

Canadian Fair Trade Network – October 23rd, 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:** Eric St Pierre, Kenneth Boddy, Keslyn Ayow James, Emmanuel Lukawiecki, Bev Toews, Larissa Kanhai, Erin Bird
- **Regrets:** Eileen Chen, Tabatha Sanders, Mireille Saurette, Fouzia Bazid
- **Absent:** Rita Steele

Advisory Council Members: Zack Gross (Invited, but couldn't attend)

Staff: Sean

Start time: 4:36pm pacific time

Chaired by: Erin Bird

#	Agenda Item	Person	Date
Process	Meeting Agenda a) Review & Approve a. Motion to accept – Bev b. No opposed, Approved at 4:37pm	Erin	Oct 23
	Meeting Minutes – Review and Approve a) August 20 th , 2019 a. No corrections b. Motion to accept – Larissa c. Approved at 4:38pm	Erin	Oct 23
1	Governance & Strategy a) Conduct & Harassment Policy i. Violence and Harassment Policy ii. Sexual Harassment Policy iii. Code of Conduct iv. Whistleblower Policy v. An Incident Reporting Form vi. Discussion about all five policies was held by Kenneth. Multiple suggestions were made and will be made in advance of our next meeting. Updated versions will be circulated in advance of our next meeting for final review.	Kenneth	Nov 27
2	Financial Management b) 2019 Balance Sheet, as of October 22 nd , 2019 c) 2020 Financial Forecast *Cells highlighted blue are estimates for conference expenses/revenue d) The focus over the last little while is to be tighter on expenses to increase cash flow through to the next year so that there is no cash crunch e) The conference is looking to run roughly even though the hope this year is hopefully gain some revenue from this event f) The only two revenue streams coming up are the Fairtrade Canada contract and the SFU contract g) Still struggling to build up the reserve fund but this has been a long time goal	Sean	
3	Communications a) Newsletter – Oct 23 a. Went out today, early bird registration went out today	Sean	

	<ul style="list-style-type: none"> b. Continues to be strong in terms of open rates and click through rates c. The call for speakers has been extended <ul style="list-style-type: none"> i. This is largely because of the pushed back timeline on the newsletter ii. The call was largely designed to bring in new people who are interested in speaking that might not have otherwise considered this b) Webinars – Ideas for future ones <ul style="list-style-type: none"> a. This is something that is hopefully going to get off the ground next year. Sean will be meeting with Pippa and Fouzia next week on this b. Ideas from the board: <ul style="list-style-type: none"> i. Gender justice in fair trade ii. Women in agriculture session is an option iii. Could be used to support some of the organization’s campaigns like towns, schools and campuses iv. Maybe take some of the conference sessions 		
4	<p>Campaigns</p> <ul style="list-style-type: none"> a) Fair Trade Campus Week <ul style="list-style-type: none"> a. Kicks off on Monday b. Fewer universities but more companies b) Bananas <ul style="list-style-type: none"> a. Behind the peel is off and running b. Hoping to support Fairtrade Canada in this 	Sean	
5	<p>Program Management</p> <ul style="list-style-type: none"> a) Upcoming Strategy & Planning meeting in Ottawa – Nov 2-3 <ul style="list-style-type: none"> a. Meeting with Pippa and Fouzia b. If people have ideas they would like to see please let Sean know and he will add it to the agenda b) Annual Renewals & Certificates <ul style="list-style-type: none"> a. Gone well this year with most reporting b. Updated certificates have been issued c. Links and conference information has been shared c) Quarterly FT Town Call <ul style="list-style-type: none"> a. Shared what each group had done for World Fair Trade Day and what everyone is going to be doing next b. There was a “behind the peel” campaign update c. Attendance has been down lately, so this is important to improve this or to maybe try another engagement strategy d. Maybe there can be Instagram take-over organized for the various towns, campuses etc. to drive activity e. This can be hosted on the zoom account f. This can be included in the CFTN Newsletter d) Two more campuses coming on next week <ul style="list-style-type: none"> a. This means we will be up to 38 campuses 	Sean	
6	<p>Advocacy Fund</p> <ul style="list-style-type: none"> a) Delays with review of applications and awarding of funds <ul style="list-style-type: none"> a. A cash flow problem has led to a delay but this will be resolved relatively soon 	Sean	
7	National Conference March 13-14, 2020 Calgary, Alberta		

	<ul style="list-style-type: none"> a) Venue - Booked b) Hotel – Available for people to now book for people c) Flights - Everyone should send Sean flight preferences d) Sponsorship & Grants <ul style="list-style-type: none"> a. Applied to several grants so we are just waiting to see if this will come through b. One new grant is SDG related for 300,000 over 3-years e) Session & Speakers <ul style="list-style-type: none"> a. Some interest from call for speakers b. No session moderators so board might be looped in f) Registration/Ticket Sales g) AGM will be Thursday afternoon 	Erin & Sean	
8	<p>Fair Trade Magazine</p> <ul style="list-style-type: none"> a) The end of the publication <ul style="list-style-type: none"> a. This decision was made because it wasn't bringing in the right amount of advertising money b. Generally people were interested in trying to keep the magazine running c. If anyone has ideas to get funding for the magazine please feel free to send them to Sean 	Sean	
9	<p>Origin Trips</p> <ul style="list-style-type: none"> a) Argentina – April 2020 <ul style="list-style-type: none"> a. Registration is open with at least some early interest c) Peru – November 2020 <ul style="list-style-type: none"> a. This has been loosely talked about so it might happen b. Peru is always successful 	Sean	
10	<p>Certification Analysis & Evaluation</p> <ul style="list-style-type: none"> a) Research and position development <ul style="list-style-type: none"> a. Sean will be reaching out to folks said they are interested in helping with this soon 	Sean	
11	<p>Regional Updates</p> <ul style="list-style-type: none"> a) Updates were provided by each board member 	All	
	Next Meeting: Wednesday, November 27 th , 2019		

*Meeting adjourned: 5:54pm pacific time