



## **Minutes of BOD Meeting**

Held on Sept 26, 2018 at Caldic Office, Mississauga, ON and remotely via telephone

### **In attendance:**

Holly Buchanan, Buchanan Trading Inc.  
Colby Busche, Dandilee Spice Corp.  
Gaspare Colletti, Les Aliments Cell Foods Inc.  
Anthony Gene, Dr. Oetker  
Tiina Henkusens, McCormick & Company Inc.  
Robert LeGuillou, Sensient Natural Ingredients  
Andrew Mansfield, G.S. Dunn Limited  
Francine St-Pierre, Caldic Canada Inc.  
Beverley Tschirhart, Canadian Spice Association  
Scott Cameron (guest), Co2Digital

### **Absent:**

Wayne Farrell, Newly Weds Foods  
Donna Nicholson, Griffith Foods  
Doris Valade, Malabar Super Spice Co.

### **1. Call to Order:**

Gaspare called the meeting to order when a quorum was present.

### **2. Treasurer's Report**

Rob distributed the Financial Report July 1, 2017- June 30, 2018 (see attachment 1), commenting that overall the association is in a sound financial position. The decrease for the fiscal year, \$7680.30, came out of net assets in the bank. The increase in 2018/2019 membership fees will offset future decreases.

Rob distributed the AGM 2018 Summary (see attachment 2), noting that the net revenue was \$4994.98 from the event. This is reflected on the 2017/2018 Financial Report as the net difference between the Convention 2018 registration & sponsorship line and the AGM expenses 2018 line.

A vote to approve the 2018/19 financial report was deferred to the Nov 2018 BOD meeting in order to allow remote participants and BOD members who were not present to review the reports.



Rob indicated that 20 members have already paid 2018/2019 membership dues. He will forward to Bev an updated membership fees tracker so that she can send friendly reminders to those with outstanding payments. Rob stated that in his opinion the risk that these members will not renew is low.

Rob will investigate electronic fund transfers for outgoing and incoming CSA payments, and bring this information to the Nov BOD meeting. He is continuing to work towards obtaining a CSA credit card.

### **3. Approval of Minutes of May 11, 2018 BOD Meeting:**

After allowing a few minutes to review the minutes of the May 11, 2018 BOD meeting, a motion to approve the minutes as written was made by Holly and seconded by Tiina. All were in favour and the motion carried.

### **4. Technical Report Discussion:**

Bev reviewed a Division 7 modernization proposal that utilizes incorporation by reference of a Spice List into Division 7 and repeal of Division 7 spice standards of identity. There was discussion and agreement that the CSA does not have the resources to maintain the Spice Table independently so either joint ownership with CFIA/HC or just CFIA/HC ownership is preferred. Tiina suggested that comments from CSA's 2015/2016 consultations be reviewed and efforts made to address these in the new proposal. Andrew offered to connect the CSA with botanists if required. Andrew, Gaspare and Anthony will work with Bev on the proposal. Bev will ask Donna and Doris for their assistance on the working group. Bev will contact Kevin Smith at CFIA and ask for a face-to-face meeting to present the proposal.

Bev asked for input on the process to review proposed CCSCH spice standards and to develop CSA's comments for submission to Canada's Codex team on an ongoing basis. Discussion ensued to identify consultants or retired specialists with the knowledge to perform these tasks. Holly indicated that a former Wiberg employee may have the required expertise but more investigation is required to determine suitability and availability. In the meantime Bev will continue to do this work.

### **5. AGM Enhancement Discussion**

Bev reviewed recommendations from the subcommittee's discussions. All recommendations were accepted.

Holly stressed the importance of networking opportunities to associate members. It was agreed that workshops could be arranged adjacent to the AGM or as standalone events. Holly will contact SGS to inform them of our interest in events they may host. SGS indicated that they would take advantage of external funding for food safety programs/education.

Holly asked if the committee had considered the Membership Committee's suggestion that a discount of \$50/individual be available for members who send more than one company representative to the AGM. More information should be forwarded to Rob so an assessment of potential financial impact can be made.

Bev will send out a save the date notice for the 2019 AGM to be held on Friday May 11, 2019 at the Kingbridge Conference Center, King City, ON.

### **6. Membership Committee Discussion**

Holly reported that the Membership Committee has been working diligently to update the membership brochure, compile a list of potential new members and streamline the application process. She reviewed CSA bylaw amendment proposals related to membership. Holly made the motion to approve the proposals as



amended, seconded by Rob and unanimously approved by everyone. Bev will circulate the amended bylaws to the Board and membership prior to the Nov. 6 2018 BOD meeting.

## **7. Communications Committee Discussion**

Scott Cameron of Co2Digital, CSA's website designer and administrator, joined the meeting. Francine displayed CSA's LinkedIn page and navigated through the screens. She reviewed a CSA Social Media Plan proposal.

