

Canadian Fair Trade Network – September 9th, 2015 Board Meeting Minutes

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

Attendees:

- Board: Zack, Eric, Dustin, Avery, Bruce, Bev, Krista
- Staff: Sean
- Regrets: Lia, Kaan, Kyra, Sasha

Meeting Minutes

*Meeting called to Order at 8:08pm EDT

#	Item	Responsibility/ Action	Due date
1	Review & approve meeting agenda <ol style="list-style-type: none"> 1. Moved by Bev, Seconded by Eric 2. Approved by all at 8:10 EDT 		Sept 9
2	Review and approve Meeting Minutes <ol style="list-style-type: none"> 1. From June 12/13 <ol style="list-style-type: none"> i. Moved by Avery, Seconded by Bev ii. Approved by all 8:11 EDT 2. From August 11 <ol style="list-style-type: none"> i. Moved by Krista, Seconded by Avery ii. Approved by all 8:12 EDT 	Sean to Post to website	Sept 9
3	Governance and Accountability <ol style="list-style-type: none"> 1. Strategic plan - Re-write based on June 12/13 meeting outcomes <ol style="list-style-type: none"> i. 20/20 vision is more of an overview - looking to build a more in depth plan ii. Jess starting at 1 day/week next week to work on the plan iii. Question – How do we strategically plan the AGM into conference? Possibility for Saturday morning before the trade show 2. June 15 FTC meeting follow up (Sean, Zack, Eric, Lisa & Melissa) <ol style="list-style-type: none"> i. Meeting outcomes and decisions – Sean to prepare minutes and send to Lisa, to push issues forward 3. Mission Statement <ol style="list-style-type: none"> i. Update online and on documents 4. Vision statement Re-write <ol style="list-style-type: none"> i. Google Doc started, committee will continue working 5. Develop a national activity template <ol style="list-style-type: none"> i. to track our work and that of the network - to be 	1.Jess & Sean 2.Sean 3.Sean 4.Sean, Krista, Dustin & Lia 5.Sean	End of year - to discuss @ conference in Feb (to start next week) Sept 11th Sept 9th Sept 30

	<p>started soon - Sean's been keeping metrics tracking but will expand and track time too</p> <ol style="list-style-type: none"> 6. Develop a network graphic to help outline <ol style="list-style-type: none"> i. Plan to have map of Canada with pins/bubbles on FT Towns/Campuses/etc. and those that are actively working ii. Like what's been done in the UK iii. showing action and breadth looks more enticing to companies to sign on iv. Possible FT magazine cover? - motivates civil society to become involved 7. Develop a staff activity template <ol style="list-style-type: none"> i. to better understand work flow and where time is currently spent 8. Nominations: <ol style="list-style-type: none"> i. Sasha to nominate Sean for BC Medal of Good Citizenship ii. Karimah to nominate Sean as Ashoka Change maker 	<p>6. Sean</p> <p>7. Sean</p> <p>8.Sasha</p> <p>8.Karimah</p>	
4	<p>Finance</p> <ol style="list-style-type: none"> 1. Fairtrade Canada 2015 financial commitment <ol style="list-style-type: none"> i. Sort out remaining \$12,500 2. CFTN Business Model <ol style="list-style-type: none"> i. Overall – based on our 7 identified focus areas and outputs ii. Data driven, based on program inputs/outputs iii. Magazine: Meetings once Jess is back next week 3. Donation page <ol style="list-style-type: none"> i. Will be added to our website, Kaan back on 13th 4. Heritage Canada <ol style="list-style-type: none"> i. Prepare proposal – Jess can help 5. Lush <ol style="list-style-type: none"> i. Prepare grant proposal ii. FT Vancouver got 5k\$ from them via James! iii. We should be a good fit then and possible longer term funding = priority item 6. Business Association concept developed <ol style="list-style-type: none"> i. Nothing down on paper yet but FT awards in Toronto next week will be an opportunity to chat and to conceptualize what the first 'business' day of the conference would look like 7. Cooperator - National Insurance Company as a source of funding? Zack to send info on sponsorship package for conference 	<p>1.Sean & Hugues</p> <p>2.Sean, Avery & Jess</p> <p>3.Sean & Kaan</p> <p>4.Eric & Sean</p> <p>5.Jess</p> <p>6.Ash, Robert, Rafik & Sean Zack</p> <p>7. Bev</p>	<p>Aug 20th</p> <p>October</p> <p>Early October</p> <p>Sept 16th</p>

