

Canadian Fair Trade Network – August Board Meeting Minutes

Meeting Minutes for – **Monday August 18th, 2014**

Meeting time: (90 minutes)

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

Call-in Information:

Please join the meeting: <https://global.gotomeeting.com/meeting/join/667243661> | Please use a microphone and a headset. Or, call in using your telephone | Canada: +1 (647) 497-9391 | Access Code: 667-243-661 | Audio PIN: Shown after joining the meeting | Meeting ID: 667-243-661

Attendance:

1. Kyra Moshtaghi Nia (MB)
 2. Nadia Berger (ON)
 3. Krista Pineau (QC)
 4. Zack Gross (MB)
 5. Nicole Tulk (Atlantic Canada – Dustin proxy)
 6. Nancy Allan
 7. Bruce Morton (ON)
- *Sean McHugh (Ex-Officio)

Regrets

1. Kaan Williams (BC) – away in Kamloops, BC
2. Sasha Caldera (ON) – away in Colombia
3. Bev Toews (AB) – away in Nelson, BC
4. James Wattam (SK) – away in Uganda
5. Dustin Johnson (Atlantic Canada) – away in Mongolia

Proposed Minutes:

*Meeting Called to order at 5:06pm PDT

#	Item	Action Item
1	Approval of the Agenda <ul style="list-style-type: none"> • Moved by Krista • Seconded by Nadia • All in favour – 5:07 pm PDT • No additions 	<i>none</i>
2	Review and approval of board meeting minutes from July 8th, 2014 <ul style="list-style-type: none"> • Moved by Nadia • Seconded by Kyra • Changes – it was noted that Kyra was misquoted on 2016 instead of 2015 – change will be made • Approved at 5:09pm PDT 	<i>none</i>
3	Governance: <ol style="list-style-type: none"> a. In-person board meeting – Cancelled due to budget restraints 	<i>none</i>
4	Financial Management <ol style="list-style-type: none"> a. General 2014 budget update – Balancing the books <ol style="list-style-type: none"> a. Shortcomings – OCA failed to come through, EWB pulled back on \$5k in funding and pushed payments back, Invoicing has been late – general cash 	<i>a. Sean to send Projected 2015 budget</i>

	<p>flow crunch. Assumptions were made around cash flow and things didn't come to fruition</p> <ul style="list-style-type: none"> b. Results – cutting of expenses and salaries – cut back to fixed expenses – rent and communications, plus salaries only for remainder of year. Bryce down to \$2100 per month, Sean down to \$1400 per month. We are now balanced though the end of 2014 fiscal year – Dec15 c. Question – Is there risk associated with remaining revenue – Sean responded saying remaining revenue is 100% secure <p>b. Looking forward</p> <ul style="list-style-type: none"> a. Heritage Canada short term project funding – approved – Transperfect – earmarked for translation b. McConnell foundation proposal – waiting c. Office of Consumer Affairs – Sean had good meeting with OCA, Jess and Sean to begin working on grants d. Carosso foundation e. Heritage Canada long term – Krista suggested that EWB team is there and willing to help with this f. 2015 Fairtrade Canada contract – Sean has begun working on it g. 2015 EWB Contract – Sean figures potential for \$25k in 2015 funding h. Revenue Stabilization strategy - Sasha working on corporate engagement strategy i. Blue sky thinking – funds, grants, towns/campuses, businesses, etc. <ul style="list-style-type: none"> i. Possible policy/governance implications? 	<ul style="list-style-type: none"> <i>a. Sean to follow up with Krista on translation</i> <i>b. Jess to follow up</i> <i>c. Sean and Jess to work on</i> <i>d.</i> <i>e. Kaan working on grant</i> <i>f. Sean to circulate draft</i> <i>g. Sean to work on with EWB</i> <i>h. Sean and Sasha to follow up</i>
5	<p>Team Management:</p> <ul style="list-style-type: none"> a) New Intern – Marta Garofalo has joined the team at the office and is working on a series of web and database updates 	<p><i>none</i></p>
6	<p>Programs:</p> <ul style="list-style-type: none"> a. Town – <ul style="list-style-type: none"> o Annual Renewal – set for Aug 31st – after some discussion it was decided to push this back to Sept 31 o Re-issue of certificates will be completed after that time o Flags will have to wait for now o Guelph, Thunder Bay, Rouyn-Noranda all nearly ready to submit b. Campus – <ul style="list-style-type: none"> o Annual Renewal nearly complete o re-issue certificates will commence afterward o UQAT, UCalgary, UVic all nearly ready to submit c. Event – Canada games moving along well d. School – Development of program moving along nicely 	<p><i>none</i></p>
7	<p>Fair Trade Magazine:</p> <ul style="list-style-type: none"> a. Comments on July 2014 edition – looks great, upbeat articles. People have found it challenging getting copies out there. b. French edition – would love to do it, but need to find a way to make it cost effective. Ideas: alternate cover, insert, smaller publication, Equiterre co-publish? c. Plans for Jan 2015 edition – Content + Comms calendar + Media Kit 	<p><i>none</i></p> <ul style="list-style-type: none"> <i>b. Sean and Krista to follow up</i> <i>c. Sean to send along draft outline</i>

