

Canadian Fair Trade Network – September 27th, 2016 Board Meeting Minutes

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

Board Members: Zack, Kaan, Eric, Kyra, Mike, Bev, Maria, Erin

Advisory Council Members: none

Staff: Sean, Torrye

Regrets: Avery, Ivy

Absent: Jim

*Meeting called to order at 5:06pm pacific time

	#	Agenda Item	Human Resource	Financial Resource	Date
Operations	1	Meeting Agenda <ol style="list-style-type: none"> 1. Review and approve <ol style="list-style-type: none"> a. Moved by Bev b. Seconded by Maria c. Discussion & Amendments <ol style="list-style-type: none"> i. CFTN governance added to section 3 ii. FTC governance added to section 16 d. All in favour, with amendments at 5:08pm 	Zack		Sept 27
	2	Meeting Minutes <ol style="list-style-type: none"> 1. From August 16, 2016 <ol style="list-style-type: none"> a. Moved by Maria b. Seconded by Mike c. All in favour at 5:10pm 	Zack		Sept 28
	3	Governance and Accountability <ol style="list-style-type: none"> 1. Changes in QC <ol style="list-style-type: none"> a. Éric was appointed a new full-time position with Oxfam Quebec b. Part of the mobilization team- Cegep's, universities and the public c. Less time to work with the Association d. Rejoining the Association board of directors e. His position will be filled soon and will be partnered with Équiterre. f. He will remain on the CFTN board g. Still looking for someone to fill a Quebec position on the board 2. Brief governance discussion <ol style="list-style-type: none"> a. Avery's suggestions to rework the CFTN's bylaw's and policies. b. Trying to establish a structure where board members commit to working on specific things and then they build out committees to work on these individual things. i.e. HR, finance, etc. c. Who wants to jump on board with Avery and to redraft our governance organization? 	Zack		

<p>4</p>	<p>Human Resources</p> <ol style="list-style-type: none"> 1. Ambassador Program <ol style="list-style-type: none"> a. The program has been in the works for some time, but not hashed out. b. Discussion on what it could/should be: c. There should be some sort of control or framework around who qualifies to be a fair trade ambassador. <ol style="list-style-type: none"> i. As in the end, ambassadors will represent the movement d. There should be money involved. Travel costs associated with traveling to different locations to advocate on behalf of fair trade e. Internship/Practicum f. Training, education, empowerment g. Clear expectations h. Certificate awarded i. You should help other campaigns j. You should be listed as a public speaker for fair trade in your area. k. Should be prepared to talk to media l. There should be clear objectives of the program <ol style="list-style-type: none"> i. How big would it be? ii. How long does it last for etc.? m. The CFTN should focus on reworking its governance structure before rolling out this new program., so we can tie this into it n. The program should be target all areas of one's life and not only focus on the university or school period of your life. 	<p>Sean, Torrye</p>		<p>Oct 31</p>
<p>5</p>	<p>Financial Planning & Management</p> <ol style="list-style-type: none"> 1. Sean provided an update on our financials <ol style="list-style-type: none"> a. Coming to end of lump sum of McConnell money, \$65,000 due in. Report was well received <ol style="list-style-type: none"> i. Looking to renew in June 2017 b. SFU is ongoing, \$5,400 due in c. FT Canada contract is ongoing, \$9,000 due in d. Looking good coming into 2017 e. It's your time accounting – more accurate reports coming from them now as they are now more familiar with our organization. They will put together our annual financial report. 	<p>Sean</p>		<p>Oct 10</p>
<p>6</p>	<p>Travel Plans</p> <ol style="list-style-type: none"> 1. Oct 9-15: Fair Trade Advocacy Office – Brussels <ol style="list-style-type: none"> a. Fair Trade Advocacy Office – FT Africa, Network of Asian Producers and people from Europe and one person from the US attending meetings. 	<p>Sean</p>		<p>Oct 9-19</p>