5	<p>Partnerships</p> <ol style="list-style-type: none"> 1. CFTN-AQCE Partnership agreement <ol style="list-style-type: none"> i. First draft in place ii. Should be finalized soon iii. Will be shared with the two Boards afterwards iv. AQOCI board is supportive 2. Fairtrade Canada Partnership Agreement and Proposal <ol style="list-style-type: none"> i. Meeting with Lisa and Melissa the 18th in Toronto with a draft ready - to be solidified afterwards 3. EWB Canada <ol style="list-style-type: none"> i. Draft ongoing 4. Meal Exchange <ol style="list-style-type: none"> i. Draft ongoing 5. Fair Trade Federation <ol style="list-style-type: none"> i. Draft ongoing 	<p>1.Sean & Eric</p> <p>2.Sean & Eric</p> <p>3.James</p> <p>4.Dana</p> <p>5.Renee</p>	<p>Sept 11</p> <p>Sept 18</p>
6	<p>Programs</p> <ol style="list-style-type: none"> 1. Program support <ol style="list-style-type: none"> i. Hard copy materials - updates coming next year ii. Grant fund established - to come in the future iii. U of Calgary to be Canada's 10th FT Campus iv. Sept 21st announcement with FT campus week 2. Develop a sustainable purchasers network <ol style="list-style-type: none"> i. for Municipalities and Campuses ii. Work with Tim Reeve -meeting Sean & Tim tomorrow 3. Over half of towns and campuses have renewed 	<p>1.Sean, Lisa, Melissa & Eric</p> <p>2.Sean & Tim</p>	
7	<p>Conference</p> <ol style="list-style-type: none"> 1. Conference planning is going well 2. Manitoba committee member, Naomi has been hired and MCIC and CFTN are paying her Part time salary 3. To do list is prioritized and tasks delegated out 4. Costs are up so fundraising needs to reflect it 5. More FTF and handicraft side will be represented 6. Focus on Thursday on FT Business national program/initiative, etc. 7. Friday - FT Schools focus 8. Saturday - big local participation around Winnipeg and Manitoba 9. So far so good, everything is on track. 10. Network/board help: funding - find local funding 11. Possibility for FTC to help with getting funding from Loblaws/Sobeys/etc. 12. Need to keep integrity of the conference but we don't lose anything by asking 	<p>Sean & Zack</p>	

	<p>13. Cadbury has a huge potential to increase our reach and to create a ripple effect</p> <p>14. side note: A&W had FT coffee but doesn't advertise</p> <p>15. Side note: possibility to have a future Youth conference (similar to Me to We/One)</p>		
8	<p>Magazine</p> <ol style="list-style-type: none"> 1. Business case developed 2. 2016 Media Kit prepared <ol style="list-style-type: none"> i. Meeting tomorrow to work on it and Deadlines will be set tomorrow 	<ol style="list-style-type: none"> 1. 2. Erik 	
9	<p>Campaigns</p> <ol style="list-style-type: none"> 1. Fair Trade Campus Week <ol style="list-style-type: none"> i. Update the materials, Calgary announcement, going really well 	<p>1. Sean & Melissa</p>	
10	<p>Communications</p> <ol style="list-style-type: none"> 1. Fair trade handmade guide developed with FTF <ol style="list-style-type: none"> 1. Almost complete and features almost all handicraft companies across Canada (FTF) 2. FTF Conference April 24-26 in Burlington, Vermont 	<p>1. Sean & Renee</p>	
11	<p>Business Development</p> <ol style="list-style-type: none"> 1. One page overview on Starbucks developed 		
12	<p>Integrity of the Movement</p> <ol style="list-style-type: none"> 1. Endorsement policy draft <ol style="list-style-type: none"> i. Plans for announcing ii. Program changes iii. Meal exchange helping - 5 pages but coming along really well iv. Sent out to committee to review and provide feedback 2. Fair trade terminology document written (ie. Fairtrade vs. fair trade vs. Fair Trade) 3. Fairtrade-at-a-glance document <ol style="list-style-type: none"> i. Outlining new developments at FLO (who just released annual report Sept 7) 4. Fairtrade Canada Governance <ol style="list-style-type: none"> i. Board recruitment process and AGM Planning 5. 100% Club strategy – Develop 	<p>1. Sean & Darryl Krista, Eric, Avery to provide feedback</p> <p>2. Sean & Bev and review by Sasha</p> <p>3. Sean & Kirsten</p> <p>4.</p> <p>5. Sean, Kaan Lia & Bev</p>	<p>Sept 30</p>

13	<p>Meeting in October 24 FTC AGM – Ottawa</p> <ol style="list-style-type: none"> 1. Fair trade Towns and Campuses are eligible to become members (\$50) - could have some benefits in voting to push Board changes 2. Toronto Awards - Eric, Bev, Sean attending 		
14	<p>Next meeting: doodle: http://doodle.com/poll/cazawin76szipy2278zfwd87/admin#table</p>		

***Meeting adjourned: 9:22 EDT**