



Minutes WFTO-Europe Board meeting
1st July 2019, 13:00-15:00
Skype

Present: Juanjo Martinez (President), Estelle Vanwambeke, Giorgio Dal Fiume (Secretary), Stephanie Brookes (Treasurer) and Francesca Giubilo (Coordinator).

Chair: Stephanie Brookes

AGENDA
1. Approval of minutes (05-06-2019 Brussels)
2. Plan for the Coordinator maternity leave (Discussing options)
3. Call to co-opt new Board members - approval documents and timeline
4. Follow up and evaluation of the "Connect & Act" Members meeting - update on the conference report and on the evaluation forms got by participants - share lessons learned and evolution from the Board - share action points identified per session. <i>(N.B When discussing the action point for the domestic FT session, we could discuss specifically about Juanjo's proposal on " Management of FT Northern Producers")</i>
5. Update on next Conference 2020 - discussion over possible proposals (deadline end of July 2019)
6. AOB – next physical Board meeting (FT marathon 7-11 October – Brussels)

1. Approval minutes of previous Board meeting

The minutes of the previous meeting were unanimously approved.

2. Plan for the Coordinator maternity leave (Discussing options)

The coordinator presented to the Board her plan for the maternity leave. The plan included to take 5 months off from mi-November to end of April and to come back to work on a part-time basis from May to September. This plan was unanimously approved by the Board members, who found the proposal reasonable and fully relied on the Coordinator's assessment of the situation.

Based on the above and on the calculation of the economies that the organisation will make with the approved plan (around 20000€), two options were considered and further analysed:

1. To hire someone to replace the coordinator from October to May (around 8 months). Considering the high knowledge of FT and WFTO that the person should have in order to contribute to the elaboration of the strategic plan, the Board agreed not to open a vacancy but to do an internal recruitment by asking Oxfam Magasins du Monde and FTAO to check internally if any candidates or possible suggestions to take over this role.
2. If option 1 is not possible, to try to cover the key tasks with the current staff actively supported by one of the Board members (Stephanie Brookes). The use of consultants for specific tasks could be envisaged.

In addition to the two above options and based on the Coordinator's proposal, everyone agreed to give more responsibility to Michael Fivet, the consultant on finances, who accepted to take care of all the related financial and HR aspects without increasing his fees until September 2020.

The idea of having someone from the team who could be responsible of the relationship with the Board was highly stressed. That is why as next step, it was agreed that the Coordinator will circulate an updated version of the job profile to let Board members think about possible candidates. A plan B will be in any case developed by the Coordinator and the Treasurer and submitted to the Board the week of the 22nd of July. A call on the 25th of July was already scheduled to take a final decision on the 2 options.

3. Call to co-opt new Board members

The Board agreed to launch the call to co-opt 3 new Board members by the end of July and to ask members to apply for the position by end of September. This would allow Board members to also use the Lima summit opportunity to speak directly with those who might be interested in the role. A final decision on the application received will be taken in the Board meeting in October.

4. Follow up and evaluation of the "Connect & Act" Members meeting

The Coordinator informed the Board that the Conference Report will be ready and circulated to the public by the end of the week. Regarding the list of Action points identified per session, the Board agreed to send to the Coordinator eventual comments by the end of the week. A specific time will be dedicated during the physical meeting in October to further discuss the event and make an internal evaluation of the 2 day meeting in preparation of the next Conference in 2020.

Regarding the public event and the connection between Fair Trade and climate change, the Board briefly discussed the motion that some members from UK are planning to present to Lima. The motion aims to strengthen the environmental aspect within the WFTO Fair Trade principles. Overall, the Coordinator and all the Board members appreciated the strong engagement and proactivity of members in this area and endorsed the idea of making environmental aspects stronger within the system. Due to the lack of time, the Board agreed to let Giorgio follow up the discussion with the members as representative of the Board and to set up a call beginning of September. The aim of the call will be to prepare the regional meeting in Lima and to discuss the motion.

Based on Juanjo's proposal, it was also agreed to dedicate some time in the physical meeting in October in Brussels to exchange views on how to support more the members in the area of Domestic Fair Trade.

5. Update on next Conference 2020

Those interested in submitting a formal proposal to organise the next Biennial Conference 2020 will do it by end of July. The Board will assess the proposals in the following meetings.

6. AOB

- 25th of July – call to take the final decision on the maternity leave cover plan.
- 1st week of September – the Coordinator will circulate a doodle to prepare the Lima summit
- Physical meeting in October in Brussels. The Coordinator will check with the project leader of the TFLF project the agenda of the 1st day of the FT marathon to see whether the Board meeting could be hold on the 7th of October. If not a doodle will be circulated to find another suitable date for everyone.