



May 6, 2016

Minutes of the Canadian Spice Association (CSA) Board of Directors' Meeting held at Four Points Sheraton Dixie Road, Mississauga, Ontario.

In attendance:

Gaspare Colletti	Les Aliments Cell Foods Inc.
Linda Iorio	Halford-Lewis Ltd
Brian Nickerson	Continental Ingredients Canada
Wayne Farrell	Newly Weds Foods Co.
Donna Nicholson	Griffith Laboratories Canada
Tiina Henkusens	La Cie McCormick Canada
Francine St-Pierre	Caldic Canada
Doris Valade	Malabar Super Spice Co. Ltd.
Colby Busche	Dandilee Spice Canada
Luis Rivas	GS Dunn Limited
Crista Grant	Hela Spice Canada
Nancy Post	Canadian Spice Association

1. Welcome and Call to Order

Donna Nicholson, CSA President, welcomed all CSA directors present to the Board of Director's May 2016 meeting. She noted that a quorum was present and called the meeting to order, as duly constituted.

2. Review of Minutes of the Directors' Meeting held November 2013 at the Royal Woodbine Golf Club

Meeting minutes were reviewed briefly and there were no changes or additions required. The motion to approve last year's minutes was made by Gaspare Coletti and seconded by Linda Iorio. **All were in favour, and it passed unanimously.**



Executive Review

President

Donna Nicholson will continue in her role of **President** for the coming year. As noted in our Constitution executive positions also remain for 2 years. **Francine St. Pierre** and **Linda Iorio** will also continue in their roles as **Vice President and Treasurer** respectively.

Newly elected board members are: **Colby Busche (Dandilee Spice), Crista Grant (Hela) and Luis Rivas (GS Dunn).**

Congratulations to the incoming board for 2016/17.

3. Committee/Chairperson Appointments

Technical Committee Chair – Nancy Post

Convention Committee Chair – Nancy Post

Convention Committee – Linda Wilson, Francine St. Pierre, Karen Bright

4. We discussed the Canadian Supply Chain Food Safety Coalition and entertained the idea of joining this coalition as an association. Nancy will review this further and it will be discussed with the Technical Committee. (Expected timing for meeting in June).
5. Membership was also discussed and several opportunities were listed by the entire Board. Potential companies were given to our Executive Director for follow-up. If any Director or Member at large finds a potential member please forward the info to our Executive Director. The category of associate member was discussed, which is a non-voting member such as suppliers, and this group will have a reduced membership fee. Associate member fee is \$350.00 per company per year.
6. We discussed our current mission statement and agreed that it is slightly outdated. It is thought this statement could be an original mission statement dating back to 1942. A discussion surrounding the mission statement was held and it was agreed that a needs survey is a timely idea to help generate thought and direction on this item as well as to provide new and focused direction for the Association. A survey committee led by Holly Buchanan, with members including Crista Grant, Wayne Farrell, Francine



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St-Pierre and Brenda Mizzan was formed. Survey questions and details will be forwarded to Tiina for input into Survey Monkey. Nancy will send to entire membership once completed.

7. Division 7 review and update still ongoing. Tiina will send relevant info/government responses to Nancy.
8. FIEN subscription is an opportunity that gives International Regulatory reviews to subscribing members in a regular newsletter. We can receive a trial membership. Nancy is to follow-up with the technical committee with information to be passed on from Tiina.
9. Direction was provided to our Executive Director for dispersing incoming emails and information. Technical Committee and related info to be sent to Donna, Tiina and Gaspare as well as regulatory info and discussions. Executive only to be copied on procedural and by law correspondence. Spice inquiries are to be sent to entire membership so they can contact if desired. Emails that are forwarded to be done using BCC function to allow for more privacy for general membership.
10. World Spice Organization is to be contacted to ensure membership is up to date. Nancy to contact this group.
11. A discussion about MRLs on chili specifically was raised. It was decided that this is best handled by the tech committee with direction to be given by the membership on what they find important. We will issue guidance documents and information as it becomes available.
12. It was noted that ASTA should be invited to our board meeting, allowing for a presentation from Cheryl Deem or designate from that association.
13. Convention details were discussed and it was agreed that every second year is considered a "light" year, with the convention at a local, non-resort style hotel with little or no entertainment. It was acknowledged that fees should reflect this in the future. The 2017 AGM is a larger convention with Linda Wilson and Karen Bright joining Nancy and Francine on the Convention Committee.
14. Investment options were discussed for our low interest investments. We have approx \$52,000 in a guaranteed certificate that continues to get re-invested. Our review approved a 5 years guaranteed investment opportunity with a ROI from 3-19% for the next 5 years.
15. **Meeting Adjournment.** Donna Nicholson motioned for the meeting to be adjourned. This was seconded by Gaspare Coletti. **The motion carried unanimously.**