

Canadian Fair Trade Network – October 4th, 2017 Board Meeting Minutes

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

Board Members: Bev Toews, Kyra Moshtaghi Nia, Rita Steele, Erin Bird, Avery Gottfried, Ivy McKee, Loïc de Fabritus.

Regrets: Duane Nicol, Zack Gross, Mike Allan

Absent: Éric St. Pierre, Keslyn Ayow-James, Maria Aman

Staff: Sean McHugh, Torrye McKenzie

*Start time: 4:06 pm PDT

	#	Agenda Item	Person	Date
Operations	1	Meeting Agenda <ol style="list-style-type: none"> 1. Review & approve <ol style="list-style-type: none"> a. Bev motion b. Avery seconded c. All approved 4:08 	Avery	Oct 4
	2	Meeting Minutes – Review and Approve <ol style="list-style-type: none"> 1. September 6th, 2017 <ol style="list-style-type: none"> a. Loic motion b. Avery seconded c. All approved 4:08 	Avery	Oct 4
	3	Governance & Strategy <ol style="list-style-type: none"> 1. Strategic Plan Final <ol style="list-style-type: none"> a. After our last meeting, recommendations were pulled together and reviewed by the staff during a half day meeting. b. Final version should be out soon. c. ACTION – Sean to send final version out as soon as it's ready 2. Board Committees <ol style="list-style-type: none"> a. Conference committee – meeting tomorrow and have been monthly. Will send along conference schedule and any updates following the meeting. b. Financial committee should be developed to review grant applications and source out new ones. <ol style="list-style-type: none"> i. ACTION: Sean to add Balance Sheets to folder after each board meeting c. Human Resource committee should also be developed. <ol style="list-style-type: none"> i. ACTION: Sean to add Employee Manual ii. ACTION: Loic to leads its development d. Committees come up organically as we require support in certain areas. e. ACTION: Folders should be added to our main Dropbox folder on each of these committees 3. Membership Update – we will aim to gone one out soon 4. Membership System Development <ol style="list-style-type: none"> a. Have had no luck finding someone to lead on system development. 	Sean Avery	

	<ul style="list-style-type: none"> b. Loic helped build out the membership system for the Association and would be willing to help <ul style="list-style-type: none"> i. ACTION: Sean to send Loic IT outline and links to systems for recommendations <p>5. Annual Report</p> <ul style="list-style-type: none"> a. Should be easy to pull together this year. Using last years template and most of the data is already collected in a separate document b. If anyone can volunteer some of their time for review please be in contact. Erin offer to help support this <p>6. Annual General Meeting</p> <ul style="list-style-type: none"> a. March 1st, 9am pacific time was recommended, as a pre-conference event. b. ACTION: Sean to check in with Fairtrade Canada on their plans to host a members meeting in March. 		
4	<p>Human Resources</p> <ul style="list-style-type: none"> 1. Employee Manual <ul style="list-style-type: none"> a. We have been working on creating an employee manual, as we grow this will be essential to our structure. b. Loic is able to help review and sit on a human resource committee – he has a masters in HR. 2. WUSC employee joining the office <ul style="list-style-type: none"> a. First day in the office tomorrow – will be in the office full time until April. b. They are will contributing financially, so this will help with our office expenses. 		
5	<p>Financial Management</p> <ul style="list-style-type: none"> 1. CFTN Balance Sheet – September 2017 <ul style="list-style-type: none"> a. Sean ran through this months balance sheet. decent month for cash in, and fairly normal cash out. 2. 2018 Budget <ul style="list-style-type: none"> a. ACTION – Sean will have this ready for our next meeting 3. Foundations, Government & Contracts <ul style="list-style-type: none"> a. Confirmed: <ul style="list-style-type: none"> i. Contracts <ul style="list-style-type: none"> 1. Fairtrade Canada (March-March) 2. SFU (July-March) ii. Foundations <ul style="list-style-type: none"> 1. Lush Charity Pot iii. Government <ul style="list-style-type: none"> 1. Heritage Canada - \$5,000 confirmed b. Waiting to hear from: <ul style="list-style-type: none"> i. Vancity – 10-12 week lead time ii. Peter Gilgan Foundation – may bring in 50-75k. second letter submitted. c. Ready to submit: <ul style="list-style-type: none"> i. McConnel Foundation – submitting for phase 2 – re-tooling for growth 	Sean	

