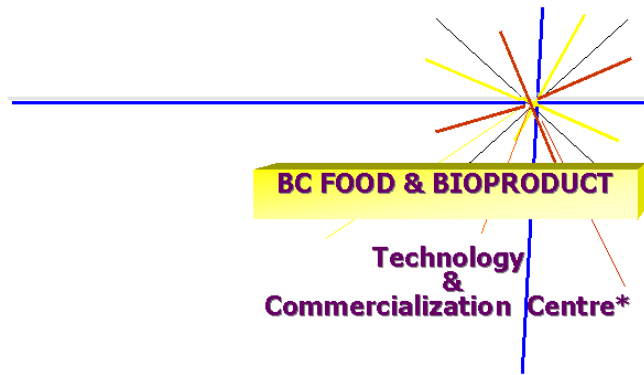


**British Columbia Food and
BioProducts Technology
& Commercialization Network**

Minutes
**Secretariat Sub-Committee
Meeting #1**
April 3, 2009
11:00 am – 12:00 pm



Attendees

Rebecca Robertson – Chair (RR)
Margaret Daskis (MD)

Debbie Hellbach (DH)- BCMAL– minutes
Ron Wasik (RW) RJW Consulting

Regrets

Richard Hallman

Guests

Ann Eastman (AE) - BCMAL

Introductions

Ron Wasik, RJW Consulting Canada Limited. Formerly Research Scientist, Director of Quality Assurance for Tricon Canada, Lots of industry experience. Writes column for Food in Canada “Focus on Food Safety”

Margaret Daskis, President, Fresh Ideas and Solutions. Industry consultant and food processor. Product development, food safety, production systems, quality assurance. Director, Metro Vancouver Agriculture committee. Past president BC Food Technologists. Lots of industry experience.

Rebecca Robertson, Manager of Food Info Service What’s Next UBC, BCIT. Consultant product development, commercialization, HACCP plans. Microbiology background.

Ann Eastman, Manager, Emerging Sectors. BC MAL, negotiating team for Growing Forward – Innovation.

Debbie Hellbach – Food processing specialist, BC Ministry of Agriculture & Lands. Government, industry, small business experience. Food science background.

Discussion

AE explained draft work plan for Growing Forward – intent is to pay salary for champion and administrative support to set up BC network. BCMAL looking to industry committee for recommendations for TOR for champion and administration. Intention is that the person would be hired based on criteria defined by the working committee. MAL would hire the person in the interim ie. until the working group has established a BOD and legal entity. Contracts could be drafted that show first term is with MAL will shift, renewal of

contract will be with the network. Draft work plan suggests TOR will be available by mid May.

AE has provided **draft** BCMAL Growing Forward workplan:

Establish Centre Secretariat – Centre Champion plus 0.5 FTE administrative support
Annual Budget: \$500K (Which may be prorated based on when project starts ... ie. If starts in May ie. only 67% of \$500K will be available.) For 2009-2010 the budget is broken down to \$300K for salaries & expenses, \$200K for projects.

Activities:

1. Develop and implement workplan for Year 1 based on 2007-08 feasibility study:
 - Initiate and oversee implementation of the Centre development strategy.
 - Coordinate activities of Centre administration support

 2. Direct and implement the BC Innovation Commercialization Centre project activities:
 - Review inventory of existing resources
 - Offer existing services re-branded and coordinated as the Centre
 - Develop one-stop web portal access to services
 - Negotiate bundled services with organizations
 - Develop Centre brand

 3. Identify candidate Pilot Projects to determine ROI – multiplier effect and determine limitations of existing services/facilities.

 4. Initiate development of Centre business plan (5 year plan).
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Group is to digest information and begin prioritizing what needs to be accomplished towards developing TOR.

Next meeting

1 pm Tuesday April 7th, 2009

Teleconference Coordinates

1-866-596-5277

Conference ID 7293483