



Minutes of the 79th Annual General Meeting (AGM)

September 15, 2020

Virtual Call

9am – 11am

In Attendance (Called-In)	
Alexander Brewer	McCormick USA
Karen Bright	Halford Lewis
Holly Buchanan	Buchanan Trading Inc.
Colby Busche	Dandilee Spice Corp.
Gaspere Colletti	Les Aliments Cell Foods Inc.
Rick Cybulski	Newly Weds Foods
Brooke Dennis	Caldic Canada
Petar Dukic	La Cie McCormick Canada Co.
Wayne Farrell	Newly Weds Foods
Marsha Forman	La Cie McCormick Canada Co.
Anthony Gene	Dr. Oetker
Michael Litvak	First Spice Mixing Company (Canada) Ltd.
Andrew Mansfield	G.S. Dunn Ltd.
Brenda Mizzan	Malabar Super Spice
Noel Markle	Caldic Canada
Donna Nicholson	Griffith Foods Ltd.
Beverly Tschirhart	CSA - Technical Consultant
Ann Manley	Executive Director, CSA

CALL TO ORDER:

Gaspere Colletti welcomed everyone to the first virtual AGM, conducted a roll call and called the meeting to order 9:05AM.

APPROVAL OF 2019 AGM MINUTES:

Minutes were provided in advance of the AGM and a motion to approve the minutes by Michael Litvak and seconded by Karen Bright - motion was carried.

TREASURER'S REPORT

Andrew Mansfield presented the Treasurer's Report. The report included the P&L (Profit and Loss), Balance Sheet and 2020-2021 Budget.

-P&L reflects the total income as \$21,338.94. The primary source of income is Membership Dues as we did not have a conference in 2020; resulting in no opportunity for additional revenues (e.g. Sponsorship)

Total expenses were \$25,343.80. Primary expense is Administration as it encompasses the cross-over of Executive Directors. This expense is reduced in the 2020-2021 budget. Overall, we see a loss of \$4,036.61. The biggest contributor to the loss was 3 members not paying the membership dues.

-The Balance Sheet reflects \$24,993.16 (chequing account), a GIC at \$40,000 resulting in total assets as \$64,993.16.

The 2020-2021 Budget:

-Income from Membership Dues \$24,700 (26 members x \$950)

-The Administration expense will drop from \$22,362.91 \$18,000.

-\$2,000 is allocated to the Technical Advisor (CFIA)

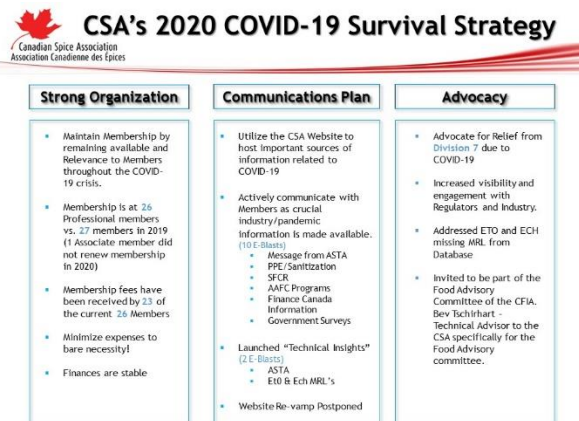
-Total expenses will come in at \$23,891.29 with additional income coming from interest earned on GIC (\$600).

-The Budget will show a small profit of \$1,408.71

A motion was made to accept the Treasurer's Report by Gaspare and seconded by Noel Markle – motion was carried

PRESIDENT'S REPORT

Gaspare Colletti presented the report – access the full report in the "Master Presentation" attached in the email.



A motion was made to approve the President's report by Michael, seconded by Karen – motion carried.

BOARD ELECTIONS

Anthony Gene presented the Slate of Nominees for the Board of Directors (2020-2021)

Holly Buchanan – Buchanan Trading

Colby Busche – Dandilee Spice

Gaspere Colletti – Cell Foods

Rick Cybulski – Newly Weds Foods (replacing Wayne Farrell)

Petar Dukic – La Cie McCormick Canada

Anthony Gene – Dr. Oetker

Michael Litvak – First Spice Mixing Company

Andrew Mansfield – G.S. Dunn

Brenda Mizzan – Malabar Super Spice (replacing Doris Valade)

Donna Nicholson – Griffith Foods Ltd.

A motion was made by Karen and seconded by Noel to elect the above individuals for a one (1) year term on CSA's BOD. The motion was carried unanimously.

COMMITTEE REPORTS - TECHNICAL UPDATE:

The Technical Update was presented by Marsha Forman, McCormick Canada (Chair of the Technical Committee).

