



**EUROPE**

## Minutes WFTO-Europe Board meeting 29 November 2017, 14:00-15:30 via gotomeeting

Present: Gabriella D'Amico, Estelle Vanwambeke, Stephanie Brookes, Stefan Nijsen, Tadeusz Makulski (Secretary and Treasurer ad interim), Francesca Giubilo (Coordinator), Sébastien Leclef (Project Officer).

Excused: Emilie Durochat (she managed to join the meeting for the last 10 minutes).

AGENDA
1. Welcome and introduction <ul style="list-style-type: none"><li>• Round table to get to know better each other</li><li>• Approval previous meeting minutes (30 October 2017)</li></ul>
2. Update from the office <ul style="list-style-type: none"><li>• Overview of WFTO-Europe activities</li><li>• Next steps and actions</li></ul>
3. Internal issues <ul style="list-style-type: none"><li>• Board responsibility and role</li><li>• New President, Treasurer, Secretary</li><li>• Legal representation in the bank</li><li>• WFTO-Europe representative in the FTAO Board</li><li>• WFTO- E representative in the Global board</li><li>• Other roles</li><li>• Working methods and rules of procedure</li></ul>
4. Next Board meeting
5. AOB

### 1. Welcome and Introduction

#### Round table to get to know better each other

Tadeusz chaired the meeting and invited everyone to do a brief presentation:

Gabriella (Board member):

- Representative of Association Botteghe Del Mondo (Italy).
- Appointed for her second mandate as Board member in June 2016.
- Current Chair of the European Committee on Worldshops and Retailers on worldshop activities.

Stephanie (Board member):

- Senior Project manager in the policy department of Traidcraft Exchange (UK)
- Traidcraft Exchange is the charity branch of Traidcraft PLC, the trading organisation. While Traidcraft Exchange is a guaranteed member of WFTO, Traidcraft plc is a provisional one.

Stefan (Board member):

- Responsible of Eco-collection, an importer and guaranteed member of WFTO (Netherlands).
- In November and December actively involved in the fusion among 3 Dutch importers, including 2 WFTO guaranteed members. This fusion could allow WFTO to be more visible and and FT to have a stronger impact in the market.
- Interested in promoting WFTO widely and to have FT all over mainstream markets.

Tadeusz (Board member):

- President of the Polish Fair Trade Association (PFTA), guaranteed member in December.
- Appointed as Board member for his second mandate in 2015. He will end his last mandate in June 2018.
- Current Secretary and Treasurer of WFTO-Europe.
- WFTO/WFTO Europe Board representative for Fair Trade Towns Campaign, member of International Fair Trade Towns Campaign Steering Committee.
- Involved in the Fair Trade Towns Campaign as well as in the Fair Trade School campaign in Poland.

Estelle (Board member):

- Campaign and Research Officer at Oxfam Magasins du Monde (Belgium) since 2015.
- Worked 8 years in HR in Colombia.
- Interested in providing input on current topics related to Fair Trade.

Emilie (Board member presented by Tadeusz):

- Responsable "Partenariats et développement" at Plateforme du Commerce Equitable (France).
- Appointed as Board member in Delhi for her second and last mandate.

Francesca (WFTO-Europe staff):

- Regional Coordinator since October 2013
- Responsible for managing the office and supporting the Board in the implementation of the strategic plan and the main decisions taken by the AGM.
- Working on several areas (membership&monitoring, advocacy, communication, networking, fundraising, finances, HR and general administration).

Sébastien (WFTO-Europe staff):

- Project Officer at WFTO-Europe since 3rd of November 2017.
- Already familiar with WFTO-Europe activities since he replaced the coordinator during her maternity leave in 2016. During that period, he particularly worked in the proposal of the Trade Fair Live Fair (TFLF) EC project.
- Manager of the TFLF EC project and main responsible for finances, HR and administration from November on.

#### Approval previous meeting minutes

Minutes were unanimously approved.

## **2. Update from the office**

#### Overview of WFTO-Europe activities

The Coordinator went through the document she circulated beforehand, giving a brief overview of the main working areas covered by the office. No specific questions arose from the members.

#### Next steps and actions

Main issues to be covered in the next months are:

- *Biennial Conference*: WFTO-Europe will held its biennial conference in June 2018: 3 days of workshops and plenary sessions aimed at gathering members across Europe to discuss the future of the organisation. The Biennial Conference usually takes place from Thursday to Saturday and the last afternoon is dedicated to the AGM. The next Conference will be organised together with the EU City for Fair and Ethical trade award and the FTAO event on SDGs in order to encourage the active participation of members. Additional information on the specific dates of the events should come in January.
- *New strategic plan 2018-2020*: this will be better discussed during the physical meeting in January. The strategic plan will take into account the resolutions recently approved by the WFTO Global AGM as well as the DEAR project.
- *DEAR project*: FI has finally got the draft contract from the EC. Concerning our financial situation this will help us to cover some costs but will not eliminate our deficit for 2017.

## **3. Internal issues**

The Chair of the meeting presented the different roles within the Board to be filled (President, Vice-President, Secretary, Treasurer) as well as the new rules of procedures for Board members to be approved. These rules were based on the appraisal done by previous Board members in October 2017. The rules of procedures stated as follows:

*Board members commit themselves to actively participate in:*

- *3 physical Board meetings per year (one during the WFTO-Europe AGM, and other 2 in Brussels or in another city to be jointly decided)*
- *Around 6 Skype meetings per year*
- *Decision making process and opinion email exchanges respecting deadlines and sharing expertise*
- *Strategical discussion*

*If a Board member do not attend at least 3 consecutive Board meetings is advised to step down from his/her position as Board member.*

None objected to and these roles were unanimously approved.

Concerning the specific roles of members within the Board, Tadeusz decided to step down from his role as Secretary and Treasurer ad interim to give the opportunity to other members to fill these positions. Moreover, in order to guarantee a certain continuity in the work of the Board, Tadeusz presented his candidature as President of WFTO-Europe. Everyone agreed. Taking into account the fact that his second and last mandate will end in June 2018, the Board will elect a new President at that time.

Due to the lack of time and the need for new Board members to get more familiar with the respective tasks of each position, it was proposed to set up another meeting in December to decide each and every role. In the meantime, the Coordinator offered her support to the members for eventual questions on the specific positions.

#### **4. Next Board meeting**

The Coordinator will circulate 2 doodles:

- To set up the meeting in December: possible options 11, 12, 19, 20 (afternoon).
- To set up the physical meeting in January (2 days meeting to be held in Paris, Brussels, or any other suggested and well connected place).

#### **8. AOB**

None

END.