

The Canadian Fair Trade Network

Board of Directors Meeting – September 24th 2012

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

- *Meeting got underway at: 5:03pm Pacific*
- *Meeting finished at: 6:43pm Pacific*

Call in details:

- *Go-To-Meeting: <https://global.gotomeeting.com/join/362073389> | dial in: +1 (647) 497-9372*
- *Access Code: 362-073-389 | Meeting Password: 487931 | Meeting ID: 362-073-389*

Attendees:

1. Zack Gross (MB) (FT Manitoba) – Meeting Chair
2. Bruce Morton (ON) (FT Barrie) – live from Florida
3. Nadia Berger (ON) (FT Toronto)
4. Divya (sitting in, in place of Nadia until after Christmas)
5. Sean McHugh (BC) (ex-officio)
6. Kelly James (AB) (U of Calgary)
7. Eric St Pierre (QC) (President of the Quebec FT association) (FT Photographer)
8. Kaan Williams (BC) (UBC)
9. Nancy Allan (SK) (Founding member of the North Saskatchewan Network)
10. Jasel Reyes (BC) (Minutes)

Unable to attend:

1. Lia Walsh (ON) (FT Ottawa) (U of Ottawa)

Meeting Minutes:

1. Approval of the Agenda

*Announcement of attendees by name

Kaan motioned to approve the meeting Agenda on September 24th.

Eric seconded the motion.

All in favour, Agenda approved at 5:17pm.

2. Meeting minute review & approval

Kaan motioned to approve the meeting minutes from August 27th.

Bruce seconded the motion.

All in favour, Minutes approved at 5:21pm.

3. General Updates

- a. From the Group

Nadia will be travelling in October until Christmas and Divia will sit in her place until she returns.

The Fair Trade Awards were held last Thursday, hosted by Fairtrade Canada. 25-30 individuals attended representing companies. 7 awards were given out: “Top Co-operative”, “Top Grocery Store”, etc. See fairtrade.ca for more details.

b. Fair Trade Campus guide launch

The guide was released on Sept 7th through the CFTN newsletter, website, and social media. It has gained positive reception among campus groups, school staff, and students. It is currently being translated into French, which will be ready for release in a few weeks. The current Fair Trade Campus designations pending are: U of Toronto, U of Ottawa, U of Calgary, McGill, etc.

Kelly mentioned the U of Calgary will complete their application by the end of the month and will be submitting it to Fairtrade Canada.

Action: Follow up with Eric before the newsletter is published before the French-version of the FT Campus guide is released. (Sean will write up a 250-word blurb regarding the FT Campus guide for the Quebec FT Association newsletter.)

4. Organizational development

a. TOR for the BOD

Bruce motioned a \$5000 profit limit in the sale of Fair Trade products for CFTN directors.

Nadia seconded the motion.

All in favour. Motion passed at 5:35pm.

Zack suggested that quorum be determined by the following formula: half of the number sitting directors plus 1. The current quorum is 4.

None opposed the suggestion.

Sean said that there will be one seat reserved for all provinces and one seat for the Atlantic Provinces. It has been a challenge to engage the Atlantic provinces.

Regarding the length of a director's term, the current suggestions are: 3 two-year terms for Directors and 6 one-year terms for Directors-at-Large. Kaan suggested the language should be clarified on the length of terms to avoid confusion. It would provide the opportunity for directors to commit to at least one-year and also carry out the process of elections yearly, thereby establishing staggered elections. Kaan would like to make an informed decision and needs more input on each scenario.

Action: Sean will write up different scenarios and send out for comments in a week.

b. TOR for the ED

No objections on current the current Terms for the Executive Director, as feedback was provided to Sean via email. Sean said the Letter of Agreement is meant to supplement the TOR for the ED. All directors are in agreement that the current documents are complete.

c. Bylaws

Kaan suggested that any documentation or notices be written in both English and French.

There is a 7-days notice requirement for Board meetings. Zack mentioned that a stipulation be placed in the bylaws regarding emergency Board meetings, and Kaan added that a representation of greater than 50% of Board attend (but not necessarily quorum). Nancy suggested that there should be a limit on the number of unexplained absences in the bylaws for directors, in order to uphold directorship commitment.

Action: Sean will create changes discussed and send out the revised bylaws.

5. Membership development

a. Membership

There must be two-thirds of membership support in order to terminate a person's membership. The membership assembly would bring the issue of member termination to Board. A director cannot end a member's membership. Zack asked what the rules and procedure would be.

Action: Sean will clarify what the specified legal procedure is regarding this.

CFTN has yet to determine its levels of membership and the associated fees. Eric summarized the membership structure of the Quebec Fair Trade Association: Individual membership, non-profit membership, business membership and student membership. Kelly pointed out that there should be a student-rate to make the cost of membership more accessible to younger people with limited means.

b. Annual General Meeting plans

i. Planning

Sean highlighted that 28-days notice is required to notify members (and the public) regarding an Annual General Meeting. Currently, the AGM is a one-day event on January 11th. Sean suggested creating a two-day event instead:

January 10th - Board meeting in the morning and a company forum in the afternoon

January 11th - AGM in the morning and a Fair Trade conference in the afternoon

Currently, there are a potential 110 attendees. Invitations will be sent out to students, co-ops, FT companies, Fairtrade Canada Board, etc.

Action: If you are interested in assisting Sean with the AGM, contact Sean!

Action: Forming an AGM Committee – Zack, Nancy and Kelly to join. Sean to prepare next steps/task list

ii. Funding

There are financial commitments currently in the works from Engineers Without Borders and Fairtrade Canada. The Engineers Without Borders National Conference will be held after the CFTN AGM.

6. Fall Program Plan

a. Fair Trade Halloween

The 32-gram Camino chocolate bars are available. Fair Trade Brokers confirmed that the mini chocolates will not be available this year. Marika, of Fairtrade Canada, would like to organize a national Fair Trade product costume contest with the FT logo.

Bruce said that on October 27th, FT Barrie will be distributing Fair Trade Cadbury bars at the library with the intention to inform children to look for FT chocolates this year and to inform parents that they can purchase FT chocolates at an affordable price. Zack mentioned that Camino carries the mini chocolates at regular price. Nancy said FT Saskatchewan will be holding an event in October for the Take-a-Step campaign. Eric said that the Quebec FT Association will feature a product for each month. For the month of October, it will feature a product (cocoa), a company (Camino), and a co-operative (La Siembra-not too sure?).

b. Fair Trade Towns

Bruce sent out a survey to FT Towns to collect information and stories. With the information collected, a list of steps to designation can be created. Bruce would like more feedback before finalizing the copy for French translation. Sean suggested another survey could be created for Pending FT Towns.

Action: Send Bruce feedback regarding the survey by October 1st.

7. Fairtrade Canada developments

Fairtrade Canada AGM was held 2 weeks ago. Sean presented in front of the Board for 90-minutes regarding CFTN. Overall, it was a great opportunity to network and connect, as there was a lot of great feedback.

8. The FT USA situation

Canadian Coffee and Tea show. FT USA attempted to recruit Canadian companies. FT USA released a new logo and were successful in obtaining a few Canadian companies. Bruce mentioned that the new logo is visible now in Florida.

Action: Sean will share out the document regarding the changes of FT USA in comparison to the other (more reputable) Fairtrade certifications.

Kaan motioned to adjourn the meeting.

Everyone seconded the motion.

Meeting adjourned at 6:43pm.

Next Meeting: Thursday, October 25 @ 5:00pm.