



British Columbia Food and BioProducts Technology & Commercialization Centre

Minutes, March 10, 2009
1st Working Group Meeting
2:00 – 4:15pm

Attendees: **Nelson Barsi**; Small Scale Food Processor Association **Margaret Daskis**; BC Food Technologists; **Andy Dolberg**, BC Agriculture Council; **Greg Edgelow**, WCFN; **Richard Hallman**, BC Innovation Council; **Nico Human**, BC Food Processors Association; **Rebecca Robertson**, UBC/BCIT.

Absent, with regrets: **Candice Appleby**, Small Scale Food Processors Association; **Debbie Hellbach**, BC Ministry of Agriculture & Land; **Robin Smith**, BC Food Processors Association.

Minutes

The project manager will be responsible for the minutes of project meetings

Project Participants

There will be a small core group of actively working members – the IAF application called it a Working Committee; this small working group will be called the **Working Group**. This group is composed of:

BC Agriculture Council - Andy Dolberg
BC Food Processors Association - Robin Smith/Nico Human
BC Food Technologists Association - Margaret Daskis
BC Innovation Council - Richard Hallman
BC Ministry of Agriculture and Lands - Debbie Hellbach
Small Scale Food Processors Association – Nelson Barsi
University of BC/BC Institute of Technology. Rebecca Robertson - project manager
Western Canadian Functional Food Network - Greg Edgelow

Should other members be included in the Working Group? – The group considered the Bioproducts group, now part of Lifesciences BC. Richard Hallman stated that this group is not concentrating on food at this time.

Project Objective

It is necessary to clearly state which groups are included in this project: food, agriculture, NHP, food-related bioproducts, fish from both Aquaculture and wild stocks.

There was a discussion of whether the initiative includes non-food items. Non-food products and value-added products produced from participants in the food chain will be included as this makes sense.

Name of the Center

The group thought that calling this initiative a “network” may be a better descriptor. The working name will state “network” instead of HUB/Centre. This name can include a byline such as “a virtual network that includes but is not limited to food, agriculture, aquaculture, NHP, fish,...”. The name will evolve as the marketing and communications materials are developed. The term HUB will be discontinued because it looks like an acronym.

Action Item:

The term “hub” will be used to describe the centre of the network, instead of “HUB” as it looks like an acronym.

Larger Committee(s)

This project needs a larger committee or committees associated with it because there is a group that would like to be informed of the network’s activities and another group that would like to offer feedback (via an Advisory Committee).

BCFPA will set up a mechanism by which people can sign up through the BCFPA website on a webpage. This mechanism will ask is the interested party wants to be placed onto the advisory committee.

Action Item:

BCFPA will place a committee sign-up link on their webpage.

Project Leader’s note – the Working Group may need to actively solicit Advisory Group participants.

Project Activities

The Working Group aligned themselves with the four activity areas, Resource Database, Governance, Marketing/communication and Centre Secretariat as follows:

Resource Database

Richard Hallman
Rebecca Robertson
Greg Edgelow
Andy Dolberg
Nelson Barsi

Governance

Nico Human
Greg Edgelow
Nelson Barsi
Rebecca Robertson

Marketing/Communications

Nico Human
Nelson
Rebecca Robertson

Centre Secretariat

Margaret Daskis
Richard Hallman
Rebecca Robertson

1st Committee Meetings

The first committee meeting will be set up within three weeks; many members have year-end activities so the committee meetings will be set up for the week of March 30. Each committee will set up a budget, milestones and deliverables. The meetings will be by conference call.

The Project Manager will investigate some computer-based conferencing tools such as Skype.

Action Item:

Project Manager will organize the committee meetings times.
The groups will set up a budget, milestones and deliverables.

Funding:

There was some general discussion on funding options. Currently funding is in place with IAF of BC to develop the governance structure only.

For Growing Forward, the BC government's advice has been to focus on the virtual centre (not the physical one). In the agreement there is in the order of \$500,000 per annum for four years, earmarked for innovation.

Action Item:

Everyone was asked to ask for a contribution in cash from their Boards of Directors. We need to find a total of \$10,000 as industry contribution. *Project leader to follow up with all.*

The discussion also included:

- We need to think of some quick wins, what can we put in place by June?
Perhaps a series of dialogues with each user groups, how to start the process of building a business plan.
- May need to expand what is in the database – a “relevant” database. Specify that this project is meshing existing databases; pulling in what already exists, coordination of organizations, needs assessment.
- Don't need to formalize everything right away, does any existing structure provide for this? Should this be a corporation?
- Look at Bioaccess resource centre in Edmonton

Next Working Group Meeting

Tuesday, April 7, at 2 pm by teleconference.