town and campus purchasing data and see how the volumes are impacting farmers and producers.</p> <p>iv. <u>M&E/Data Focused</u></p> <p>d. Touching base with FT Canada on the format of their report to ensure there is no duplication of work.</p> <p>e. ACTION Sean will send along the basic format/structure.</p> <p>4. Strategic Plan Update</p> <p>a. Sean has been keeping things up to date.</p> <p>b. After Brussels thought about the plan more – have brought the structure from 6 sections to 4.</p> <p>c. Ensuring we are capturing everything we are up to.</p> <p>d. Still work to do on why these issues are being investigated – once the framework is solidified the document could be shared as a resource at the conference.</p>	<p>Sean, Erin</p>		
<p>4</p>	<p>Human Resources</p> <p>1. Hiring:</p> <p>a. Grant Writer</p> <p>i. Need to seek replacement for the McConnell funds</p> <p>b. Business Engagement strategy</p> <p>i. Jess was working on this before.</p> <p>2. B Please send along leads and recommendations</p> <p>a. Erin may know someone who is interested</p> <p>3. Grant Ideas:</p> <p>a. Gates foundations, McConnell foundation, Office of Consumer Affairs etc.</p>	<p>Sean</p>		
<p>5</p>	<p>Financial Planning & Management</p> <p>1. With our accountants, we hope to pull together a</p>			

	<p>detailed report for our Annual report.</p> <ol style="list-style-type: none"> 2. Current state <ol style="list-style-type: none"> a. Fairtrade Canada contract. A plan will be shared soon. 2. Financial year-end is coming up, so we will begin planning for that. 3. ACTION Financial planning plan should be presented to the board as it would help forecast spending. Sean will present something for the next meeting. 4. SFU funding is coming to an end in November <ol style="list-style-type: none"> a. ACTION Sean will be talking to Mark soon. 			
6	<p>Travel</p> <ol style="list-style-type: none"> 1. Oct 9-15: Fair Trade Advocacy Office – Recap <ol style="list-style-type: none"> a. Had a meeting with international representation and the EU parliament – went great. b. Is there any potential for someone from Brussels to attend the conference – Sean will contact Fair Trade Advocacy Office to see. c. ACTION Sean to share a Actualizing the SDG’s Guide through Fair Trade Guide, put together by the FTAO 2. Oct 16-19: McConnell Foundation Retreat – Recap <ol style="list-style-type: none"> a. Worked on relationship building – content was interesting. 3. Nov 7-14 Costa Rica Origin trip <ol style="list-style-type: none"> a. Leaving to Costa Rice on Monday. b. 8 Individuals – Chartwells, Ethical Bean, 3 students from Simon Fraser, Jennifer, U of T Scarborough, and Sean. 4. Jan 12-16 Edmonton – EWB National Conference <ol style="list-style-type: none"> a. Traveling for the conference. 	Sean		
7	<p>Communication</p> <ol style="list-style-type: none"> 1. New Website – New Drupal Theme <ol style="list-style-type: none"> a. Switching platforms all together would loose the traction we have gained over the years. b. Working to adopt a new theme for the website we currently have. 2. Newsletter – Nov 1 <ol style="list-style-type: none"> a. Will be sending along tomorrow or the next day. 3. ACTION Communications should improve around the Origin Trip as well as an increased presence on social media. 4. SFU students will be sharing their experience over social media platforms while they are there – an SFU Dining service account take-over will be happening on November the 9th. 	Kaan, Sean Torrye		

<p>8</p>	<p>Programs</p> <ol style="list-style-type: none"> 1. Towns <ol style="list-style-type: none"> a. Town Advocacy Fund – Aviva update <ol style="list-style-type: none"> i. Applied for the Fair Trade Town Advocacy Fund – however, not successful. ii. If anyone is interested in leading this feel free – however, we will have to pick this back up next year. 2. Campuses <ol style="list-style-type: none"> a. Tier 2.0 & 3.0 standards drafted <ol style="list-style-type: none"> i. These are drafted ii. Would love people’s feedback on these documents iii. If anyone is interested in shaping this process – Ivy, Mike, Erin, Maria. <ol style="list-style-type: none"> i. ACTION Will tighten up these documents and send along b. Announcements Capilano, Carleton, MacEwan <ol style="list-style-type: none"> i. Capilano has been approved – looking into announcement date ii. Carleton and MacEwan are in the works 3. Schools <ol style="list-style-type: none"> a. Announcements OKA, Notre Dame <ol style="list-style-type: none"> i. OKA – announcement planned for the 18th of November ii. Notre Dame – soon to follow 	<p>Ivy</p>		
<p>9</p>	<p>Campaigns</p> <ol style="list-style-type: none"> 1. Tim Horton’s <ol style="list-style-type: none"> a. Oct 25th Meeting update <ol style="list-style-type: none"> i. Representation from Canadian campuses met with them. ii. Tim Hortons listened to their presentation – reported back to Carol, an Restaurant Brands International manager. b. December 14th follow up meeting plan now in the works c. Discussion: <ol style="list-style-type: none"> i. Thoughts on Tim Hortons certifying? – some companies and organizations won’t want to see this happen. A lot of our work is around volumes but a lot of people will be disappointed with such a big player getting onboard ii. Maybe develop a fund for smaller companies for their advertising in order to compete with Tim Hortons. 	<p>Torrye</p> <p>Erin</p>		

