

Canadian Fair Trade Network – November 3rd, 2015 Board Meeting Minutes

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

Attendees:

• Board: Dustin, Kyra, Krista, Zack, Avery, Eric, Sasha, Bruce, Kaan, Lia

Staff: SeanRegrets: Bev

Meeting Minutes:

*Meeting called to order: 5:04 PST

#	Item	Responsibility/	Due date
		Action	
1	Review & approve meeting agenda		
	1. Moved by Kyra, seconded by Bruce		
	2. All in favour, approved by all 5:05 PST		
2	Review and approve Meeting Minutes		
_	a) From September 9 th , 2015 Meeting		
	Moved by Avery, seconded by Krista		
	2. All in favour, approved by all 5:06 PST		
2	Covernous and Assovutability		
3	Governance and Accountability 1. Strategic plan	1.Jess	Draft sent
	a. Re-writing process has begun	1.1622	out by Dec
	b. See "Draft Strategic Plan" working document to		4 th
	orient strategies and to communicate goals		7
	c. Some key objectives are time-sensitive (i.e. FTC		Plan
	contract and funding opportunities)		finalized by
	d. Currently in review stage by committee (Avery,		Dec 18 th
	Kaan, Sean & Jess), draft to be sent for review by		Dec 10
	the Board in coming weeks.		
	2. 2016 Planning	2.Sean	
	a. Need resources (both human and monetary) to	1.554	
	align with the fast-growth that we've experienced		
	b. Priorities for 2016, as tied to strategic plan		
	c. Human resources and staffing		
	d. Fairtrade Canada contract – meeting held Oct 22	Sean/Eric	Nov 18
	i. Draft proposal due on November 18		
	ii. November 18 th document to be prepared		
	iii. Program growth strategy		
	iv. 2016 contract proposal		
	e. Focus on prioritizing the essential vs the non-		
	essential (i.e. "Need to do vs. want to do vs. back		
	burner'') `		
	3. 2016 Board of directors & AGM	3. Everyone to	Nov 20



	a. Up for election (Dustin, Krista, Bev, Bruce, Kyra) i. Re-running? Stepping down? ii. Dustin stepping down but has a Dalhousie student who is enthusiastic to run in his place iii. Bruce: undecided iv. Kyra: would like to stay on but open for someone to take over v. Krista: undecided, would like to stay on but open to give spot to a new board member vi. Bev keen to stay on b. Not up for election (Zack, Kaan, Avery, Eric, Lia, Sasha) i. Staying on c. Update out to members i. Reach out to members to reconnect and provide update ii. AGM scheduled for February 20 d. For running the AGM, those who are not up for reelection will run it – Sasha volunteered to help out e. To be held early Saturday morning to not 'disrupt' the conference f. Annual Report will need to be prepared by early December	send thoughts on staying and potential new members to Sean and Zack Prepare email	Dec 9
4	Finance 1. 2016 Budget a. McConnell Foundation money – half has been received, other half to come - so CFTN is in a strong financial position and has more flexibility of where to spend b. Budget draft should be ready for next meeting 2. Sean Salary a. Kaan moves towards paying a more respectable salary of 4000\$ a month (up from 3500\$ before deductions) b. Should look into industry averages? i. Provincial councils around 75,000\$/year ii. Possibility to have gross annual income of 50,000\$/year? c. How do we ensure that this is sustainable? d. Motion proposed by Kaan: Be it resolved that Sean's wage be increased to 50,000\$ per year, and the annual review period is expected and his wage is pegged to the CPI of the province of residence.	1.Sean 2. Kaan	Nov 13 Jan 1



	4.	e. Amended by Avery: Be it resolved that Sean's wage be increased to 50,000\$ per year taking effect January 1, 2016. i. Seconded by Avery ii. Approved by all 5:42 PST Fairtrade Canada 2015 financial commitment a. Remaining \$12,500 sorted out Lush a. Prepare grant proposal b. Funded us in 2012 (\$20,000) c. Will be a year-to-year basis and grants from 10-25k Business Association Concept – Being piloted by Toronto a. Rafik has been leading a small scale pilot of a city-based business organisation in Toronto	3. Sean, Hugues4. Jess5. Rafik	complete Nov 16 End of year
5	Partne	•	4.0 0.7:	
	1.	CFTN-AQCE Partnership agreement a. Draft completed and sent out to both Boards	1.Sean & Eric	
	2.	Recognition of the other certifications – was discussed at		
		June CFTN meeting and meeting with FTC in Toronto,		
		AQCE already has an exception clause to allow other		
		certifications a. If the CFTN board decides to go ahead with this		
		clause and amends the endorsement policy but waits to announce publicly until the AGM in		
		February		
		 Endorsement policy prioritized and create a mid- term plan from now until February (ie. To decide 		
		what to do with an application with SPP between now and February)		
	3.	Committee of 5 people - Two additional seats are to be		
		determined, but possibly Town and Campus representatives		
	4.	Endorsement by the Board of the overall document	Everyone	
		subject to revision, minor amendments and clarifications	-	Nov 18
	_	November 18 th deadline for comments and edits		Dec 0
	6.	Notice of motion for next meeting to accept the final document		Dec 8
6		ty of the Movement	1 Coon 71-	
	1.	Fairtrade Canada AGM a. Mark Abbott announced he's stepping down	1.Sean, Zack, Avery	
		b. Elections were not deemed necessary	Avery	
		c. Membership didn't agree		
		d. Ended in recess after 4.5 hours and Sean and Dario		
		will try to reconvene meeting at the conference in		



	 February to hold elections e. Document has been drafted on what was promised and what needs to be done, will be sent out to members and then to FTC Board with the recommendations f. Lack of Annual Report was concerning 		
	2. Endorsement policya. Needs additional edits and additionsb. To be circulated for comment soon	2. Sean	Nov 27
7	Communications		
	 Fair trade handmade guide developed with FTF Newsletter sent out Thursday announcing the guide – good feedback so far Plans to print and have available in January 	Sean & Renee	
8	Conference		
	 Sponsorship a. Manitoba Liquor and Lotteries should respond this week with potential sponsorship b. Provincial and Federal governments potentially to have representation, money, etc. Schedule a. Working on panel speakers, etc. (thoughts are 	Sean & Zack Everyone	
	welcomed)		
	3. Invitations & Registration		
	4. Communications		
	a. Bilingual website up		
9	Magazine		
	General update on progress a. Going well but Eric Johnson going on holidays Dec b. Advertising a little slow this time around c. Distribution in January	1. Sean	
10	Programs		
	 2016 Growth Strategy a. Info to come in the coming weeks, as part of 2016 FTC contract proposal 	1.Sean & Eric	
	 University of Western Ontario a. Sent in their application - will be accepted pending a few minor changes 	2.Sean	
	 Schools: Canadian Teacher's Federation launched a program to encourage 10 schools to become designated by June 30th 2016 with cash incentives 	3. Bruce	



	a. Working on French materials now	a. Catherine
11	Campaigns 1. Fair Trade Campus Week Recap in the works now	1.Melissa
12	Regional Updates - Next meeting	Everyone
13	Next Meeting Tuesday, December 8th: 5:00PST	

^{*}Meeting adjourned: 6:32 PST