

Canadian Fair Trade Network – February Directors Meeting Minutes

Board Meeting Minutes for – **Monday February 25th, 2013**

Meeting time:

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

Call-in Information:

Please the meeting - <https://global.gotomeeting.com/join/699927069> | Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone - Dial +1 (647) 497-9372 - Access Code: 699-927-069

In attendance:

1. Kaan Williams (BC)
 2. Sasha Caldera (BC)
 3. Nancy Allan (SK)
 4. Zack Gross (MB)
 5. Bruce Morton (ON)
 6. Nadia Berger (ON)
 7. Shirley Fagnen (QC)
 8. Dustin Johnson (ATL)
- *Sean McHugh (Ex-Officio)

Meeting Minutes

Meeting got underway at 5:06pm PST

Primary Agenda:

1. Approval of the Agenda
 - a. (Kaan approves, Nadia seconds)
 - b. Meeting will consist largely of updates. Sean along with board is happy with the agenda.
2. Review and approval of meeting minutes
 - a. Board meeting – Jan 10th
 - b. Board Meeting – Jan 11th (Post AGM)
 - c. Board Meeting – Jan 21st
 - d. Board Process – Jan 26th – Feb 6th

Motion in approving all minutes as a bundle (Nadia moves, Kelly seconds). Passed unanimously.
5:09pm PST.

3. Review of the AGM meeting minutes – for approval at 2014 AGM
 - a. Jan 11th (AGM)

To be read and approved by Secretary (Sasha) at 2014 AGM.

4. General updates

a. Regions

- i. Dustin mentioned that FT Valentine's Day is the emphasis, and FT Dalhousie, looking to form a committee near the end of semester. Looking to get in touch with other FT groups such as UNB, MUN, and FT Halifax. Shirley Association event Mangez santé – Montreal – mid March, and FT fortnight plans. Campus movement – Polytechnique along with FT Karma lead in Quebec. Shirley is planning to strengthen communication in Quebec.
Magazine ideas
 - Sean Follow up in French next edition?
- ii. Bruce, in Barrie FT Pancake Breakfast, surveys are collected and looking to be analyzed. Huronia symphony event on the horizon while University of Guelph is working on FT Towns bid.
- iii. Nadia, in Toronto FTT had its FT Towns motion passed by the General Management Committee. Passing to FTT status for Toronto, for all city services. Tough meeting. Toronto procurement policy for coffee, tea, and sugar is awaiting vote in council.
- iv. Zack, One month challenge is underway. FT Valentine's Day activity, FT Rose promotion was a success. Webinar coming up with 35 people from across the country. \$ 2 million dollars worth of FT Certified goods being procured as part of Manitoba Lotteries & Liquor!
- v. Nancy, Sask FT Tour with Jennifer Williams is coming through the province on May 1st to May 8th. Talk will be about intricacies of labelling. Saskatoon may have a FT Towns committee. Trying to find an elementary school teacher who teaches about FT. Still ironing out details with respect to University of Saskatchewan.
- vi. Kelly, Alberta, Edmonton City Council procurement policy was passed. UofC completed product audit, and is ready to apply for FT Campus designation. Presentations lined up for international women's day. Kelly gave a talk at an elementary school. It would be good to find advocates in Edmonton.
- vii. Sasha, UBC and SFU had its FT and Sustainability weeks. Responsible Investing Initiative by Andrea Reimer passed in council. Can serve as an applied concept for FT Towns to move forward.
- viii. Kaan mentioned two or three chocolate and coffee brands which he has never seen before.
- ix. Sean met with city council.

5. CFTN Conference and AGM

a. General feedback and review

- i. Mostly very positive.
- ii. Tighten up our process, and understand responsibility beforehand.
- iii. Voting vs. non-voting members process need to be clear.
- iv. Kaan – good flow, use of time and programming as each day was different.
- v. Bruce – Breakout sessions were great.
- vi. Nancy -- Business attendance and integration fantastic.
- vii. Zack – reflect on those who missed – need to get them out next time.

