



CBB Operations Committee Meeting Minutes

September 17, 2018, 3-4:30pm

Room E5-6002



Present: Catherine Burns, Krystina Bednarowski, Jen Boger, Elizabeth Meiering, Shirley Tang, Brian Ingalls, James Tung, Helen Chen, Kostadinka Bizheva, Parisa Hamilton, Colin Russell

Student Ambassador Team: David Wulff

Skype Call-In: Melanie Campbell

Regrets: Marc Aucoin, Christopher Backhouse, Alfred Yu

Topics of discussion

1. Administrative
 - Staff changes (Co-op, Program Manager, Project Coordinator)
 - Constitution update
 - Board updates
 - Marketing Materials (Krystina)
2. Discussion:
 - Seed Funding Round 2 release
 - China schools
 - CFI Opportunities
 - Student Networking events (David, Anjali)
3. Summer activities (status report)
4. Round table updates

Administrative

Staff updates:

Co-ops completed their terms at end of August

Program Manager – welcomed Colin Russell to the CBB team. Looking to meet with CBB members.

Project Coordinator (CREATE) – welcomed Parisa Hamilton to the CBB team.

Constitution

Chris Backhouse, Elizabeth Meiering – still under review, and CBB's current practices, Policy 44.

Board updates:

Action

- OPS to recommend industry members to the Advisory Board.

Marketing Materials

CBB one-pagers summarizing our research groups and application areas are now online for download.

SWAG (pens, notebooks, lanyards, stickers) is now available, and updated banners and postcard printing are in the works.

Discussion:

SEED Funding

2nd round of seed funding release dates in October, with winners announced in February. Determined that the call will not be targeted; due to CBB's broad range of expertise.

Action Item

- Form CBB Seed Funding Committee - Call on award winners to stand on committee.



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International schools

Question: Which international school relationships should CBB help facilitate?

Action

- Suggest potential universities for collaboration. Dida suggested connecting with Israel.
- Catherine to find out dates that Charmaine is travelling to China.

CFI Opportunity

Imaging is a potential collaborative idea. Suggested to bring together needs of Biology and Engineering for the CFI call (e.g. Hardware and software development).

Action

- CBB website add Research Resources: a list of CBB members who have data sets available (list paper and PI)
- CFI and the Science Research Centre (to be built). Colin to investigate the shared space that can facilitate equipment via CFI grant.

CBB Student Ambassador Team (CBBSAT)

Summer workshop series discussion was a success and planning to re-run the series again. Suggested to aim for a November timeline (potential for more attendance).

Next projects: Attend the Biotech student conference, and spread word of the video project competition. Details to be outlined.

Action

- David/CBBSAT to prepare documentation, advice, and plans moving forward to next group of students to run the events. The video competition information to be finalized, approved and circulated.

Round Table Updates:

Shirley is announced as the new ADR for Science

CREATE:

- Catherine explained CBB's CREATE involvement and that it is intentionally broad scoped and open to UW faculty who can support internship opportunities (MITACs supported).
- Alfred Yu was invited to put a full proposal. Focus is on Ultrasound technology. Reach out to him if you're interested in participating.

CBB Seminars – CBB is open to helping host and coordinate any on-campus lectures/talks from industry or other universities. Small amount of funding is available to help bring the guest.

Action

- Let CBB know if you have any visitors to campus/labs (especially CREATE related). CBB can help host and coordinate the talk.