



Minutes of BOD Meeting

Held May 11, 2018 in King City, Ontario

In attendance:

Karen Bright, Halford-Lewis Ltd
Holly Buchanan, Buchanan Trading Inc.
Colby Busche, Dandilee Spice Corp.
Gaspere Colletti, Les Aliments Cell Foods Inc.
Wayne Farrell, Newly Weds Foods Co.
Lisa Gay, Hela Spice Canada
Anthony Gene, Dr. Oetker
Tiina Henkusens, McCormick & Company Inc.
Robert LeGuillou, Sensient Natural Ingredients
Helen Levin, Griffith Foods
Andrew Mansfield, G.S. Dunn Limited
Francine St-Pierre, Caldic Canada Inc.
Beverley Tschirhart, Canadian Spice Association
Doris Valade, Malabar Super Spice Co.

1. Call to order:

Tiina Henkusens called the meeting to order at 4:15 pm.

2. Election of Executive Officers:

Tiina presented the following slate of Executive Officer nominees to serve a one year term in 2018/2019:

Vice President	Colby Busche	Dandilee Spice Corp.
President	Gaspere Colletti	Cell Foods Inc.
Treasurer	Robert LeGuillou	Sensient Natural Ingredients

Wayne made a motion to accept the nominations as presented, seconded by Holly. All were in favour and the motion carried.

3. Approval of Minutes of Feb 22, 2018 BOD Meeting:



After allowing a few minutes to review the minutes of the Feb 22, 2018 BOD Meeting, a motion to approve the minutes as written was made by Wayne and seconded by Doris. All were in favour and the motion carried.

4. **CSA's Banking and Administrative Tools Discussion:**

Rob provided information that CSA's bank signees are outdated and the bank's records must be updated to provide signing authority to current BOD members. Everyone agreed that this process should begin.

Rob described the steps that are necessary to secure a CSA credit card including transferring an amount equivalent to the credit card limit from the GIC to a new standalone business account where the cash will serve as collateral for the credit card. Board members discussed credit limits and a \$5000 credit limit was agreed.

Doris made a motion to secure a CSA credit card with a \$5000 limit, seconded by Gaspare. All were in favour and the motion carried.

Bev updated the BOD on estimated costs to secure a mobile phone for CSA, providing a permanent telephone number for CSA, and to set up a phone/text plan. She also provided estimated subscription costs for Office 365 Business Premium which will address missing administrative services such as Skype for Business conference call capability, and will allow the migration away from the Rogers.com email service. These services will be put in place by Bev after the credit card is secured as they will be set up as monthly subscriptions charged to the card.

The BOD approved the purchase of a new laptop for the association with a value up to \$1500. This purchase will be initiated by Bev once the credit card is secured.

Bev will update the Executive Committee on progress to secure the tools & services, and seek their input if costs exceed the estimates.

5. **New/Other business**

Bev will draft a thank you letter to Cheryl Deem, cc: Simone Cormier, ASTA's President. Cheryl has announced her retirement in 2019 and CSA greatly appreciates Cheryl's support, participation at the AGM and transparency regarding ASTA's regulatory and industry challenges and initiatives as this has enhanced our ability to successfully represent industry and members interests, and to influence and align regulators across NA. CSA wants to thank and recognize Cheryl for generously sharing ASTA's data and legal resources to address the ETO/ECH pesticide residue issue with PMRA.

Bev will schedule an AGM Planning Committee meeting in late August or early Sept to discuss potential AGM format changes and improvements. She will bring the output from the committee's discussion to the Sept BOD meeting.

Francine generously offered to host the next **BOD meeting at the Caldic Canada's Mississauga office from 9:00 am to noon on Wednesday Sept 19, 2018.**

Wayne generously offered to host the November **BOD meeting at the Newly Weds Foods' Mississauga office from 9:30 am to noon on Tuesday Nov 6, 2018.**

6. **Meeting adjournment:**

A motion was made by Wayne, seconded by Gaspare and unanimously approved by all to adjourn the meeting.

Recorded by: Bev