	<p>a. Content ideas: Flowers, Fair Trade as systems change, dispelling myths, future of the movement, spices, country profile, product profile, co-op focus</p>	
8	<p>National Conference (January 14, 15 & 16, 2015):</p> <ul style="list-style-type: none"> a) Logistics – coming together, being led by McGill b) Sponsorship – Jess and Sean will be working on this c) Content outline – Discussion of overall agenda and that it is taking shape. Zack talked of the need for each board member to reach out to key leaders within their region to get them to save the date and commit to being there. Krista volunteered to help facilitate in French. Fairtrade Canada to look at grant for simultaneous translation 	<p><i>c. Everyone to send ideas to Sean</i> <i>d. all board members to list out and invite contacts to regional leaders – save the date</i></p>
9	<p>Events:</p> <ul style="list-style-type: none"> a) August 25th – Fair Trade Ottawa AGM b) August 26th – Largest brownie event at McGill – should make quite the splash c) August 26th – Next CFTN Newsletter d) September 9th to 22nd – Producer Visit – Chief Adam Tampuri e) September 11th – Fairtrade awards in Toronto f) Sept 13/14 – CHFA East in Toronto g) Sept 20th – Human Rights Museum opening h) Sept 22 to 26 – Fair Trade Campus Week i) Sept 27th – Brandon Fair Trade Celebration j) Oct 5th to 8th – NACAS – Montreal – Sean will be presenting k) Oct 11th – Fairtrade Canada AGM in Ottawa l) Oct 15th – Fair Trade Winnipeg launch at the Bistro at the Human Rights Museum m) Nov -29/30 Fair Trade Show in Toronto – Nadia in Contacts with organizers n) Date...? Cadbury factory tour – Bruce looking at new dates 	<p><i>c. Everyone to send newsletter related info to Sean before the 26th</i> <i>d. folks in Vancouver, Toronto, Montreal and Ottawa to get back to Lionel</i></p>
10	<p>Campaigns</p> <ul style="list-style-type: none"> a) Fair Trade Campus Week – Products, materials and franchises. Deadline for Product donation request forms is Friday, August the 22nd 	<p><i>a. everyone to submit donation request form by 22nd of August</i></p>
11	<p>Communications</p> <ul style="list-style-type: none"> a) Position paper – future of the movement <ul style="list-style-type: none"> a. FT USA b) Fairtrade Canada Membership – Call for CSO members – Membership and governance reform in the works – AGM scheduled for October where licensees and civil society groups will become members c) French capacity – Web development, content/material translation 	<p><i>None</i></p>

12	<p>Projects:</p> <ul style="list-style-type: none"> a) Research – Impact Report – Alix has moved to San Francisco, but will be back on this in October b) Research – Global Textile Industry c) Chartwells Training module 	<i>c. Sean to send along link</i>
13	<p>Regional updates</p> <ul style="list-style-type: none"> a. Atlantic Canada b. Quebec – Krista still off for the summer. She will be back in Quebec city on the 31st, so will begin reaching out to folks then c. Ontario – Nadia transitioning from Executive Director to board. Two new team managers coming in. Bruce - things happening in Niagara on the lake, Centre Wellington, Thunder Bay and Guelph. Event at Niagara college on Oct 4th, activity at Humber college and quiet in Barrie, other than the letter signing by the mayor d. Manitoba – Fair Trade Winnipeg moving along nicely, launch event on the 15th of October e. Saskatchewan – it’s been quiet with James away. And slow at U of S over the summer f. Alberta – Recent conversations with folks in Edmonton, Calgary, Olds, Canmore g. BC – activity in Prince George, plus re-launch of the Fair Trade Vancouver site in the works 	<i>none</i>
14	Next Meeting – Late September?	<i>Sean to send doodle</i>

*Meeting adjourned at 6:31pm PDT