

Canadian Fair Trade Network – Annual General Meeting – Minutes

When: Thursday, March 1st, 2018

Time: 3:30 - 5:00pm (Pacific Standard Time – PST)

Location: Room 1600 - SFU Harbour Centre (515 W Hastings St, Vancouver, BC V6B 5K3)

* Meeting was called to order at 3:34 pm – Avery Gottfried (Chair)

** Go-to-Meeting was live for members to call in

*** Documentation was distributed: Meeting agenda (EN & FR), previous AGM minutes, nominated director profiles, 2017 Annual Report, strategic framework, and bylaws

Member Roll Call & Introductions: 89 Members currently | 18 Present

- *Avery Gottfried, Fair Trade Vancouver*
- *Bev Tows, Fair Trade Olds*
- *Darryl Reed, York University*
- *Eileen Chen, Niagara College*
- *Eric St-Pierre, Oxfam-Québec*
- *Erin Bird, Fair Trade Calgary*
- *Ivy McKee, Fair Trade Carleton University*
- *Jennifer Williams, Firefly Insights*
- *John Forsyth, Florists Supply*
- *Keslyn Ayow James, Dalhousie University*
- *Kyra Moshtaghi Nia, Fair Trade Winnipeg*
- *Loïc de Fabritus, Association québécoise du commerce équitable*
- *Madison Hopper, Fair Trade Toronto*
- *Maria Aman, University of Regina*
- *Mike Allan, Fair Trade Western University*
- *Sean McHugh, CFTN Staff*
- *Torrye McKenzie, CFTN Staff*
- *Zack Gross, Manitoba Council for International Co-operation*

Item 1 – Agenda – Presentation and acceptance

- Zack motioned, Loic seconded, all in favour 3:37 pm

Item 2 – 2017 AGM Minutes – Review and acceptance

- Eric approved, Ivy seconded, all in favour 3:38 pm

Item 3 – President's Report – Avery Gottfried

- Thanks were given to Mike, Maria and Kyra for their contributions and commitment to the board, as all three stepped down. This past year we were unable to meet in person, which slowed our momentum as a board. Before this AGM we had a sit down to identify some issues we wanted to work on together and we are hoping to meet this year in person for some more strategic conversations. Overall it has been a good year for board operations, with consistent meetings and regular review of financials and strategy.

Item 4 – Staff Report – Sean McHugh

- From an operations perspective – 2017 was a great year for getting things together. Our finances have tightened up by working with a book keeper. Sean is full time, Torrye has been on programs full time, Erik does all our graphic work, Emma is working on our grants and Jackie recently joined our team.

Item 5 – 2017 Annual Report

- 2017 was our best year by far, in terms of program designations. This year we ran a bake sale which ended up raising just over \$9,000 and campus week was our biggest yet. The Advocacy Fund was launched this past year, with funds hopefully filling it soon. Our social network continues to grow. Towns are at 25, campuses at 31 campuses, 18 schools, 43 workplaces, 7 faith groups, 12 ambassadors

and 31 events last year. Our trip to Ecuador was great – with help from Jennifer Williams. We are still trying to understand how to best structure the trips, we are working on details for our next trip to Peru in November. Our 2017 Annual Report went out in January.

Item 6 – 2017 Financial Report

- Revenue/Expenses: We started the year with a balance of 63,000, which we used during the year. The conference last year didn't quite break even. The Fairtrade Canada contract and SFU contract are key aspects of our budget, which will be continuing. The Magazine broke even this year. The Origin Trip Project was launched last year and almost broke even. McConnell funding has now come to an end. Salaries increased with increased staff. We just got a new grant in, which does help to cover the current gap, so we are in a great financial position moving into the year.
- Future Revenue: Grant opportunities moving forward look okay, but we need a new staff member committed to leading the writing. We put out a proposal to businesses for grant money and have only received support from Compass Canada. Hopefully with one business on board it will help to draw others into the proposed funding model. We are also working with Reeve Consulting to build out a sustainable purchasing network that we believe will lead to significant revenue.
- Auditing & Financial Statements
 - As an organization, once you hit \$250,000 you need to hire an accountant to formally audit the financial statements. We do not have a proposed accountant to put forward for approval at this meeting, however, we will provide the audited statements for your review. Two motions were presented:
 - Motion 1: Resolution to appoint a public accountant
 - Motion 2: To accept un-audited financial statements. Audited financial statements will be distributed to all members once available.
 - Motion from *Loïc*, Kyra seconded, approved at 4:03 pm

