



Canadian Fair Trade Network – Annual General Meeting

When: Thursday, March 12th, 2020

Time: 3:30 - 5:00pm (Mountain Standard Time – MST)

Location: Hotel Arts: 119 12 Ave SW, Calgary, AB T2R 0G8 | Room: Galleria

Members Present: Chris Solt, Darryl Reed, Eileen Chen, Emanuel Lukawiecki, Eric St-Pierre, Erin Bird, Joey Pittoello, Kelly Storie, Kenneth Boddy, Keslyn Ayow James, Krista Pineau (online), Larissa Kanhai, Madison Cote, Mireille Saurette, Rita Steele, Sean McHugh, Service Opere, Vicky Mathews

***Meeting chaired by Erin Bird**

Meeting Minutes:

3:30 – Call to Order and Welcome by Erin Bird

3:30 – Agenda – Presentation and Acceptance

- Approved by Daryl Reed, seconded by Eric St-Pierre, unanimously approved
- 2019 AGM Minutes – Review and acceptance
 - No changes made
 - Approved by Emmanuel Lukawiecki, seconded by Eileen Chen, unanimously approved

3:35 – President’s Report - Erin

- This was a year of changes and adjustment for the organization
 - The magazine has been cancelled this year
 - The office space is now remote
 - There are a serious of workplace policies which will be reviewed later
- This year’s conference will be exciting though despite the last-minute challenges around COVID

3:40 – Staff Report - Sean

- This is a year of adjustment as reported by Erin
 - End of the magazine – the move to digital has been a critical for this as ad dollars dropped
 - Closure of the physical office space – rounds of grants have ended and closing the office space this year was what really made sense
 - Reduction in staffing – Money has been tighter this year, and this has been focusing on the staff capacity that can be afforded
 - There has been a re-balancing of the budget and fortunately we are still coming out ahead.
- There has been a focus on the core activities
 - Program numbers are strong
 - First silver campus
 - Successful Fair Trade Campus Week
 - New national program site and resource hub

3:45 – 2019 Annual Report - Sean

- The annual report has been produced and anyone that is available can go ahead and review it if they would like.
- The report outlines some of the work done on the programs this year and the re-balanced budget

3:50 – 2019 Financial Report - Sean

- There are unaudited financial statements for review, as per our Annual Report
- Despite the adjustments in grant funding the organization is still looking financially viable at this point.
- Motion to accept un-audited financial statements and audited financial statements will be distributed to all members once available
 - Mireille moved
 - Emmanuel seconded
 - No one opposed, motion is passed



3:55 – Strategic Plan Update - Sean

- 239 Fair Trade designations now
- Annual renewal process now well established
 - o Town, campus, school and workplaces all coming through
- Stage one national programs site online
- Supported and helped push and promote multiple bills within the federal MPs

4:00 – Other Business:

- Harassment Policies and procedures – Kenneth
 - o The board has been working on workplace policies this year to ensure that the organization had a few critically important policies for the organization.
 - o We have produced up the following documents which can be provided upon request
 - Workplace Violence and Harassment
 - Sexual Assault Policy
 - Whistleblower Policy
 - Incident Reporting Form
 - o These policies apply not only to the CFTN workplace but also the CFTN events such as the national conference and the origin trips.
 - o These policies apply relevant responsibilities and protections for the following people:
 - CFTN Staff and the Executive Director
 - The CFTN Board of Directors
 - The CFTN membership
- Fair Trade Labels Evaluation
 - o Carry over issue from last year and years past
 - o Apology from the organization for not being able to think through but we have been focusing on several other adjustments this year.
 - o We will be committing to bring forward
 - A timeline to move on hopefully in the coming months
 - Establish a process to guide the work
 - Any other steps
 - o Request from the floor to clarify which certifications are supported by the CFTN and which are supported by the campaigns and programs as part of this process

4:15 – Election of Directors (12 total seats)

- 4 seats are not up for election this year (Directors were *elected on February 28th, 2019. They will be up for election in 2021*). Eric St Pierre (QC), Emanuel Lukawiecki (ON), Keslyn Ayow James (Atlantic) and Larissa Kanhai (MB).
 - *Fouzia Bazid stepped down early, as of December 4th, 2019. *Mireille Saurette is stepping down early, as of the AGM. *Bev Toews termed out at 6-years. *Rita Steele and Tabatha Sanders both stepped down at end of their terms
- 8 seats are up for election:
 - o **Notes on seats:**
 - Regional allocation – of the 8 open seats, 1 seat must be held for each of the following regions: BC, AB, SK. The other 4 can be allocated to any province (to a maximum of 3 seats per province). Our bylaws outline 7 regions in Canada, and each region is allocated a minimum of 1 seat. We currently have directors in MB, ON, QC & Atlantic, we therefore need a minimum of 1 director for BC, AB & SK.
 - Seats are open to all members in good standing.
 - Restrictions: Directors must not have direct interest in the commercial selling or certifying of fair trade products (in accordance with the articles).
 - o **Presentations from Candidates:**
 - Daphna Lewinshtein (ON) – Bio read out, new candidate
 - Giada Simone (QC) – Presented in person, new candidate
 - Annaliese Beck-McKenzie (SK) – Bio read out, new candidate
 - Melissa Stieber (ON) – Bio read out, new candidate
 - Kenneth Boddy (ON) – Presented in person, returning candidate
 - Erin Bird (AB) – Presented in person, returning candidate



- **Election Outcome:**
 - One nomination from the floor:
 - Service Opore (MB & NU)
 - Members voted and votes were tabulated by Eric St Pierre and Emanuel Lukawiecki
 - Results announced:
 - Erin Bird (AB)
 - Annaliese Beck-McKenzie (SK)
 - Service Opore (MB & NU)
 - Kenneth Boddy (ON)
 - Daphna Lewinshtein (ON)
 - Giada Simone (QC)
 - Results fill 10 of 12 seats
 - Thank you to Melissa Stieber (ON).
 - As there 3 seats maximum per region, one ON seat was already filled, leaving 2/3 ON seats open, with 3 candidates.
 - 1 BC seat remains open
 - 1 other seat remains open, which can be filled by a candidate in any region other than ON
 - Motion to accept results of election passed

4:25 – General discussion/Q&A – no further discussion

4:30 – Meeting Adjourned