		<ul style="list-style-type: none"> b. Government procurement, institution purchasing etc. to be the focus c. Engagement with EU and Belgium government <p>2. Oct 16-19: McConnell Foundation Retreat – Montreal</p> <ul style="list-style-type: none"> a. Working to strengthen relationship for proposed renewal in June 2017 										
	7	Communication										
		<ul style="list-style-type: none"> 1. New Website <ul style="list-style-type: none"> a. Kaan developed foundation and Sean is working on menu structure – not sure on timeline quite yet. Sometime in November the website should be launched. b. Development site url: http://dev.cftn.ca/ 2. Newsletter – Oct 4th <ul style="list-style-type: none"> a. Please send all ideas in by Oct 4th, as we plan to send our next newsletter on October 5th. 										
	8	Programs										
Grass Roots		<ul style="list-style-type: none"> 1. Towns <ul style="list-style-type: none"> a. Town Advocacy Fund – we are looking to develop a fund for FT Towns to apply to <ul style="list-style-type: none"> i. Will be applying for an Aviva Community Development Grant, then approaching fair trade business to contribute to it. ii. ATB financial Alberta based company is interested in supporting Fair Trade Towns. Erin has been in contact with them and will discuss different opportunities b. Town Guide <ul style="list-style-type: none"> i. Town guides are complete and should be in for design in the next few weeks. 2. Campuses <ul style="list-style-type: none"> a. Campus Guide <ul style="list-style-type: none"> i. Campus guides are complete and should be in for design and printing in the next few weeks b. Tier 2.0 & 3.0 standards <ul style="list-style-type: none"> i. What are the next targets for campuses, businesses, and institutions? Pushing stakeholders for new goals. ii. Will have a draft out for comment very soon. c. Announcements: <ul style="list-style-type: none"> i. UTM – 18th FT Campus, Sept 22nd ii. MUN – 19th FT Campus, Sept 28th 3. Schools <ul style="list-style-type: none"> a. Announcements: 										

		<ul style="list-style-type: none"> i. OKA – 11th Ft School, Nov 18th ii. Just received another application from southern Ontario which we hope to approve soon. 			
9	Campaigns	<ul style="list-style-type: none"> 1. Fair Trade Campus Week <ul style="list-style-type: none"> a. 44 campuses engaged in the event. b. A lot of things happening across Canada, full details online: https://storify.com/FTCampusWeek/2016 2. Tim Horton's <ul style="list-style-type: none"> a. Letter was created with a dozen campuses as well as food service providers and sent to the president of Tim Horton's Canada. b. Full details online: http://cftn.ca/campaigns/engaging-tim-hortons c. Suggesting an in person this fall – Mark is pushing this campaign and we will see where it goes. d. Sean and Torrye to look at starting a petition 	Torrye		Sept 26-30
10	Fair Trade Magazine	<ul style="list-style-type: none"> 1. Content Ideas for next Issue: <ul style="list-style-type: none"> a. Farm to consumer – tracing fair trade products from start to finish. Stories from Peru <ul style="list-style-type: none"> i. Cocoa – bean to bar b. A story about how a person can start an ethical or fair trade business – geared towards business. Jennifer Williams <ul style="list-style-type: none"> i. Business profile, Ethical Bean c. Myths and misconceptions in fair trade, story by Fairtrade America d. Scaling the social economy, Madison Hopper e. Electronics, phones, fair phone, Zack f. Green, Fair, Sustainable Event Planning, Kim g. Fair Trade Rum h. Book i. Recipe j. Other ideas <ul style="list-style-type: none"> i. Vision – what are we hoping to accomplish? ii. Retail leadership iii. Direct trade versus Fair Trade iv. Jewelry, gold, silver, other minerals v. Fairtrade certification, start to finish, what it's all about and how you get it done 			Oct 3
11	National Conference	<ul style="list-style-type: none"> 1. WTCC contract – Food & Beverage 	Sean		Oct 3

		<ul style="list-style-type: none"> a. Haven't signed a contract as of yet – Alexa did a first pass at food and beverage pricing. Sean completed second pass today. b. Have budget down to 27-28,000: budgeted 30,000 <p>2. Sponsorship</p> <ul style="list-style-type: none"> a. Package is now complete. b. Dustin is working on eastern Canada, Sean and Erin are talking about the potential to work with new partners nationally. <ul style="list-style-type: none"> i. Erin to engage Air Canada ii. Kaan to engage WestJet <p>3. Schedule</p> <ul style="list-style-type: none"> a. Keynotes <ul style="list-style-type: none"> i. Dr. Sylvain Charlebois, Zack to reach out ii. Chef Michael Smith, Erin to reach out iii. Producer, Sean to connect with FTC b. Session & speakers <ul style="list-style-type: none"> i. Coming soon – will be shared with everyone when complete. <p>4. Travel</p> <ul style="list-style-type: none"> a. Trying to have board members arrive on Thursday evening to discuss board transition and other things <p>5. Registration – codes to be sent out soon</p>	<p>Sean, Erin</p> <p>Sean, Dustin,</p> <p>Erin Kaan</p> <p>Zack</p> <p>Erin Sean</p> <p>Sean</p>	<p>Sept 27</p> <p>Oct 3</p> <p>Oct 3</p> <p>Oct 3</p>
Integrity	12	<p>Integrity</p> <ul style="list-style-type: none"> 1. FLO/FT USA Overview – Outlining history <ul style="list-style-type: none"> a. Sean will be putting together an outline of the past 5 years of various labels that have come and gone, as well as the different standards from certifying bodies across the globe. b. Will be sending along a draft soon 2. Ecocert: Fair for Life Committee <ul style="list-style-type: none"> a. Sean is on the committee – will be providing insight and comment through their standard revision. 	<p>Michael</p> <p>Krista</p>	
Business	13	<p>For Business</p> <ul style="list-style-type: none"> 1. Origin Trips – Costa Rica, Guatemala, Ecuador <ul style="list-style-type: none"> a. Peru was a success, and now moving forward with Costa Rica b. April and November 2017 – more trips to come 2. Technical & Financial Resources Section <ul style="list-style-type: none"> a. Need to support businesses to ensure our work is matched with products on the shelf 	<p>Jennifer</p> <p>Jennifer</p>	<p>Participants</p>

