



Board of Directors Meeting

Sept. 13, 2017

Caldic Canada Inc. Office, Mississauga, Ontario & web conference

Attendees:

Holly Buchanan	Buchanan Trading
Gaspare Colletti	Les Aliments Cell Foods Inc.
Donna Nicholson	Griffith Foods Ltd.
Tiina Henkusens	La Cie McCormick Canada Co.
Wayne Farrell	Newly Weds Foods
Robert LeGuillou	Sensient Natural Ingredients
Francine St. Pierre	Caldic Canada Inc.
Doris Valade	Malabar Super Spice Co. Ltd.
Anthony Gene	Dr. Oetker Canada Ltd.
Colby Busche	Dandilee Spice Corp.

Absent:

Luis Rivas	G.S. Dunn Co. Ltd.
Brian Nickerson	CIC/Quadra Ingredients
Wendy Burgraff	Halford-Lewis
Crista Grant	Hela Spice

1. Welcome, Call to Order

President Tiina Henkusens welcomed attendees. She noted that a quorum was present and called the meeting to order.



Tiina asked everyone to introduce themselves. Bev Tschirhart, the new Executive Director, provided a short summary of her professional and association experiences, noting she is looking forward to working with CSA members.

Bev asked everyone to send any pertinent CSA records/correspondence to her if this information would assist her understanding of association matters. Following this meeting Bev will be given CSA's laptop and 5 file boxes which she will review over the next few months. Within the next 4 weeks Bev will schedule several meetings to fast track CSA on boarding including a meeting with Holly, Doris, Tiina, Wayne, Francine, Rob and Gaspare for a general orientation, a meeting with Anthony, Tiina and Donna to review technical matters/priorities, and a meeting with Wayne, Francine and Doris to discuss the AGM.

Bev reviewed the meeting agenda and asked if any new/old business topics should be added. None were suggested.

2. Approval of May 12, 2017 BOD Meeting Minutes

Tiina asked for approval of the May 12, 2017 BOD Meeting Minutes. Although these Minutes were not available for review during the meeting, they were posted on CSA's website and only 2 subjects were note worthy - the elections /appointment of Executive and BOD members and the Sept 13 BOD meeting draft agenda. A motion to approve the May 12, 2017 BOD Meeting Minutes was made by Gaspare, seconded by Wayne and unanimously approved.

3. Treasurer's Report

Rob distributed an interim July 1, 2016 – June 30, 2017 Year End Financial Report.

Rob noted that member fees are up to date. The membership count is 29 regular members, one regular member is uncertain and there is one associate member. Rob will seek input from Wayne and Wendy to ensure that the YE Financial Report is complete and present a final 2016-2017 Year End Financial Report and 2017/2018 Operating Budget at the November 2017 BOD meeting for approval.

It was noted that CSA revenue sources are memberships and the AGM. For Fiscal 2017/2018 membership dues remain as in the past at \$550/member. The BOD was reminded that membership dues must be reviewed at each AGM but this was missed at the May 2017 AGM meeting. Although expenses are expected to increase during the 2017/2018 fiscal year due to the Executive Director, discussion concluded that there is no financial concern at this time.

Rob proposed a potential future membership fee increase of \$310/members annually to ensure association sustainability. It was noted that a past fee increase discussion had identified that an increase could be staged to reduce risk of member loss. The decision was made to defer a potential 2018/2019 fee increase discussion to the Feb/March BOD meeting. This timing will allow the BOD to develop recommendations that can be presented to members at the 2018 AGM which is tentatively scheduled in May 2018. Any due changes require a vote by members.



Discussion concluded that financial planning should consider member retention as the highest priority and outreach to new members for additional revenue secondarily. Bev will investigate past members' surveys which identified potential new members and propose a new member strategy for a future discussion.

4. Technical Committee Discussion:

Anthony provided an overview of the numerous technical subjects that the Technical Committee have tackled over the past few years such as Division 7, colours, Canada and US nutrition facts panels and labelling, Front of Pack labelling, numerous Health Canada regulatory updates, contaminants, challenges posed by the increasing speed of regulatory changes, allergens and gluten-free claims, GMO/GE initiatives, health strategies and hydrogenated oils, and Safe Foods for Canadians Regulations.

The importance of member participation on the Technical Committee was discussed. Bev will draft a memo to members, with Anthony's input, to seek volunteers to serve on the Technical Committee. The importance of members sharing information with CSA and setting CSA's priorities was discussed.

