

Fair Trade Vancouver Board of Directors Meeting Minutes March 21st 2011

(6:15pm-6:30pm)

Location:

515 West Hastings Street, Vancouver, B.C. Canada. V6B 5K3 room 2250

In Attendance:

Executive Director: Sean McHugh.

Directors: Avery Gottfried, Mark Abbott, Kelli Erickson, Sasha Caldera, Eileen Knowles and Sarah Robbins.

Meeting called to order at 6:16pm by Avery Gottfried.

Agenda:

1. Appointment of Executive Director.
2. Revision of Guidelines and Procedures.

1. Appointment of Executive Director.

Directors reviewed the Terms of Reference for the Executive Director. According to FTV's Organizational Structure, The Executive Director is the Fair Trade Towns Project Coordinator and the liaison to Fairtrade Canada and other Fair Trade Organizations. And, the Executive Director is the primary spokesperson for the organization.

Avery recommended changing the reference of Transfair Canada to Fairtrade Canada in light of Transfair's recent rebranding.

Eileen asked about how the Executive Director will be compensated.

Sasha suggested that an honorarium needs to be agreed upon for Sean with an appropriate length and amount.

Avery Gottfried moved to appoint to appoint Sean McHugh as the Executive Director for Fair Trade Vancouver.

Sasha Caldera seconded the motion. MOTION CARRIED UNANIMOUSLY.

Actions:

Sasha to incorporate changes and update Dropbox.

Sasha, Avery, Kelli and Sean to discuss and agree upon an honorarium which details terms and amounts.

2. Revision of Guidelines and Procedures.

Directors reviewed FTV Board Guidelines and made the following recommendations were made:

- Change requirements for resignation from 4 month's notice to "making every effort possible".
- Notice of meeting request to be changed from 2 weeks' to 6 days notice.
- An explicit statement for any board member to call meetings in accordance with Schedule B, Part 6 Section 31(4) of *The Society Act*.
- A requirement for all anticipated documentation to be sent out along with the meeting notice.

It was agreed that prospective board meetings need to be coordinated with the ED in order to ensure that no conflicts will transpire with FTV working meetings.

Actions:

Sasha and Avery will incorporate recommendations into FTV Guidelines and will update Dropbox accordingly.

MEETING ADJOURNED 6:30pm