



Minutes of May 10, 2019 BOD Meeting

Held in King City, ON.

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.

Helen Levin, Griffith Foods

Michael Litvak, First Spice Mixing Company (Canada) Ltd.

Andrew Mansfield, G.S. Dunn Limited

Noel Markle, Caldic Canada Inc.

Donna Nicholson, Griffith Foods

Beverley Tschirhart, Canadian Spice Association

1. Call to order:

Gaspare Colletti called the meeting to order, noting that a quorum was present.

2. Election of Executive Officers:

Gaspare called for nominations. Tiina nominated Colby as VP. Holly nominated Andrew as Treasurer. Holly nominated Gaspare as President. All nominees accepted the nominations.

A motion was made to elect these individuals as CSA's Executive Officers for the 2019/2020 term by Donna and seconded by Holly. The motion was carried unanimously.

3. Approval of May 11, 2018 BOD Minutes

Time was provided to review the meeting minutes. Donna made a motion to approve the minutes as written, seconded by Holly. The motion carried unanimously.

4. Approval of CSA's Policies

Copies of the following policies were distributed and reviewed:



- Anti-Trust and Competitive Practices Policy
- Records Retention Policy
- Conflict of Interest Policy

Michael made a motion to accept the Anti-Trust and Competitive Practices Policy and the Conflict of Interest Polices as written, seconded by Holly. This was unanimously carried.

A discussion ensued if the Records Retention policy should be modified to identify where records should be housed. Holly agreed to store CSA's hard copy records (6-7 file boxes). Bev suggested that CSA's documents could be stored on the cloud in the future if CSA were to purchase Microsoft Office 365 for Business in the future. No decision was made to amend the Records Retention Policy and the policy was not approved.

5. New/Old Business

Gaspare informed the BOD that Bev has resigned as ED, effective no later than Dec 31 2019. Tiina asked that Bev review the ED's job description and make recommendation for revisions to ensure that the future ED has a manageable workload. Gaspare will lead a team with Michael and Colby to develop a transition plan for presentation at the Aug/Sept BOD meeting.

Gaspare will send out possible dates for an Aug/Sept BOD meeting. Some agenda topics include: a 2018-2020 strategic plan review and refresh, a not for profit incorporation recommendation including a cost benefit analysis and an ED/management transition proposal.

The 2019/20 Committee structure was discussed. Tiina accepted the nomination as Technical Chair indicating that she would be assigning this work to a McCormick staff member. Holly will continue in her role as Membership Committee Chair. Karen volunteered to lead the AGM Committee with Helen as a team member volunteer. Rachel will lead the social media efforts and Anthony will lead the Website project with Holly and Chamila as team members.

6. Meeting adjournment:

A motion was made by Anthony and seconded by Donna to adjourn the meeting. The motion carried and the BOD meeting was adjourned at 5:06 pm.

Recorded by: Bev