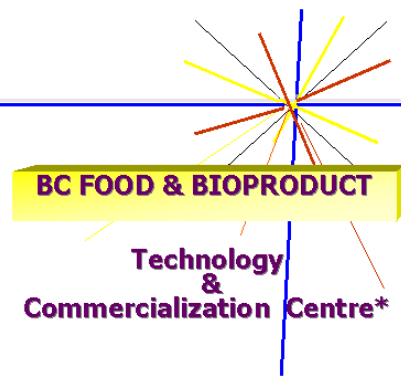


**British Columbia Food and
BioProducts Technology
& Commercialization Network**

Minutes
**Working Group Sub-Committee
Meeting #2**
April 7, 2009
2:00 – 3:30 pm



Attendees

Nelson Barsi, SSFPA
Andy Dolberg, BCAC
Nico Human, BCFPA – Chair
Greg Edgelow, WCFN (left at 3 pm)
Robin Smith, BCFPA (joined at 2:20 pm)

Ron Wasik, RJW Consulting
Arlene Fernandez on behalf of Richard
Hallman, BCIC
Rebecca Robertson, UBC
Debbie Hellbach - BCMAL - Minutes

Regrets

Margaret Daskis

1. Review of agenda

“**Motion** to adopt agenda”, Moved, NB; Seconded, RW; Carried.

2. Review of minutes

“**Motion** to adopt March 10, 2009 minutes”, Moved RW; Seconded, GE; Carried.

3. Project communications

NH reported that BCFPA has link on BCFPA home page that will house information regarding this project. Link is http://bcfpa.ca/do_tech_centre.html

NB concerned about confidential information. Discussion resulted in decision not to post financial information – ie. The IAF application budget. NH will remove financial information. Committee members are to send information to Rebecca or Nico for posting on the web link.

4. Subcommittee reports

Resource database

RR reported that the first meeting was held April 2, 2009. Subcommittee members are working on information gathering. RR to talk to Mario Anda, BCMAL regarding web platform project he is working on. Next meeting is Thursday, April 16th.

Secretariat

RR reported that the subcommittee met on April 3rd and 7th. She explained that the work of the Governance and Secretariat subcommittees are intertwined and requested that they be combined and renamed the Administrative subcommittee.

“Motion to join governance and secretariat subcommittees to form a single Administrative subcommittee”, Moved, RR; Seconded, RW; Carried.

Members of the Administrative subcommittee:

Nico Human, BCFPA
Greg Edgelow, WCFN
Nelson Barsi, SSFPA
Margaret Daskis, BCFT

Richard Hallman, BCIC
Ron Wasik, RJW Consultants
Rebecca Robertson, UBC
Debbie Hellbach, BCMAL

DH described what is happening through Growing Forward – MAL has negotiated funding to cover the cost of hiring a Secretariat/Champion. Anticipated that funding will flow in the next month or two. BCAFICN needs to be in a position to hire a champion and administrative support as soon as Growing Forward funds start flowing. MAL is requesting that BCAFICN provide MAL with recommendations for terms of reference. The intention is that a champion and administrative support would be hired based on criteria defined by BCAFICN working committee. MAL would hire individuals in the interim, ie. until the BCAFICN has established a board of directors and a legal entity.

“Motion for RR and DH to put together a 1 page document explaining MAL’s work plan regarding Growing Forward”. Moved, RW; Seconded RR; Carried.

Marketing and Communications

RR reported that the subcommittee had its first meeting on April 3rd. The priority is to come up with a name and graphic that depicts inclusiveness. Members identified the need for a single information piece that would suit the needs of identified network clients. (Government, Industry, Academic Institutions, Financers, Health Organizations). Recommendations to the working committee include holding a competition through member organizations for the name and requesting permission to hire a marketing and advertising agency to assist the subcommittee.

“Motion for marketing subcommittee to develop a Request for Proposals in order to hire a Marketing and Advertising agency”. Moved RR; Seconded NB; Carried

Governance

Most material was covered under the heading Secretariat subcommittee.

“Motion to develop an RFP towards hiring a management consulting firm”. Moved GE; Seconded RW; Carried.

5. Priority Setting

After some discussion the working committee decided that the priorities are:

1. RFP for Management consulting firm – need to get the one page Growing Forward work plan to member boards to clearly communicate the interaction between Growing Forward and this project.
2. Name competition

3. RFP for Marketing Company
4. Database project

6. Project funding – update

Growing Forward – RR and DH to draft one page information note on Growing Forward Funding

7. Next meeting

Monday, April 20, 2 pm

Teleconference Coordinates

1-866-596-5277

Conference ID 7293483