5. New/Old Business:

Background/CSA Actions and Next Step for 3 New Business Topics were reviewed by Bev (see attachment 1)

Discussion and next step highlights are summarized below:

ETO Regulatory Changes

BOD members do not have concerns with the new proposed residue limits for ethylene oxide and ethylene chlorohydrins in Herbs and Spices, 7 ppm and 940 ppm respectively (basil ETO treatment is still prohibited) as these limits are harmonized with the US. Bev will send a note to CSA members to make them aware of the proposed regulatory changes and to ask for feedback if any CSA members have concerns with these limits. If these regulatory changes are found to negatively impact any CSA members, Bev will engage CSA's Executive Committee to determine next steps.

Safe Foods For Canadians Imported Foods Initiative

BOD members agreed that CSA should be involved in this initiative. Bev will contact Keith Mussar at IE Canada again to express our interest in participating on the Working Groups. BOD members unanimously agreed that CSA should become an IE member if this step is necessary to facilitate our active participation. If CSA is not able to participate directly in IE Canada's project, Bev will ask Keith for CFIA senior contacts so that we can directly discuss CSA's involvement in this important work.

Codex Committee Information Updates



The BOD unanimously agrees that CSA's Executive Director should receive information/updates on the Pesticide Committee, Contaminants in Foods Committee and the Spices and Culinary Herbs Committee.

6. Annual Convention Discussion

Planning for the 2018 AGM will be Bev's responsibility. Wayne, Francine and Doris agreed to serving on an AGM Organizing Committee to provide assistance. Everyone agreed that the Kingsbridge venue was excellent and should be strongly considered for the May 2018 event. There was discussion regarding a one day event, and also a suggestion that team building or fun activities should be built into the agenda to foster camaraderie and networking among members. Bev will contact Kingsbridge to gather information on their facilities and services.

CSA's 2018 convention date is dependent upon avoiding conflicts with other association commitments and events (e.g. Canadian Meat Council's May meeting). Bev will send out a member survey to identify possible May date(s) so that timing can be discussed at the Nov. 2017 BOD meeting.

7. Strategic Plan Discussion

Bev reviewed a draft strategic plan outline and potential next steps (see attachment 2) for planning. Several BOD members indicated that CSA has never discussed or drafted a vision statement for the association so this may not be necessary for strategic planning. BOD members concluded that a review of past strategic plans/accomplishments and a SWOT analysis summary would be useful sections to include in a new strategic plan. All agreed that BOD members should meet for a ½ day strategic planning session either directly before or after the CIFST Toronto Table Top which is being held on the afternoon of Tuesday November 7. The preferred venue is a hotel close to the Table Top. The strategic planning meeting will be separate from the Nov BOD meeting which will also be scheduled adjacent to the Table Top.

8. Communication Plan Discussion:

Bev reviewed a document (see attachment 3) which was intended to facilitate communication plan discussions. It was agreed that members' communications are the highest priority and that other potential communication plan considerations should be addressed in strategic planning session. There was general agreement that members need more regular communication/updates in an easy to read format that could include information on pertinent topics, emerging issues, meeting/convention reminders, meeting updates, references to the website when new information is posted. Once /month was proposed as a good frequency for information flow.

Bev will review the member survey results to understand members' communication concerns. She will review the content of CSA's website and pull the website statistics. Bev will contact ASTA to ask if CSA can be copied on ASTA's member communications for our information only. ASTA's communications will



Canadian Spice Association
Association Canadienne des Épices



not be forwarded to CSA members. Bev will also do an inventory of what communications CSA regularly receives that may be sources of content such as IOSTA, World Spice Association, etc.

Bev asked everyone to make her aware of any pertinent matters that may be useful for CSA's members. Bev will draft a CSA Members Newsletter/Update template for consideration at a future BOD meeting.

9. Adjournment

The meeting adjourned at 1:05 pm.



Attachment 1 - CSA BOD Meeting, Sept 13, 2017

New Business Topics

ETO Regulatory Changes:

Background:

ETO is currently regulated as a food additive and as a fumigant. On June 1, 2017, Health Canada's Proposal to Remove Ethylene Oxide from the List of Permitted Food Additives with Other Accepted Uses [NOP/AVP-0025] was published. On June 27, 2017, the Pest Management Regulatory Agency (PMRA) published a Proposed Maximum Residue Limit (PMRL) on ethylene oxide (PMRL2017-22). These proposals were open for comments until August 15, 2017 (NOP) and September 10, 2017 (PMRL).

