

CBB Operations Meeting

June 23rd, 2023, 3:00 p.m. – 4:00 p.m. EST

Attending: Helen Chen, James Tung, Alfred Yu, Clark Dickerson, Carly Turnbull, Kenrick Vassall, Camille Barre

Regrets: Kostadinka Bizheva, Jennifer Boger, Kelly Grindrod

Agenda:

3:00pm – Welcome and meeting commences

3:04pm – Governance

3:11pm – Seed Grant progress

3:16pm – CREATE Updates

3:20pm – International relations and events

3:27pm – Communications

3:29pm – Finances

3:30pm – Future Planning/Discussion

4:00pm – Adjourn

Meeting recording can be found [here](#).

Main updates:

1. Centres, University wide, have been renewed until December 2024
2. Changes to staff complement at CBB
 - a. Carly Turnbull on maternity leave, Sept 2023 – June 2024
 - b. Currently recruiting for Engagement Specialist and Administrative Assistant and Operations Coordinator (1year contracts)
3. Seed Fund Round 6
 - a. Results for Round 6 were announced
 - b. Round 7 will launch in Fall 2023
 - c. Joint Seed Funding program involving CBB, Waterloo Institute of Nanotechnology and Indian Institute of Technology Kharagpur
4. CREATE program
 - a. Successfully reviewed, will receive funding until program end – August 2025
 - b. 2023 CREATE Summer School and Design Challenge in progress
5. Upcoming events
 - a. Twente visit
 - i. October 2-4, 2023
 - ii. Sustainable Healthcare themed symposium
 - b. CIHR Information Session: Public, Community and Population Health (PH)
 - i. July 18, 2023
6. Upcoming programming
 - a. Clinical Council
7. Continued effort to engage the community via communication channels
8. Finances
 - a. Major costs are staff complement (64%) and interdisciplinary seed grants (25%)

- b. Surplus spending for 1 more year (sponsorships and large events)
- 9. Voting for new Operations Committee member(s)
 - a. The nominated candidates are Plinio Morita, Tejal Patel and Nik Knowles. Two positions are open to replace vacated positions as past members' terms have ended (Marc Aucoin, Melanie Campbell, Brian Ingalls, Shirley Tang).
 - b. Voting Jen Boger's replacement in October 2023 (will call for nominations again)
 - c. Voting Associate Director replacement or extension in February 2024
 - d. Voting for Kostadinka Bizheva and James Tung's replacements in October 2024

Discussion:

1. Voting for the new Operations Committee Member
 - Helen Chen nominates Maura Grossman (ethics of data privacy and AI) for the Operations Committee
 - o **Would need to become a CBB member before being nominated**
 - Suggestions of promoting **James Tung to the Board of Directors or Associate Director**
 - James Tung suggests including a **nano member on the Operations Committee for representation of a constituent of members that might be getting lost**
2. "Going Forward"
 - a.
3. The name and focus of CBB
 - Helen Chen suggests that the **focus of the Centre is too broad**
 - o CBB does not want to become too narrow to remain interdisciplinary and have connections across faculties
 - o Involved with the development of the Health Hub and the Health Innovation Arena
 - Discussion of CBB mission and name, center is more aligned with Health
 - o Does this change the focus? Exclude some members moving from Bio to Health is a broader field??
4. Training element at CBB and potential to apply for another CREATE, enabling cross-disciplinary training for students (encouraged by Helen and James)