Marsha introduced the members of the Technical committee with special acknowledgement of Bev Tschirhart for the sole purpose of representing the CSA on the CFIA Technical Advisory Committee which was meeting on Sept. 16, 2020 to introduce new members – of which Bev is one. The focus will be the impacts of COVID-19. Members were asked to contact Bev with any challenges/issues prior to Sept. 16th, noting that all information is confidential.

We finally have a "seat at the Big table" (Regulatory Modernization) - Bev will provide ongoing updates. Head of the Committee is Kathy Twardek who is very knowledgeable about CSA's challenges and knows we need the antiquated regulations addressed. She is sympathetic to our challenges.

The Strategic Priorities were included in the update with mention that not much has changed.

MRL's:

- Gaspere asked if we should ask that mint be EtO'd.

- Bev responded that we've asked for mint in writing and discussions with PMRA and it is not likely that it will be added. It's likely that the Crop Group will change in the future so we should let it be for now. The suggestion was to perhaps survey members and if someone has a need, we can consider pursuing it again.

SFCR:

- Licences need to be in place

- Domestic producers can manufacture without a licence.

FFWG:

-Meeting held in Jan. 2020 (pre-COVID)

-No further meetings as of yet

-Bev asked if they understanding the there is unavoidable/unintentional cross-contamination due to crops ("Nature-of-the-Beast") For example: Gluten – are we getting our point across?

-Gaspare asked if we can get our point across by CSA participating on the Food Fraud Committee. The response was potentially as the questions was asked if Trade Associations can be included.

Action Item: Draft a letter to FFWG asking to have the CSA included on the committee.

-Also covered in the technical update was CCCHS – Codex Committee on Culinary Herbs & Spices.

CCCHS is making progress toward draft standards (step 6 of 8) for:

*Dried oregano

*Dried or dehydrated singer

*Dried Basil

*Saffron

*Dried Cloves

CCCHS is seeking proposals for new work by Nov. 30, 2020 to direct the next batch of standards.

CSA has let CFIA know that we are available to provide comments on the draft standards.

A motion to approve the Technical Committee update make by Holly and seconded by Anthony and unanimously carried.

QA SESSION

-Holly asked if we have quorum for this call indicating that quorum was 15.

-Gaspare responded that we have quorum with 13 that was agreed upon in the past.

Gaspare asked if we should change the quorum now. Wayne suggested a change to 35% as the number of members fluctuates. Quorum of **40% of Membership** was proposed to replace the old quorum of 13 members. Gaspare tabled the motion and it was seconded by Wayne Farrell and passed unanimously.

-Holly asked what we are doing about Membership. The suggestion was made to combine Membership & Marketing. Holly indicated that Membership needs to be a stand-alone committee with a committee chair and that social media updates always need to be on meeting agendas.

-It was mentioned that moving forward, having copies of the presentation in advance of the meeting would be helpful.

BOD MEETING:

Gaspare asked for an approval of the Agenda and Approval of the minutes from Nov. 12, 2019 which was motioned by Michael and seconded by Anthony. Unanimously approved.

In attendance:

Karen Bright
Holly Buchanan
Colby Busche
Gaspare Colletti
Rick Cybulski
Petar Dukic
Anthony Gene
Michael Litvak
Andrew Mansfield
Brenda Mizzan
Noel Markle
Donna Nicholson
Ann Manley - ED

BOARD EXECUTIVE ELECTIONS:

Gaspare stating that the current Executive is:

Gaspare Colletti – President
Colby Busche – Vice President
Andrew Mansfield – Treasurer

Discussion took place around succession for the President’s role with Michael Litvak agreeing to become the Vice-President for the 2020-2021 term and will consider taking on the President’s role the following year and Andrew Mansfield remaining as the Treasurer for 2020-2021 and taking the Vice President role the following year.

The 2020-2021 Executive was decided upon with no opposition.

Gaspare Colletti – President
Michael Litvak – Vice President
Andrew Mansfield – Treasurer

-Discussion took place about the Membership committee and combining it with Marketing. Holly expressed concern about the structure and conveyed that she has stepped down as the Membership committee chair due to challenges with the new membership email address.

-The importance of Social media was highlighted with Ann indicating that she and Rachel Tanti have been in contact and will connect again to discuss a strategy moving forward.

WEBSITE RE-VAMP:

- Anthony indicated that it was postponed due to COVID-19.
 - Gaspare suggested that we execute on the plan with the budget of \$2,500 that was previously proposed and approved. This will mean there will be a larger deficit.
 - Anthony felt that the budget will likely come in around \$2,000.
- A motion to approve was made by Anthony and seconded by Karen – motion was carried.

NEXT BOD MEETING:

- Gaspare suggested the end of Nov.
- Ann will send a Doodle to the BOD to confirm a date

Meeting Adjournment – 10:45AM

Motioned by Anthony and seconded by Michael – motion carried.