Broader FT	14	<p>Broader Vision for Fair Trade</p> <ol style="list-style-type: none"> 1. Sustainable Public Procurement <ol style="list-style-type: none"> a. Letter to MP Terry Duguid set to go out, following up on FSDS 2. FT as National Standard <ol style="list-style-type: none"> a. Research being done now 3. Domestic FT <ol style="list-style-type: none"> a. Research being done now 	<p>Donna</p> <p>Krista</p> <p>John</p>		
Sust world	15	<p>Building a Sustainable World</p> <ol style="list-style-type: none"> 1. Sustainable Investment – research 2. Trade Policy Research –research 3. Labelling Laws – research 4. Overseas Development Assistance – research 	<p>Emma</p>	<p>Gates Gates OCA GAC</p>	
	16	<p>Partners</p> <ol style="list-style-type: none"> 1. Fairtrade Canada staff changes – Hugues, Kirsten, Sonia, Suzanne <ol style="list-style-type: none"> a. A lot of movement in Fairtrade Canada – 4 additional staff changes after a completely new board in June. b. John Young – interim executive director c. Shannon Brown – has been brought back in an interim role as well d. Lots of change, however looking forward to what happens 2. Fairtrade Canada Governance Committee <ol style="list-style-type: none"> a. New Fairtrade Canada governance committee – Avery is on it along with Jeff Moore b. Will understand what the new policies/governance looks like around the time of the conference 			
	17	<p>Regional Updates</p> <ol style="list-style-type: none"> 1. BC <ol style="list-style-type: none"> a. FT campus week, quite time for Fair Trade Vancouver. 2. AB – Bev: <ol style="list-style-type: none"> a. Great producer visits last month b. Locally sourced/fair trade lunch c. School division is hosting a Fair Trade Indigenous event next week 3. AB – Erin: <ol style="list-style-type: none"> a. SAIT fair trade activities b. Engagement at another campus (Bow Valley College) c. U of C also has a waffle Wednesday and a tea day d. Participated at Alberta Climate Summit e. Soul of the Next Economy - Ambrose University 	<p>Everyone</p>		

		<ul style="list-style-type: none"> f. Reaching out to Fratello Coffee Roasters (local roaster that offers a few fair trade blends, need to get more of these blends in cafes rather than the non fair trade ones), encouraging advertisement <ul style="list-style-type: none"> 4. SK – Maria: <ul style="list-style-type: none"> a. Ft Campus week, promotions in local and campus news b. Fair trade chocolate tasting c. Connecting with bookstore d. Friday fair trade brownie giveaway e. Fair trade wine and beer tasting to cap off the week 5. MB – Kyra: <ul style="list-style-type: none"> a. Spoke at the Human Rights Museum with several other people who have experience in over seas development 6. MB – Zack: <ul style="list-style-type: none"> a. Lengthily Fair Trade Winnipeg meeting b. Resolution should go to city council in November c. Has met with florist supply, and will be visiting flower operations in Ecuador next year 7. ON – Mike: <ul style="list-style-type: none"> a. FT campus week – 18 events b. Photo booths in community event spaces c. Chocolate foundation with fair trade bananas d. Reuse to refuel e. Great way to reconnect with stakeholders on campus and move things forward 8. Eric: <ul style="list-style-type: none"> a. Eric’s hometown will be passing a resolution and working towards their designation b. He will be working closely with the cjep’s in his new role 			
	18	<p>Next Meetings:</p> <ul style="list-style-type: none"> 1. October 24th, 2016. Same times 			

*Meeting adjourned at 6:38pm PST