	<ul style="list-style-type: none"> iii. We would like it to be convenient for people to purchase Fairtrade coffee. iv. The brand would bring awareness to the movement – help promote the cause and change the whole market place. Small companies do not want to be the big companies. v. Could the certify their coffee through FT USA – potential problem. vi. We do not want them to water down the criteria for fair trade due to the purchasing power they hold. vii. Why do we not recognize people who are going above and beyond? Maybe this is something we can do to counteract this potential back-lash. This was discussed previous as the 100% club and is also happening through FT Canada’s MVP’s. viii. Do you think that Tim Hortons would advertise their use of FT coffee? Does A&W? ix. Want to keep pushing companies to increase their commitments x. Companies are trying to capitalize on Fairtrade coffee. xi. Sean will send along information on Starbucks and their Fairtrade coffee commitments. <p>2. A&W Engagement</p> <ul style="list-style-type: none"> a. Calgary is preparing a document on fast-facts as to why the company should increase their fair trade commitments to sugar. b. After the document is prepared they will meet representation in Vancouver to move things forward. 			
10	<p>Fair Trade Magazine</p> <ul style="list-style-type: none"> 1. Content update <ul style="list-style-type: none"> a. Nothing urgent – will discuss via email. b. Sean will send along update requests in the next few weeks. 			
11	<p>National Conference</p> <ul style="list-style-type: none"> 1. Venue – space, food, beverage <ul style="list-style-type: none"> a. Contracts are done and are ready to be signed off on. 2. Accommodation – hotel <ul style="list-style-type: none"> a. Done two months ago. 3. Travel – flights 	<p>Sean Sean Sean</p>		

	<ul style="list-style-type: none"> a. Large number of people’s flights have already been booked. 4. Registration <ul style="list-style-type: none"> a. Open and active. b. People have been reaching out for sponsorship and have received promo codes. c. Have around \$9000 to support peoples travel and accommodation. d. If people have recommendations on who they think may need support, please send along e. Éric will talk to Oxfam Quebec to see how many students they can send from magazine du monde. 5. Keynotes: Gavin Fridell, James Mwai, Andres Gonzalez Aguilera <ul style="list-style-type: none"> a. Gavin – Canada research chair in International studies b. James Mwai – FT Africa c. Andres – Sugar Co-op in Paraguay 6. Breakout Sessions – 27 of them <ul style="list-style-type: none"> a. All online and session planning is in the works. 7. Audio/visual – quotes in <ul style="list-style-type: none"> a. Locked down contract very soon – 50% discount. b. Is there potential to put the conference sessions online? Potentially create a few pod-casts featuring the most interesting sessions. Sean will touch base with folks to see if there is video interest – potential to cut down clips later and use for promotion. A friend of Zack’s teaches journalism at Dalhousie – he will reach out. 8. Budget <ul style="list-style-type: none"> a. Sponsorship - \$31,000 as of today <ul style="list-style-type: none"> i. Air Canada <ul style="list-style-type: none"> 1. Erin has reached out to them. ii. WestJet – Kaan will keep ears open b. Ticket sales 9. Communications <ul style="list-style-type: none"> a. FB, Twitter & Web banners, Posters <ul style="list-style-type: none"> i. All of these materials should be finished today. ii. Please share these resources. iii. Potentially creating a Facebook event to promote the event. 	<p>Sean</p> <p>Erin Kaan</p> <p>Erik Erik</p>		
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Integrity	12	<p>Integrity</p> <ol style="list-style-type: none"> 1. Tentative Fairtrade Canada Member Meeting <ol style="list-style-type: none"> a. 4:30-6:00pm on Saturday, February 25th <ol style="list-style-type: none"> i. During the conference – Sean suggested this time. ii. Goal is to present an update of new bylaws and receive member input. 2. FLO/FT USA Overview/history <ol style="list-style-type: none"> a. Comments? <ol style="list-style-type: none"> i. Sean send along this document – we will leave this for comment during our next meeting. 3. Ecocert: Fair for Life Committee <ol style="list-style-type: none"> a. Progress <ol style="list-style-type: none"> i. Sean has been sitting in on these conversations – will discuss during our next meeting 4. FT as National Standard – research <ol style="list-style-type: none"> a. Focus on research for discussion during the conference 5. Domestic FT – research 	<p>Michael</p> <p>Krista</p>		
Business	13	<p>For Business</p> <ol style="list-style-type: none"> 1. Origin Trips <ol style="list-style-type: none"> a. Costa Rica Nov 7-14 b. Nicaragua April 30-May 6 <ol style="list-style-type: none"> i. Please share through your networks c. Ecuador <ol style="list-style-type: none"> i. Dates out soon 2. Technical & Financial Resources 	<p>Jennifer</p> <p>Jennifer</p>	Participants	
Broader Vision	14	<p>Broader Vision</p> <ol style="list-style-type: none"> 1. Sustainable Public Procurement <ol style="list-style-type: none"> a. Letter to MP Terry Duguid now out <ol style="list-style-type: none"> i. Winnipeg based MP ii. Copied in other environment and climate change representation b. Working on setting up a meeting at Parliament 2. Trade Policy Research –research 3. Sustainable Investment – research 4. Overseas Development Assistance – research 5. Labelling Laws – no movement 	<p>Donna</p> <p>Emma</p>	Gates Gates OCA GAC	
	15	<p>Regional Updates</p> <ol style="list-style-type: none"> 1. Zack – has a meeting to discuss the integration of UN sustainability goals into fair trade. Sean will send along a similar resource prepared by the fair-trade advocacy office. 2. Erin – Localize has established a partnership with FT Canada, so hopefully great things will come from this. 3. Maria – EWB group from Regina is planning a trip to 	Everyone		

		Guatemala, she will bring along information about this opportunity soon.			
	16	Next Meetings: <ol style="list-style-type: none"> 1. Dec 5th, 2016 2. Jan 9th, 2017 3. Feb 23rd, 2017 – Dinner: Prince George Hotel – 7:00pm 4. Feb 26th, 2017 – AGM 4:30-6:00pm 5. Feb 27: In-Person, Prince George Hotel, 9:00-11:30am 			