Health Canada considers that the use of ethylene oxide as a fumigant on whole or ground spices meets the regulatory definition of a pest control product and therefore is appropriately regulated under the Pest Control Products Act (PCPA). Removal of the food additive provision for ethylene oxide from the List of Permitted Food Additives with Other Accepted Uses will mean that the approved conditions of use of ethylene oxide will reside solely under the PCPA.

Health Canada and the PMRA will coordinate the removal of ethylene oxide from the List of Permitted Food Additives with Other Accepted Uses and the setting of an MRL for ethylene oxide in the MRL Database in order to avoid a regulatory void.

The PMRA is proposing two MRLs for ethylene oxide and its degradation product, ethylene chlorohydrin, of 7 ppm and 940 ppm, respectively, in herbs and spices. Any questions on ethylene oxide and its related MRLs should be sent directly to the PMRA: <http://www.hc-sc.gc.ca/contact/cps-spc/pmra-arla/infoserv-eng.php>.

CSA Actions and Next Steps:

CSA submitted written responses to HC on July 28 and August 14 with the following comments:

- Ethylene oxide (EtO) continues to be used in the spice industry as a viable option within the food safety tool kit. It is important to our members that EtO continue to be regulated as a pest control product.
- The CSA agrees with the proposal to remove EtO from the List of Permitted Foods Additives.
- CSA membership supports maintaining the condition that residues of ethylene chlorohydrin not exceed 1,500 ppm.



- Our members request timing that allows publication of the MRL under PCPA to follow a consultation process to adequately capture stakeholder input.
- To prevent supply chain disruption, members recommend that the publication of the MRL under PCPA coincide with the removal of EtO from the list of Permitted Food Additives.

Safe Foods for Canada Imported Foods Update

Background:

Agriculture and AgriFood Canada have provided funding to IE Canada for the Imported Food Safety Initiative. The project will deliver a roadmap for importers to follow to comply with the Safe Food for Canadians Regulations (SFCR).

An Advisory Group has already formed with Importers previously selected based on food category their company represents and personal professional expertise in Procurement, Compliance & Logistics. The focus will be to define scope of project at various points on time.

Six Working Groups forming with 25 company volunteers after an invitation only webinar (SMEs) held on Sept 6. Looking for approximately 25 companies from a variety of food categories and import from a variety of foreign countries. Their focus will be on helping to understand business processes, mapping supply chains from procurement to final customer delivery, determining who has ownership at each point in the chain, documenting the food label development process, etc. The deadline for volunteering is September 15, 2017. All meetings will take place in Brampton, Ontario. All travel/accommodation expenses will be covered by Canadian Government funding once IE Canada receives approval, and multiple personnel from each company may participate. IE Canada is specifically looking for Procurement, Regulatory/Compliance, Quality, and Logistics personnel from food importers to serve as SME's

CSA Actions & Next Steps:

Message left with IE Canada inquiring about CSA participation on working group.

Codex Committee Information Updates

Background:

Our industry is increasingly challenged by disparate and more stringent regulations in Canada and around the world in source countries. Increasing Codex effectiveness and providing education to Canadian government Codex delegates on relevant matters can help create more consistent regulatory frameworks and to ensure science based regulations that are risk based assessments. CSA recently received a notification to confirm if the association wished to receive Codex Committee updates, due on September 15.



There are 10 General Subject Codex Committees (including Contaminants in Foods and Pesticide Residues) and 12 Commodity Codex Committees (including Spices and Culinary Herbs). Keeping up with information from all Committees is impossible for any association but three Committees are of particular interest to our sector.

The purpose of the Spices and Culinary Herbs Committee is to elaborate worldwide standards for spices and culinary herbs in their dried and dehydrated state in whole, ground, and cracked or crushed form and to consult, as necessary, with other international organizations in the standards development process to avoid duplication. IOSTA has official observer status and ASTA has the role as permanent secretary for IOSTA.