Francine volunteered to draft guidelines for social media postings to LinkedIn for consideration at the Nov BOD meeting. Francine will send Scott direction regarding the new email address that will be the repository for LinkedIn contacts. The address will be created by the Nov 2018 BOD meeting.

Scott suggested that LinkedIn content could be created proactively and then pushed out to the site on a scheduled basis. Anthony suggested that content postings be tracked by category proactively but it was agreed to do this reactively.

Bev will send Scott several member newsletter examples and work with him to convert the newsletter to Mail Chimp. She will keep Francine copied on progress and communications.

When asked for potential improvements to CSA's website, Scott recommended that CSA's website security be enhanced by obtaining an SSL certificate. Scott will also review responsiveness (phone, tablet and computer) and provide recommendations that address Google's phone requirements, along with cost estimates. Francine will work with Scott to update the website, and keep Bev copied on communications.

## **8. Old Business**

The PMRA are making progress on the submission to create missing eto and ech MRL's. It is business as usual while this work proceeds.

## **9. New Business**

Bev informed the Board of Unilever's interest in a joint submission to HC to raise the max. absorbed irradiation dose to 30 kGy from 10 kGy, and her preliminary findings regarding international regulations/reviews. Tiina will inform Unilever that the CSA does not have resources or data to support a submission. She will report back to the Board on the status of Unilever's submission, including if they have data available.

Bev will notify members of the Nov 6, 2018 BOD meeting, to be held at Newly Weds Foods, Mississauga office. All members are welcome to attend this meeting.

The Board discussed that historically the September BOD meeting was focused on strategy. It was agreed that a separate strategy meeting was not needed this year as the 2018-2020 strategic plan sets forth CSA's strategic priorities, and the operating plan tracks progress and plan adjustments on a regular basis. When asked if any items on the updated operating plan needed the Boards attention and input, Bev replied that no updates were critical to discuss.

## **10. Meeting Adjournment:**

Gaspare thanked Francine for hosting the meeting. A motion was made by Francine to adjourn the meeting, seconded by Rob and unanimously agreed by everyone.

**Recorded by:** Bev



**Attachment 1**



**Financial report - July 1, 2017 - June 30, 2018**

Opening Balance July 1, 2017 \$ 83,005.05  
Includes certificate: \$ 52,319.54

	Receipts to June 30	Disbursements to June 30
*Annual paid dues:	\$ 12,550.00	
Regular members = 30 Members + Associate members = 1		
Interest from Term Deposits	\$ 155.85	
Convention 2018 registration & sponsorship	\$ 16,527.93	
HST/GST/QST Collected	\$ 3,151.78	
<b>Total Receipts</b>	<b>\$ 29,233.78</b>	
Executive Director's Fees (July-17-March-18)		\$ 20,000.00
ED Mileage/Pkg/Tolls		\$ 1,543.93
Liability Insurance		\$ 1,175.00
Web maintenance		\$ 590.80
BOB/Tech meetings		\$ 1,572.92
AGM Expenses 2018		\$ 11,532.95
Stationery-Office-Computer supplies		\$ 163.48
World Spice Assn dues		\$ 335.00
HST/GST/QST Paid out		\$ 4,214.02
<b>Total disbursements</b>		<b>\$ 36,914.08</b>
Increase/decrease for period:	Decrease	-\$ 7,680.30
<b>NET ASSETS:</b>		<b>\$ 75,324.75</b>
<b>Current Account balance as of June 30, 2018</b>		<b>\$ 26,157.09</b>



**Attachment 2**

**AGM 2018 Summary:**

<b>Costs</b>				
		<b>Amount</b>	<b>HST/GST</b>	<b>Total</b>
Facility charges- mtg & services		\$ 6,585.15	\$ 706.68	\$ 7,291.83
Hotel rooms		\$ 2,175.00	\$ 282.75	\$ 2,457.75
Food & Bev		\$ 2,467.45	\$ 94.05	\$ 2,561.50
AGM Supplies		\$ 161.25	\$ 20.89	\$ 182.14
AGM ED Mileage		\$ 144.10		\$ 144.10
	<b>TOTAL COSTS</b>	<b>\$ 11,532.95</b>	<b>\$ 1,104.37</b>	<b>\$ 12,637.32</b>
<b>Income</b>				
Registrations	25 total attendees	\$ 15,277.93	\$ 1,872.28	\$ 17,150.21
Sponsorships	x 5	\$ 1,250.00		\$ 1,250.00
	<b>TOTAL INCOME</b>	<b>\$ 16,527.93</b>	<b>\$ 1,872.28</b>	<b>\$ 18,400.21</b>
<b>NET INCOME</b>		<b>\$ 4,994.98</b>	<b>\$ 767.91</b>	<b>\$ 5,762.89</b>