

The Canadian Fair Trade Network

Board of Directors Meeting – November 19th, 2012

Time: 5pm Pacific, 6pm Mountain, 7pm Central, 8pm Eastern, 9pm Atlantic

- Meeting got underway at: 5:04pm Pacific
- Meeting finished at: 6:34pm Pacific

Call in details:

- Go-to-Meeting: <https://global.gotomeeting.com/join/397146173>
- Access Code: 397-146-173 | Dial +1 (647) 497-9372

Attendees:

1. Kaan Williams (BC)
 2. Zack Gross (MB) – Meeting Chair
 3. Bruce Morton (ON)
 4. Kelly James (AB)
 5. Nancy Allan (SK)
- * Sean McHugh (BC) - (ex-officio)

Unable to attend:

1. Nadia Berger (ON) – Currently travelling in India
2. Lia Walsh (ON)
3. Eric St Pierre (QC)

Meeting Minutes:

1. Approval of the Agenda

Zack called the meeting to order at 5:04 pm Pacific time

Nancy moved to accept the agenda

Kelly seconded

Agenda accepted unanimously

*Sean noted the re-ordering of the agenda, moving membership updates and organizational development up and general updates down to accommodate directors needed to leave the meeting early

2. Meeting minute review & approval

Bruce moved to accept the meeting minutes from the previous board meeting held on October 25th

Nancy seconded

Meeting minutes unanimously accepted

*Sean noted the lateness of the minutes having lost track of the date and the next meeting

3. Membership update

Sean updated the board on having 35 members

Zack inquired to regional spread of these members, Sean however was unsure of overall location

Nancy inquired about the type of membership we were seeking, small and actively engaged, versus

wider. Sean suggested as wide as possible and people will get involved as they see fit, where the \$15 fee

will probably create a barrier to those only loosely interested. Sean also noted that all memberships are one year which would keep people actively engaged.

Action Item: all directors to actively promote membership within their networks along with attendance to the AGM and conference

4. Organizational development

Non-profit incorporation – As of Monday November 12th the Canadian Fair Trade Network is officially a federally incorporated non-profit organization in Canada

Sean noted that this should open up opportunities in fundraising, grants and allow us to open a bank account

Our Constitution – Drafted this past week to generally explain who we are and what we do

Zack noted that it will be an important document to help keep us on track in the future, while may also be changed as the organization grows and changes

Kaan notes that the content was good, but it needed a little polishing

Action Item: All board members to review the constitution and provide feedback where possible

Opening a bank account – Sean discussed the need to open a bank account at this time in order to accept sponsorship revenue and payout stipends to cover peoples travel and hotel.

Signing authority - Given regional location it would make the most sense for Kaan to be the board representative as the signatory on the account, while Sean as the staff representative. Kaan suggested that a minimum of two signatories always maintain the account, all were in agreement with this. The board talked of needing to have further discussion on the future state of finances within the board given our regional nature and with Kaan moving to Haida Gwaii in February.

The board agreed to relook at the bank account and finances in general at the January meeting in Calgary. Nancy discussed starting a finance committee to address this in the future

Action Item: Sean and Kaan to discuss options with the Bank when they open up the account as to working around regional issues.

Action Item: the board to discuss options and revisit general finance in January

The board agreed that for the interim period Kaan would be the board rep and Sean the staff rep in till further discussion could be had.

At 5:20 Kaan moved to open a bank account for the Canadian Fair Trade Network

At 5:20 Bruce seconded this motion

All directors were in favor – Motion passed

At 5:22 Nancy moved that Kaan and Sean become signing officers of the Canadian Fair Trade Network

At 5:22 Kelly seconded this motion

All director were in favor, Kaan registered an abstention – motion passed

At 5:24 Bruce moved that the board deal with future financial matters at the general meeting on January 10th in Calgary

At 5:24 Kaan seconded this motion

All directors were in agreement - motion passed

Zack brought up the fact that the board had never officially signed the contract with Sean as the executive director and suggested that the board move to make this happen

Nancy suggested a motion empowering Kaan to take signing authority of the board and officially sign the contract with Sean

At 5:28 Kaan moved the motion

At 5:28 all voted in favor – motion passed

At 5:35 Nancy noted she had to leave the meeting having made prior engagements

5. Annual General Meeting

Sean noted that general plans for January 10th and 11th in Calgary were proceeding nicely and that after much discussion and debate the overall schedule were starting to take shape. Sean noted working with facilitators to moved preparations along

It was noted that space on the 10th for the company forum and the CFTN board meeting originally planned for the University of Calgary were now uncertain so would be looking to organize space at the Hyaat

Action Item – Sean to work with EWB conference team to secure space

Sean discussed the need to plan social events for the evenings of the 10th and the 11th – Kelly noted she will be looking into things and making arrangements this week, Kaan suggested Karaoke!