The purpose of the Pesticide Committee is to establish maximum limits for pesticide residues in specific food items or in groups of food; to establish maximum limits for pesticide residues in certain animal feeding stuffs moving in international trade where this is justified for reasons of protection of human health; to prepare priority lists of pesticides for evaluation by the Joint FAO/WHO Meeting on Pesticide Residues (JMPR); to consider methods of sampling and analysis for the determination of pesticide residues in food and feed; to consider other matters in relation to the safety of food and feed containing pesticide residues; and to establish maximum limits for environmental and industrial contaminants showing chemical or other similarity to pesticides, in specific food items or groups of food. During 2016 an international coalition of associations and member companies was formed, the Coalition for Codex MRL Reform, to lobby for Codex to play a bigger role in ensuring more consistent science based regulations for pesticide residues to remove trade barriers while ensuring food safety. One goal is to accelerate Codex progress establishing more MRL's. IOSTA is a member of the Coalition.

The purpose of the Contaminants in Foods Committee is to establish or endorse permitted maximum levels or guidelines levels for contaminants and naturally occurring toxicants in food and feed; to prepare priority lists of contaminants and naturally occurring toxicants for risk assessment by the Joint FAO/WHO Expert Committee on Food Additives; to consider methods of analysis and sampling for the determination of contaminants and naturally occurring toxicants in food and feed; to consider and elaborate standards or codes of practice for related subjects; and to consider other matters assigned to it by the Commission in relation to contaminants and naturally occurring toxicants in food and feed.

CSA Actions and Next Steps:

CSA will ask to receive communications for the 3 Codex Committees noted above. CSA members will be made aware of relevant Codex initiatives/progress. CSA may engage with Canada's Codex delegation or other spice trade associations/coalitions on relevant matters.



Attachment 2 -Draft CSA Strategic Plan Outline for Discussion (September 13, 2017)

Mission:

The Mission of the Association is to represent the interests of the Canadian spice industry, to speak on behalf of its members and to provide them with relevant information, education and networking opportunities.

Vision:

(Envisioning the future. Aspirational statement of what the world will be like in the future once we have achieved our mission. Does CSA have a vision statement?)

Organization Mandates:

1. To advance the welfare of the Spice Trade and its commonly associated Products and Services to the benefit of its members
2. To foster and promote a feeling of fellowship and goodwill among its members;
3. To permit and encourage among all members the maintaining of high standards, to satisfy the users of its products and generally, to protect and further public health and welfare;
4. To support desirable legislation and oppose undesirable legislation;

Past Strategic Plan & Key Accomplishments:

Summary example:

2014	2015	2016	2017

SWOT Analysis Summary:

<p>Strengths <i>(Internal focus. List top 3 that make CSA valuable! What can you rely on to deliver your services?)</i></p>	<p>Weaknesses <i>(Internal focus. What isn't quite the way it should be yet? What is missing? List top 3)</i></p>
<p>Opportunities</p>	<p>Threats <i>(External focus. List top 3 threats that might get in your way of achieving your goals – such as funding you</i></p>



(External focus. List top 3 potential opportunities to really push your organization forward that you have not yet taken advantage of.)

aren't sure of yet, relationships that might break down, etc.)

3 Top 2017-2019 Strategic Priorities:

Examples of the most important areas of focus for next 3-5 years.

1. *Strong association*
 - *Update Finances/Operating budget for association sustainability and effectiveness*
 - *Ensure leadership succession*
 - *Develop and implement plans to address member retention and to grow membership*
2. *Sector leadership/advocacy*
 - *Strengthen Technical Committee engagement to advance work*
 - *Leverage partnerships/coalitions/alliances*
 - *Increase member/stakeholder awareness of sector issues*
 - *Develop or provide access to education for members*
3. *Enhance communication*
 - *Develop and implement members/stakeholders communication plan*
 - *Develop recommendations for Issue/Event response and corresponding implementation plan*
 - *Increase external awareness of CSA's role to deliver member value*



Attachment 3 – COMMUNICATION PLAN DISCUSSION – Sept 13, 2017

What groups do we need to serve most?	What do they need to hear from us?	What is the best way to find and communicate with them?	When will we communicate with them? How often?	How will we know if they have heard our message?
<i>What groups need to hear from us – slightly different messages may be needed</i>	<i>What need do they have? What problem can you solve for them? What do they need to hear about us?</i>	<i>Where are they? Do they communicate online? In person? Are there networking groups, events, or trainings we can participate in to give an opportunity to communicate with them?</i>	<i>Will you reach out to them daily? monthly? quarterly? Hold networking events regularly? Send out a quarterly newsletter?</i>	<i>If this works, how will you know they have heard you? What will success look like?</i>
Members				
CFIA/HC/regulators				
Other spice associations – ASTA, IOSTA				
Other associations – FCPC, I/E Canada				