Item 6 – Strategic Framework

- Process that started in June 2016, first draft last conference and most recent draft this past summer. Operating on four pillars – grassroots, integrity, business, and advocacy.
- The framework is heavily detailed in the first pillar and becomes more general as you move through it. A rather big document but points towards a direction of where we want to go.
- Feedback: When working on the Winnipeg designation, the city was worried about the mention of divestment in the CFTN's strategic framework. The document talks about how to change the world – and not just through the purchase of fair trade products. We need to be aware that different people plug into our work for different reasons, and this document may be too large for some community-based initiatives.

Item 7 – Other Business: Discussion on developing a chapter system for the organization and network

- Through the town and campus groups there are a lot of questions around our network model. The conversation will be ongoing over the year.
- Erin Bird brought it up for Fair Trade Calgary as it would make their lives a lot easier for their strategic direction, funding etc.
- A challenge with this model could be that the CFTN would require a larger funding budget to serve the chapter network.
- A conversation from Fair Trade Vancouver is how they could share their membership with the CFTN.
- What would be the benefit for the CFTN in developing a chapter system?
- Towns working towards non-profit status seems like a large use of resources and time.
- There is a legal piece of transitioning into this type of chapter system.

- The CFTN could have more capacity to apply for local grants with more focus locally versus completely nationally.
- EWB has great success with this model due to their tie to engineering departments.
- We will share our first draft of how the chapter system might look with the board.

Item 8 – Election of directors (12 total seats)

- Presentation from nominated candidates:
 - Bev Toews – seeking re-election, she brings a high school perspective and the experience of connecting people. She sits on the Fair Trade Olds and Olds High School committees. She puts her beliefs into action and has loved to be involved in the network.
 - Eileen Chen – currently a student at Niagara College. Got involved in EWB at the University of Windsor, which is also working to be designated as a Fair Trade Campus.
 - Erin Bird – Works by day as an engineer by day for the city of Calgary, and has been leading the charge on Calgary’s Fair Trade Town designation over the past few years. Really enjoy the people she has gotten to know through the CFTN. Enjoys building connections in the sustainability movement and supporting Calgary in their transition to sustainability.
 - Jana Giles – very enthusiastic about fair trade and could help to support New Brunswick.
 - Karli Woods – expressed interest over email. Karli is based on Ontario
 - Rita Steele – currently the Executive Director for Fair Trade Vancouver and has been for the past 3.5 years.
 - Tabatha Sander – approached Maria with interest as she is currently studying at the University of Regina. Has a focus on textiles and will be at conference this weekend.
- Presentation from candidates nominated from the floor
 - Kenneth Boddy – currently studying at Carleton University. He has taken over part of the advocacy work for EWB.
- Tabulation completed by Eric St Pierre and Keslyn Ayow-James
 - Ballots were collected and votes tallied.
- Results
 - Bev, Erin, and Rita were re-elected.
 - Kenneth, Eileen, and Tabatha were elected as new board members.
- Motion to accept the outcome of the election:
 - Keslyn motioned, Ivy seconded and all approved at 4:53 pm

Item 9 – General discussion/Q&A

- How can past board members stay in contact with the organization?
 - Mostly through staying in touch through membership and build contacts
- The CFTN may want to think about integrating the voting process into the bylaws.
- How can there be more conversation or input from membership?

Item 10 – Meeting Adjournment

- Loic motioned to close, Kyra seconded, all in favour
- Meeting closed at 4:55pm