



CANADIAN SPICE ASSOCIATION

November 13, 2012

Minutes of the Canadian Spice Association (CSA) Board of Directors' Meeting held at The Royal Woodbine Golf Club.

In attendance:

Frank Dobson	Acana Mercantile Ltd.
Holly Buchanan	Buchanan Trading Inc.
Gaspare Colletti	Les Aliments Cell Foods Inc.
Brian Petracek	Dandilee Spice Corp.
Frank Steduto	First Spice Mixing Company
Nancy Post	G.S. Dunn & Co. Ltd.
Donna Nicholson	Griffith Laboratories
Wendy Burggraf	Halford-Lewis Ltd.
Linda Iorio	Halford-Lewis Ltd.
Lisa Gay	Hela Spice
Brad Ryall	Hela Spice
Ranjani Munasinghe	Kurundu Ltd.
	Kurundu Ltd.
Tiina Henkusens	La Cie McCormick
Mathew Jennison	Maxxam Analytics
Petr Boucek	Newly Weds Foods Co.
Robert LeGuillou	Sensient Dehydrated Flavors Canada
Stephen Zener	Spice (Canada) Inc.
Al Frittenburg	The Ingredient Company
Francine St. Pierre	The Ingredient Company
Jim D'Hondt	Thomas, Large & Singer



Doris Valade	Malabar Super Spice Company
Karen Bright	Werner Philips Int'l.
Wayne Farrell	CSA

1. Welcome and Call to Order

Gaspare Colletti welcomed all CSA members present to the Board of Director's November 2012 meeting. He noted that a quorum was present and called the meeting to order, as duly constituted. Gaspare introduced our newest members, including Karen Bright of Werner Philips Int'l, and Mathew Jennison of Maxxam Analytics. He also welcomed the folks from Lucerne Foods, Div. of Safeway. All attendees were then asked to introduce themselves to the group.

2. Review of Minutes of the Directors' Meeting held May 2012 at The Westin Harbourfront, Toronto

Gaspare asked members to take a few minutes to review the minutes of the previous Directors' meeting. One correction noted was the inclusion of Wendy Burggraf in the attendees, which was not correct. A motion to approve the November 2011 meeting minutes, with the correction noted, as circulated was made by Doris Valade and seconded by Frank Steduto. Motion was approved unanimously.

Previous minutes are attached with this document.

3. Treasurer's Report

Petr Boucek reviewed the fiscal 2011/12 Final Year end statement. He noted that we were in arrears with our GST/HST payment, but that a payment had just been issued, which should bring us into good standing. Petr has also petitioned for a single annual payment instead of the current quarterly, and this has been approved. Finally, Petr noted that he is awaiting word from the Quebec government as to the status of any requirement for a QST payment. (For details of the entire statement, please see the attached document).

A motion to accept the Treasurer's report as presented was made by Holly Buchanan, seconded by Rob LeGuillou. The motion was approved unanimously.

4. Industry Association Report

Holly Buchanan presented to the group her committee's findings with respect to their mandate to evaluate the CSA becoming a member of the WSO – World Spice Organisation. She stated that the WSO and CSA have similar goals. The committee believes that becoming a member of the WSO would be a benefit to all members, makes financial sense, and allows us to keep a finger on the pulse of a country that exports more spice to Canada than any other country alone. A discussion ensued around whether the CSA should become a member of another



association, versus the involvement we have with IOSTA, which is an association of associations. There was one opinion that in fact the WSO is simply an extension of the Indian government. Finally, a motion was made by Doris Valade to submit a membership application, on behalf of the CSA, to the WSO for a one year membership, to be reviewed after the first year. This was seconded by Steve Zener. The vote had all in favour but one – Gaspare registered his vote against. The motion passed.

Gaspare then went on to present a brief summary of the IOSTA meeting he attended in early November, which included topics such as Codex, pepper, pesticides and standardized methodology for V.O. measurement.

See attached report for details of Holly's presentation.

5. Annual General Meeting Update

The Annual General Meeting will be held May 9-11, 2013 at the Queens Landing in Niagara-on-the-Lake. Doris Valade noted that IFFA in Europe runs until May 9th, but that appeared to be a conflict for only one member potentially. Further details will be forwarded to all members at a later date – but there is one item of particular note : The hotel requires 45 days advanced booking for the rooms. Wayne Farrell noted that the CSA is notoriously for attendees committing to their rooms. Advance notice will be sent to all members as to these deadlines – please, consider booking at your earliest possible times. Room upgrades will be available at no extra charge if you book sooner than later. The deadline for booking is March 25th, and full refunds will only be offered for all cancellations made two weeks before the meeting – otherwise, there will be a one night charge. As stated, notifications will be sent out as reminders. Wayne also thanked Steph Carret for his valuable help in arranging the hotel meetingplace. (see attached report for details).

6. Website Update

At our last Director's meeting a decision was made to proceed with a CSA website upgrade. The current site is outdated and requires a new "look", as well as Technical improvements. We want to proceed with the current website facilitator, CO2 Digital, as well as utilize the services of Ann Manley, a marketing/communications consultant. Ann is currently working with the CIFST in this capacity, and brings a wealth of knowledge to this role with the CSA. A motion by Doris Valade to approve a \$3000 budget, as well as utilize the services of Ann Manley for website support, was made. This was seconded by Frank Steduto. This motion was passed unanimously.

As well, there will be a website sub-committee formed which will evaluate and comment on upgrades as they proceed – volunteers include Frank Steduto, Francine St. Pierre and Doris Valade.

7. Technical Report

Tiina Henkusens and Donna Nicholson presented a complete Technical update. Topics covered include:

Division 7 progress

Guidelines for Highlighted Ingredients and Flavours



Codex Update

Gluten Free

Importer Licensing

Sodium Reduction

Safe Food for Canadians Act

A motion to accept the presentation as presented was made by Gaspare Colletti, seconded by Frank Steduto. All in favour – motion passed.

Please see the attached presentation for all details.

Two follow-up items – 1) Petr Boucek elaborated on an incident involving Gluten-free and the on-site Inspector from CFIA. Although the product met the regulations for Gluten free as laid out in CFIA guidelines, he was instructed by the local inspector to label as “may contain gluten”. Doris Valade suggested that the CSA approach the CFIA with this issue, and request a guidance letter which could be shared with all CSA members. This might help to avoid a similar incident at other member companies. Petr to supply Tiina with all details.

2) Holly Buchanan mentioned that on the USDA website there is a webinar which explains clearly what the “rights” of a Canadian company are with respect to a USDA inspection. Member companies are encouraged to review this prior to any upcoming USDA inspections.

8. Meeting Adjournment

Gaspare Colletti thanked everyone for attending, and made special thanks to all the hard work done by the Technical committee, in particular.

A motion was made by Doris Valade to adjourn the meeting, seconded by Ranjani Munasinghe. All in favour, motion passed.