- viii. Dustin – Broad range of experience and no ego or attitude of how long you've been involved – open dialogue
- ix. Zack – No entitlement
- x. Nancy – good to have FT Canada out
- xi. Kaan – Good to be part of what's going on, good for transparency and accountability
- xii. Sasha – Our Formal processes (e.g., speaking, voting, motions) needing tightening at next years' AGM. Kaan concurred.
- xiii. Sean – We also need clearly defined members who can vote at the AGM.

6. Fair Trade Magazine

a. Distribution

- i. Magazines have been successful, just 15-20 copies left in Vancouver. Ontario Natural Food Co-op has been interested. Different politicians were interested.
- ii. Nothing but positive comments. And, very good feedback with the online version.

b. Next edition

- i. Bryce is interested in working on the next edition. Thus far, Bryce has submitted a concept paper. Within the next week we shall see more content ideas. As a ballpark, July is the ideal date.
- ii. Nancy suggested adding a historical piece about Fair Trade.
- iii. Letters to the editor, or some means of participation from audiences. The next edition being more people-focused.
- iv. Focusing upon the movement is there a way to document how the movement is growing. Perhaps even new products that have come on the market. New developments, and updates from partners.
- v. Get a celebrity – George Strombo, or a mayor perhaps.

7. Governance review:

- a. Bylaws, Constitution amended and ratified
- b. Terms for Board members – Amended – territories added – on terms and web
- c. TOR and contract for ED set
- d. Incorporation – director changes filed
- e. Annual report – completed and ready for submission – not due yet however
- f. Term lengths set and executive formed
 - i. All materials are up on the website.
 - ii. We're on the maintenance mode of the

8. Governance process:

- a. Motion to Appoint Dustin Johnson as Atlantic Canada director.
 - i. (Kaan motioned, Nadia seconded).
 - ii. All approved, at 6:09pm.

9. Planning and capacity:

- a. Strategic plan, operational plan and budget 2013 – needing final edits – should be ready for presentation and discussion at our next meeting
 - i. Changes discussed during Jan 21st meeting have been completed

- b. Staffing – Communications lead
 - i. Looking to bring on Bryce as a p/t employee.
10. Financial Management:
- a. TD bank process completed – 4 signatories added – Sasha, Kaan, Nadia and Sean
 - b. Contract updates:
 - i. Budget was approved by EWB Canada with \$36,000. The year will be better in light of other contracts with FT Canada in managing journalism, FT Campus and Towns at about \$20,000.
 - ii. Service Canada and McConnell Foundation grants in the research phases.
 - iii. Canadian International Co-operation councils can offer some support in lieu of cash. Perhaps they can be invited to the 2014 CFTN AGM in Toronto.
 - iv. Potential to bring some uniformity amongst inter-council network and incorporate a FT engagement/educational strategy to CIDA.
 - c. (Committee) Needing attention:
 - i. Accounting system and payroll
 - 1. Bringing on a part-time accountant along, and accounting software.
 - ii. Oversight process from Treasurer
 - 1. Develop a process where budgets can be reviewed on a monthly basis. Hopefully some bigger steps in the next few weeks.
 - 2. Have a list of all cheques being sent out to the board prior to being signed.
 - iii. 2013 budget approval process along with a finance committee needs to be established.
 - d. Grant applications
 - i. Lush Charity pot being worked on by a SFU student.

The board decided to postpone the following items below until next meeting:

11. Outstanding Items
- a. Communications system for discussion, contacts, info, etc.
 - b. Charitable status
 - c. Conference 2014 – Toronto
 - d. Campaign schedule 2013
 - e. Donate button added to website
 - f. Membership – changes made for members to contribute more than \$15 if they wish
 - g. Certification mapping
 - i. Endorsement policy developed
 - h. Stakeholder mapping
 - i. Tool and resource section developed on the website
12. Questions need additional thought and discussion
- a. Appointing an auditor for 2013 financial statements
 - b. Business involvement with CFTN – not member, but?

13. Next Meeting: Monday March 25th 5:00pm PST.