



## Board of Directors Meeting

Nov 24, 2016

Fairfield Inn and Suites, Mississauga, Ontario

### Attendees:

Holly Buchanan	Buchanan Trading Inc.
Donna Nicholson	Griffith Foods Ltd (Canada)
Tiina Henkusens	La Cie McCormick Canada Co.
Robert Le Guillou	Sensient Natural Ingredients
Francine St. Pierre	Caldic Canada
Doris Valade	Malabar Super Spice Co. Ltd.
Luis Rivas	G.S. Dunn Limited
Nancy Post	Executive Director, CSA

### 1. Welcome and Call to Order

President Donna Nicholson welcomed all CSA members present to the Board of Director's November 2016 meeting. She noted that a quorum of at least 6 directors was present and called the meeting to order, as duly constituted. Donna commented on activity level in the food industry, especially the government activity. Safe Food for Canadians Act is expected in Jan of 2017 and this will roll several food regulations into one. Healthy Eating is a topic that is top of mind with Health Canada and with that there is a review of the Canadian Food Guide. Also Front of Package labelling will be transformed in the future with things like sugar, sodium and saturated fats being reviewed. We, as an industry also continue to look at reducing sodium content in our products and consumers continue to want a lower sodium in their diets. As an organization the members of the Canadian Spice Association will need to look at things like facility registration this year to meet FDA biennial registration requirements. We will continue to pursue changes/amendments to the Division 7 regulations and we conducted a members need survey that promises some really interesting feedback and direction.

### 2. Review of Minutes of Board of Directors meeting held at AGM in May 2016.

The minutes were quickly scanned. The motion was to approve these by Donna and seconded by Tiina. Carried. It was requested that the minutes be printed and distributed at the meeting for approvals.



### **3. Treasurer position on CSA Executive Committee.**

Linda Iorio has given her resignation as the CSA treasurer. We wish Linda well in her new position. We nominated and approved Robert Le Guillou as our treasurer and he graciously accepted this role. We will distribute a financial statement early in 2017 as a result of this recent change. We also discussed completing the GIC transfer into a higher interest rate account. We held a quick discussion about the bank account style with a thought to move it to an electronic version of banking like Tangerine. Linda has moved into a position that would qualify as an associate member. We held a brief discussion about increasing our associate member numbers and if we could offer them some sort of incentive to join.

### **4. ASTA report**

In the absence of Cheryl and Gaspare, Donna Nicholson walked us through the ASTA information as provided by Cheryl Deem, Executive Director, ASTA. Her report covered three things in broad strokes. It mentioned Risk Assessment with respect to the implementation of FSMA in the US. It talked about lead in turmeric, where there was some recent data that showed lead in the form of lead chromate was found as an adulterant thought to be for economic reasons. It also mentioned that ASTA would issue guidance in 2017 on three items for their members, specifically a risk assessment for FSMA, allergens and adulterants. And lastly information was provided on Codex. Report will be sent with the minutes and posted on our CSA website.

### **5. Annual Convention - proposal.**

On behalf of our active Convention Committee our Executive Director, Nancy Post presented a slide show on Montebello Marriot in Quebec and Kingbridge Conference Centre in King City/Toronto. After some discussion it was felt that Kingbridge Conference Centre was the better location for the 2017 AGM. We did discuss the option of keeping Montebello as an option for 2019, our next larger convention. The complete meeting package at Kingbridge provides overnight accommodation for our members for one night with the option of purchasing an additional night if desired. As part of registration we would include the cost of first night as one of the registration options. Meeting date set for May 11-13, 2017.

### **6. Technical and Government Affairs report.**

As the Chair of the Technical Committee Nancy Post presented her report on Technical and Governmental activities. First part of the presentation was about Gluten Free Stakeholders Conference where there were over 20 speakers present over the two day conference. Nancy did a quick one pager on topics of relevance for the association and it generated active discussion about allergens and gluten



and other priority allergens within Canada. We discussed increasing our activity in allergen reviews and mentioned that a meeting in Ottawa should be scheduled with several meetings over the day or two with various departments such as Health Canada and CFIA. It was mentioned we should potentially meet with Kathy Twardek in Ottawa for direction on Division 7 changes/updates. We should also pursue information allergen changes with Health Canada and Michael Abbott/ Barbara Lee at Health Canada. Lastly, there was some discussion on Codex and the upcoming changes on “spices and culinary herbs” in the February meeting of Codex in India. We felt that a meeting and update from CFIA/ Kevin Smith would be timely for the CSA group and relevant participants from CFIA. We recommended that the Technical Committee meet regularly with a quarterly meeting by conference call and an annual meeting in person. Our next technical meeting to be scheduled for Jan 2017. Technical presentation will be included for review and also posted on CSA Website.

#### **7. Members Need Survey**

Donna pulled together a summary of the Members Need Survey for the group to review and discuss next steps and strategy for the Canadian Spice Association members. We had a 54% response rate with this survey. The survey summary will be sent to members and posted on the protected part of our CSA website.

#### **8. CSA Strategy and next steps**

It was agreed that Holly would chair a Mission statement update committee. An appeal will be sent to members to join this committee and we will be looking for get participation from several member companies.

We agreed that our website should be consistently used to communicate to members. We also agreed that other forms of communication should be considered. Google Analytical statistics from our website show that external use from non-members is prevalent on the CSA website. Thoughts were to continue meeting information and presentation posts on the website. We felt that a one month review/current information post would also be relevant. Francine St. Pierre agreed to be our media director with the help of FIEN, the newsletter that was recommended by Tiina Henkusens last fall and our executive director. Nancy to follow-up with a yearly membership to FIEN and include Francine on the list of users for CSA. Our updates will include relevant industry news, regulatory updates, perhaps member news and be emailed to members with associated links. Posting on our webpage will also be done where relevant and possible. As part of communications we also decided a LinkedIn page would be suitable with that responsibility completed by our Media Director. Francine will also pull together a quick job description for the new volunteer position of Media Director.

Another item that was discussed from our members need survey was the need for members involvement. Requests to participate on committees, become Chair of committees, take on executive



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positions and become part of the Board of Directors are ongoing. The hope is that members value the CSA and participate on committees to make it stronger and an active source of information.

Recommendation was also made to have more frequent board meetings. We are going to schedule quarterly board meetings with one in November to be in person. First quarterly meeting for the board will be a conference call in February, following the quarterly Tech Committee meeting in Jan 2017.

We discussed membership and the strategy to increase membership. It was requested that email communication be followed with direct contact via phone calls.

#### **9. Adjournment**

Adjourning the meeting, motion was put forward by Donna and seconded by Holly Buchanan.

Respectfully submitted,

Nancy Post

Executive Director.