Action item: Kelly to make arrangements for the 10th and 11th

Kelly also noted she would be working on putting together a “welcome to Calgary” guide with a few details about the city, hotels and restaurants

Action Item: Kelly to compile a list of hotels, restaurants and pubs around the downtown

Sean noted that preparations for the company forum on the 10th were proceeding well with arrangements being made with companies and Fairtrade Canada

Sean noted that content for the afternoon of the 11th was one of the last major items needing to be addressed, but was working with facilitators to strengthen plans

Action Item: Sean to complete AGM and conference overview and circulate to the board by November 26th for further feedback

Sean noted that an Annual report should be compiled as an overview of 2012. Noting that it doesn't need to be anything long and detailed given just how new this organization is, but a few page overview would be useful to present. Kaan and Zack noted they would be willing to take this one

Action Item: Kaan and Zack to begin content preparations and request content where necessary

Sean noted that sponsorship of the conference had come along well having brought in just over \$11,000 to date

Sean noted the need to get people registered and request that all board members send invitations out through their network

Sean noted that stipend would need to be made by the next meeting (December the 10th) based on available resources and determined need based on registration

Finally, the nomination of director process was discussed extensively over the past few days via email. Sean noted that changes were made to the bylaws to cover the nomination process as well nominations from the floor on the day of the event. The nomination process and the nomination form were accepted as adequate for the time being. Sean noted that further changes might present themselves when working with the facilitator and that we would keep the board up to speed on the changes

Action Item: once the nomination is completed, Sean and all board members to circulate the form as widely as possible

6. Fair Trade towns

Bruce discussed the designated town survey that is set to go out. Bruce mentioned that it had already gone out to Debra Moore in Wolfsville and Zack gross in Gimli. Zack noted that even the process of had caused the reinvigoration of the Gili committee. Sean noted that they would be creating a tool box for others to learn from and use and that these tools could be presented in the new guide as well as on the CFTN website

Sean noted that the broad overview survey had gone out in the newsletter but had little in way of pickup. Sean noted that he would be pushing this out through Facebook, twitter and the next newsletter. Kaan noted that it should also live on the website

Action Item: Sean to push the survey out through social media and the website

7. Projects:

Sean updated the board on the status of the Fair Trade Magazine project and noted that Bruce and Wade had made significant progress on the publication. Zack inquired and Sean noted that the magazine would be available at the meeting in January.

Kelly inquired into Sponsorship in general and what process we had in way of making decisions. Sean noted that we had no formal process on making such decisions. Sean noted that this leads to the next item on the agenda that being the certification guide and the eventual need for an endorsement policy, as a process can then be built around that

Action Item: Sean to continue working on the certification guide

Action Item: Sean to circulate the first draft of the guide once available

The board also agreed to add this item to the agenda for January 10th in Calgary

8. Fairtrade Canada Governance updates

Sean noted that he been part of a call with Nick Orton (secretary of the FT Canada board), Tom Smith (new executive director of FT Canada) and Michael Zelmer (communications director at FT Canada) about governance reforms and that things were proceeding well. Sean also noted that the board and some staff members would be joining them on the 10th and the 11th in Calgary

9. Travelling – Sean back in MB, ON and QC

Sean noted that he would be back on the move, with visits planned in Winnipeg, Toronto, Ottawa and Montreal over the next two weeks, noting strategy meetings and planning sessions for 2013.

Zack provided further details on meetings scheduled in Winnipeg, most centrally one with the Human Rights museum on developing sourcing policies, after the museum being caught in a tough situation with the media regarding approach

10. Holiday shopping suggestions

Sean noted that a colleague working with him at the office in Vancouver had been working on a 12 days of holiday giving guide to go out through social media and a newsletter.

Action Item: Sean to send draft guide to the board upon completion for further feedback and for the board to use where possible

11. General updates

- BC update – Kaan Williams – It was noted that Halloween events were carried out successfully at UBC and UBC-O
- BC Update – Sean McHugh – It was noted that Fair Trade Vancouver is largely focused inward completing planning for next year, while having attended the Fair Trade Fair at BCIT noting a successful event
- AB update – Kelly James – Noted the forming of a FT Calgary group, that the FT town group in Edmonton had successfully worked with the arch diocese in sourcing FT coffee and that after a few setbacks at the university of Calgary they were back n track
- MB update – Zack Gross – noted updates on balls, muffins and carrots, having spent recent weeks working with community groups and schools in sourcing Fair Trade sports balls, working with an education conference in Winnipeg giving away Fair Trade muffins, coffee, tea and hot chocolate and planning carrot mobs for Winnipeg and other parts of Manitoba in support of Fair Trade businesses
- ON Update – Bruce Morton – noted that successful events had been carried out in recent weeks included the art gallery, while noting that he would be presenting at a secondary school committee meeting soon

Next Meetings:

Monday, December 10th @ 5pm pacific

Meeting adjourned at 6:34pm.