

Canadian Fair Trade Network – January 27th, 2021 Board Meeting Minutes

Time: 4:30pm – BC | 5:30pm – AB | 6:30pm – SK & MB | 7:30pm - ON & QC | 8:30pm Atlantic Canada

Board Members:

- **Present:** Erin Bird, Emanuel Lukawiecki, Madison Cote, Annaliese Beck-McKenzie, Daphna Lewinshtein, Keslyn Ayow-James, Eric St Pierre, Giada Simone, Kenneth Boddy, Larissa Kanhai
- **Regrets:**
- **Absent:** Service Opare

Advisory Council Members: Zack Gross

Staff: Sean McHugh

Start time: 4:34pm PST

Chaired by: Erin Bird

| # | Agenda Item | Person | Date |
|---------|---|--------|--------|
| Process | Meeting Agenda a) Review & Approve a. Daphna motion, Eric second, all in favour, 4:35 | Erin | Jan 27 |
| | Meeting Minutes – Review and Approve a) November 18 th , 2020 a. Larissa motion, Keslyn seconded, all in favour, 4:36 | Erin | Jan 27 |
| 1 | Governance a) 2020 Annual Report – Published b) 2021 Annual General Meeting a. Logistics: i. We will need to hold an AGM within the first part of this year. ii. Sean will investigate setting up something in April that might also have some sort of keynote speaker and potentially as a first event in a series. b. Board Member Recruitment & Elections i. We will need to look to recruit for a few extra seats before this AGM. We can confirm which seats we need to recruit for in the next few weeks. c. Board members up for re-election: Eric St Pierre, Keslyn Ayow-James, Emanuel Lukawiecki, Larissa Kanhai & Madison Cote (was appointed in May) i. Eric, Larissa and Keslyn will stay on if needed, will also step down. Annaliese will most likely step down. | Sean | |
| 2 | Financial Management a) Cash Flow Statement, as of January 26 th , 2021 b) Financial shortfall & balancing the books Recommended actions: a. Bring financial management in-house, moving away from IYT i. Saving \$484.05/month b. Bringing in new sources of revenue i. There will be a group of board members will meet to find ways to increase revenue. Keslyn, Emmanuel and Daphna have all volunteered. | Sean | |

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| | <ul style="list-style-type: none"> ii. We should look at ways to find new sponsor partners, particularly if we can start hosting events soon. iii. Looking at increasing both member numbers and individual donations as a part of this plan. | | |
| 3 | <p>Strategy</p> <ul style="list-style-type: none"> a) Short-term Strategic Plan <ul style="list-style-type: none"> i. Network support and engagement <ul style="list-style-type: none"> i. Need to re-invigorate the Fair Trade Towns Calls, Erin will do a call out to see who can help out on this. ii. Webinar/event series iii. Annual renewals of programs iv. Newsletter/social media activity v. Fundraising Plan b) Sean will go back to the draft and take it down to a list of key focused activities to really deliver on this year. | Sean | |
| 4 | <p>Operations</p> <ul style="list-style-type: none"> c) Program Management d) Communications: Web & Tech Support <ul style="list-style-type: none"> i. Sean is looking for support if anyone knows someone then please let Sean know. ii. Sean will outline what needs attention and provide it to the group to brainstorm e) Board Committees <ul style="list-style-type: none"> i. To help support Sean a couple committees will be struck. All the committees should review the strategy document to see what they want to prioritize. <ul style="list-style-type: none"> i. Events committee – Zack, Daphna, Giada, Annaliese, Erin ii. Fundraising and Finance Committee – Keslyn, Emanuel, and Daphna iii. Certification committee – Erin, Sean and Kenneth ii. Sean will review the committees folders and Madison will review the Board Committees from her work and both will bring suggestions to the board. | Sean | |
| 5 | <p>Label Evaluation</p> <ul style="list-style-type: none"> a) There will be a draft created and circulated for comment before the next board meeting. | Kenneth/Erin/Sean | |
| 6 | <p>Projects</p> <ul style="list-style-type: none"> a) Canadian Fair Trade Handbook <ul style="list-style-type: none"> a. As a part of this launch we might be able to do events across the country to celebrate. | Sean/ Zach | |
| | <p>Next Meeting:</p> <ul style="list-style-type: none"> • Doodle Poll: (March 10, 16 or 17) https://doodle.com/poll/2if69qi6ex8dp9nt | | |

Meeting adjourned: 5:57pm PST