



Minutes of BOD Meeting

When and where: August 21, 2019 at Griffith Foods Limited office and via telephone

Present: Gaspare Colletti, Colby Busch, Andrew Mansfield, Wayne Farrell, Doris Valade, Holly Buchanan, Donna Nicholson, Michael Litvak, Anthony Gene, Ann Manley, Bev Tschirhart

Absent: Tiina Henkusens

1. Gaspare called the meeting to order at 10:07am. He welcomed everyone to the meeting, including Ann who will take over as CSA’s ED on September 1, 2019. Ann provided a brief overview of her background and experiences, and expressed that she is looking forward to working with CSA members.
2. Gaspare provided everyone a few minutes to review the May 10, 2019 BOD Meeting Minutes and asked for comments or amendments. Michael made a motion to approve the Minutes without any changes, seconded by Anthony. All were in favour and the Minutes were approved. The Minutes are posted on CSA’s website.
3. Gaspare provided an overview of the proposed 2019/2020 budget and financial statements indicating that BOD members will be asked to approve both the fiscal 2018/19 financial statements (Balance Sheet and Profit & Loss) and the 2019/20 Budget. Bev shared information that the budget included a new line for professional accounting support of \$750. She also reminded the BOD that we now have 3 years data in Quick Books so generating year to year comparisons was very easy. She informed the BOD that Maureen has already generated a GST return in Quick Books that must be submitted by September 30, 2019. \$960.75 is due to be remitted to CRA pertaining to the period July 1, 2018 – June 30, 2019.
4. Gaspare asked for a motion to approve the 2019/20 budget which was made by Doris and seconded by Holly. The budget was unanimously approved.
5. Gaspare asked for a motion to approve the 2018/19 Balance Sheet and Profit and Loss financial statements. Doris made a motion to approve and Holly seconded the motion. All were in favour and the financial reports were approved without changes.
6. The remainder of the meeting was focused on strategic planning and proceeded with section by section discussions as summarized below:
 - a. Mission:
 - i. no changes were proposed from 2018-2020 plan’s stated mission
 - b. Organizational Mandate:
 - i. There was general agreement that the 2018-2020 strategic plan mandate did not require updates for 2020-2022 except a revision was proposed to change point 3 from `To permit and encourage among all members the maintaining of high standards,` to the following ``To promote the maintenance of safe food practices, to satisfy users of its products and generally, to protect and further public health and welfare`` The discussion centered on concerns regarding the word `standards`.
 - c. Past Strategic Plan & Key Accomplishments:
 - i. Bev reviewed suggested 2018 and 2019 accomplishments. The following were agreed:

2018	2019
2018 -2019 Strategic Plan	Membership committee outputs

Monthly CSA Member Newsletter	Division 7 Modernization advocacy with regulators and stakeholders
Financial Forecast	Addressed financial sustainability concerns
Increased visibility & engagement with regulators and industry	ETO advocacy
Advocacy focused on priorities	

d. Technical & Regulatory Priorities List:

- i. The proposed list, created by Tiina and Bev, was reviewed. It was agreed that Sodium Reduction Strategy was not a top priority but should remain on the list. Food Fraud was missing from the list. Anthony and Donna will update the chart for the BOD's consideration in the final plan.

e. SWOT Analysis Summary:

- i. Each section was discussed
 1. Strengths: "Committed and stable BOD" – suggestion that all BOD members are asked to step up to be more active, a "large % of spice industry" - there was agreement that this is true although the % is unknown, suggestion to include "Domestic" in the first bullet
 2. Weaknesses – suggestion to include that a weakness is the lack of participation and involvement in the decision making process by all BOD members, suggestion to include a bullet regarding low/limited BOD participation, suggestion that although "no formal digital/ communications strategy" is no longer appropriate, communications and digital should remain a priority as strategy refinement and implementation should become the focus, suggestion that 1st and 2nd bullets still apply
 3. Opportunities: suggestion that opportunities remain for improving LinkedIn and web presence and that social media presence and blogging are removed from the first point, suggestion to revised the second bullet to include industry relationships
 4. Threats: No revisions suggested to 2018/20 points

f. 2020-2022 Strategic Priorities

- i. Strong association – suggestions to add BOD participation to 2nd bullet, remove the bullet on financial sustainability plan and replace with bullet identifying that increased BOD participation requires updating CSA's Roles and Responsibilities guidelines and providing education to ensure understanding and implementation. Ann will review and bring forth recommendations for changes to CSA's governance, roles, responsibilities and operational guidelines (Protocol document)
- ii. Enhance communication – Ann and Anthony will bring forward strategy recommendations
- iii. Advocacy – Gaspare, Donna and Anthony volunteered to work with Tiina to recommend strategic focus for the plan. There was a suggestion that the CSA needs a plan to address long term technical leadership, and in the shorter term outlining what to do after May 2020 when Bev leaves

- 7. Gaspare thanked Donna for hosting the meeting, He also asked for a motion to formally thank Bev for her efforts on CSA's behalf. Doris made the motion, seconded by Michael. The motion was unanimously supported by everyone.

8. Bev thanked CSA's BOD for their support during her tenure and wished everyone well.
9. Gaspare adjourned the meeting at noon.

Recorded by: Bev