		<ul style="list-style-type: none"> d. Prospective <ul style="list-style-type: none"> i. Inter council network (ICN) ii. Gates 4. Business Engagement <ul style="list-style-type: none"> a. Letter drafted, covering sponsorship, advertising, advocacy fund, procurement network, general support b. Sean has engaged Julie Francouer on this, to avoid stepping on toes, and double dipping 5. Institutional Engagement <ul style="list-style-type: none"> a. We have been in talks with Reeve consulting about shifting the Municipal Collaboration for Sustainable Procurement to a broader sustainable procurement network, which would be managed by the CFTN, where we would seek municipal and university members 6. Direct donation <ul style="list-style-type: none"> a. monthly, annual donors – Tied to new membership system 		
	6	<p>Travel</p> <ul style="list-style-type: none"> 1. October: <ul style="list-style-type: none"> a. 9-15 – Brussels (Sean) – Sean is attending the Fair Trade Advocacy Office’s Advocacy Marathon b. 11-13 – Winnipeg – ICN Forum <ul style="list-style-type: none"> a. Torrye, Maria, Kyra and Zack will also be attending c. 22-25 – Montreal – McConnel Social Innovation Learning Program – Emma is now attending this event 2. November <ul style="list-style-type: none"> a. 11-19 – Ecuador (Sean) <ul style="list-style-type: none"> a. We have 8 people participating right now – so we are breaking even. b. May have interest from McGill and UOttawa to send students. 	Sean	
	7	<p>Communication</p> <ul style="list-style-type: none"> 1. Newsletter – October 16th, 2017 <ul style="list-style-type: none"> a. We’re aiming to have our next newsletter out the week of October 16th. Send content along when possible 		
Grass Roots	8	<p>Conference March 2-4, 2018 Vancouver SFU Harbour Centre</p> <ul style="list-style-type: none"> 1. Keynote Ideas <ul style="list-style-type: none"> a. We have a list of 8 possibilities which we’re currently exploring 2. Session Ideas <ul style="list-style-type: none"> a. Intro to fair trade b. Intro to programs c. Handmade d. how to become a licensee 3. Sponsorship <ul style="list-style-type: none"> a. We should be engaging A&W, their head office is in Vancouver. 	Sean	

		<p>4. Other:</p> <ul style="list-style-type: none"> a. Can we have some of the sessions recorded live and shared after? Ivy might know someone from Victoria. 		
	9	<p>Fair Trade Magazine</p> <ul style="list-style-type: none"> 1. Advertising push <ul style="list-style-type: none"> a. Media Kit is set to go, we'll start with business engagement next week 2. Content ideas <ul style="list-style-type: none"> a. Vanilla b. Spices c. Essential oils d. Fair tourism – Loic e. Local beer/coffee roaster collaboration – Ethical Bean did a collaboration with a local brewery 		
	10	<p>Campaigns</p> <ul style="list-style-type: none"> 1. Fair Trade Campus Week – Recap <ul style="list-style-type: none"> a. Campus Week went well – best ever. Well over 50 campuses in all provinces that participated and 23 companies. 1. Worlds Largest Bake Sale – Recap & plan for fundraised money <ul style="list-style-type: none"> a. This also went well. Around 40 bake sales across Canada, while some others raised a few thousand dollars. Working on getting money in and how it will be spent. 2. Bulk bag buy through Oasis <ul style="list-style-type: none"> a. Different options (labels/customizable) – get in contact with Zack if you are interested. 3. Canadian Fairtrade Awards <ul style="list-style-type: none"> a. Get online if you would like to nominate someone, deadline is end of next week (Oct 15th). 	Torrye	
	11	<p>Program Updates & Priorities</p> <ul style="list-style-type: none"> 1. All: <ul style="list-style-type: none"> a. Grants: http://cftn.ca/funding-ideas-community-groups b. Advocacy Fund: http://cftn.ca/fair-trade-advocacy-fund 2. Town <ul style="list-style-type: none"> a. Recent Designations: <ul style="list-style-type: none"> i. Winnipeg – Canada's 25th Fair trade Town 3. Campus <ul style="list-style-type: none"> a. Silver/gold standards – design and application b. Recent Designations <ul style="list-style-type: none"> i. Acadia – 27th Campus ii. King's University College – 28th Campus 4. School <ul style="list-style-type: none"> a. Recent Designations: <ul style="list-style-type: none"> i. Strathcona Christian Secondary – 18th School 	Torrye	
Integrity	12	<p>Integrity</p> <ul style="list-style-type: none"> 1. Label comparison document in the works <ul style="list-style-type: none"> a. Talked a fair amount about label comparison with Fairtrade Canada. 	Sean	

		<ul style="list-style-type: none"> b. We talked about putting forward something for Canada, showing the strengths of different labels and marks out there. c. Lots of organizations across the world are interested in making this a priority. 		
Business	13	<p>Business</p> <ul style="list-style-type: none"> 1. Origin Trips: <ul style="list-style-type: none"> a. Ecuador November 11 – 19, 2017 	Sean	
Advocacy	14	<p>Advocacy</p> <ul style="list-style-type: none"> 1. no updates 	Sean	
	15	<p>Regional Updates</p> <p>Loic, Quebec – new website launched. Trying to build new relationships with schools and campuses across the province for designations</p> <p>Kyra, Manitoba – Winnipeg is now Canada’s 25th Fair Trade Town, and the world’s 2000th!</p> <p>Bev, Alberta – things have been very busy – Olds is hosting a provincial volleyball tournament, and they are using Fairtrade t-shirts. They participated in the which was a lot of fun. Bev and some students will be speaking in April in London, Ontario to 3200 other students. There are elections coming up, and the other candidate may be a problem, but they are proposing a new resolution this Tuesday to serve exclusive Fairtrade coffee and tea within municipal services.</p> <p>Erin, Alberta – They have been participating in a bunch of conferences and events (Food for Thought and others). They will be running a reverse trick or eat campaign this October. Also working with EWB to engage with councillors on fair trade.</p> <p>Avery, British Columbia – we received a 19,000 grant from LUSH, which will hire someone to work on conference promotion and local outreach. They have also partnered with a social media firm, and they will be running the Fair Trade Vancouver Facebook and Twitter for the next year.</p>	Everyone	
	16	<p>Tentative Meeting Schedule:</p> <ul style="list-style-type: none"> 1. November 8 2. December 13 		

*Meeting adjourned: 5:37 pm PST