

**Conference/Board Meeting Minutes  
Wood Pellet Association of Canada**

Meeting Date: May 11, 2011

Location: Vancouver, University of BC – Chemical and Biological Engineering Building

**Attendance:**

	<b>First Name</b>	<b>Last Name</b>	<b>Company Name</b>	<b>Email Address</b>	<b>Conference Only</b>	<b>Conf &amp; Board Meeting</b>
1	SooKyung	Ahn	BC Korean Trade Office	SooKyung.Ahn@gov.bc.ca	√	
2	Vaughan	Bassett	Pinnacle Pellet Inc.	Vaughan.Bassett@pinnaclepellet.com		√
3	Peter	Brand	Zhilkha Biomass	pbrandd@me.com		√
4	Steve	Chaplin	BC Forest Safety Council	chaplin@bcforestsafe.org	√	
5	Steve	Cho	KWC Canada Inc.	steevecho@paran.com		√
6	Leslie	Cormack-Wilson	Aon Reed Stenhouse Inc.	leslie.cormack-wilson@aon.ca	√	
7	Ross	Creelman	Marwood Ltd.	ross.creelman@marwoodltd.com		√
8	David	Dubois	Green Heat Initiative	david@cfquesnel.com	√	
9	Glenn	Hardie	Shaw Resources	ghardie@shawresources.ca		√
10	Doug	Johnston	Eagle Valley Biomass	djj@telus.net		√
11	Hoon Tae	Jung	Korea Southern Power	rickykorea@kospo.co.kr	√	
12	Kevin	Kelbert	Princeton Co-Generation	kevin@eagle-valley.ca		√
13	Tim	Knoop	Pacific BioEnergy	tknoop@pacificbioenergy.ca		√
14	Young	Kwon	Korea Business Centre	youngk@lotrayvr.com	√	
15	Chris	Lee	Lee Bros	chris@leebros.co.kr	√	
16	Jonathan	Levesque	Groupe Savoie	jonathan.levesque@groupe Savoie.com		√
17	Jim	Lim	UBC	cjlim@chbe.ubc.ca	√	
18	Peter	Lineen	BC Forest Safety Council	lineen@bcforestsafe.org	√	
19	Craig	Lodge	Pinnacle Pellet Inc.	craig.lodge@pinnaclepellet.com		√
20	Staffan	Melin	Wood Pellet Association of Canada	drc@dccnet.com		√
21	Elissa	Mieklem	Northern Bioenergy Partnership	meiklem@bioenergypartnership.ca		√
22	Mario	Montagliani	Shaw Sabey	mmontagliani@shawsabey.com		√
23	Brian	Mori	Ontario Power Generation	brian.mori@opg.com		√
24	Gordon	Murray	Wood Pellet Association of Canada	gord@gordonmurray.ca		√
25	Mike	Norton	Skana Forest Products	mike@skana.com		√
26	Michele	Rebiere	Viridis Energy	mrebiere@viridisenergy.ca		√
27	Martin	Ridgway	BC Forest Safety Council	ridgway@bcforestsafe.org	√	
28	Shahab	Sokhansankji	UBC	shahabs@chbe.ubc.ca	√	
29	Taraneh	Sowlati	UBC	taraneh.sowlati@ubc.ca	√	
30	Rob	Tarcon	Premium Pellet	robt@nechako.com		√
31	Fenton	Travis	Marwood Ltd.	fenton.travis@marwoodltd.com		√
32	Bas	Verkerk	Control Union	bverkerk@controlunion.com		√
33	Richard	White	Princeton Co-Generation	richard@eagle-valley.ca		√

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34	Alan	Wilson	National Steel Car	alanwilson@steelcar.com		√
35	Miles	Wright	Enligna	miles.wright@enligna.ca		√
36	Jackie	Yoo	Lee Bros	jackie@lee bros.co.kr	√	

### **Conference Agenda**

9:00am – 9:10am	Welcome and opening remarks – Gordon Murray, WPAC executive director
9:10am – 9:30am	Wood pellet market development in Korea – Chris Lee, president, Lee Bros. & Co., Ltd., Seoul Korea
9:30am – 9:40am	Introduction to Green Heat Initiative – David Dubios, project coordinator
9:40am – 10:10am	UBC Biomass and Bioenergy Research Group Report – Shahab Sokhansanj, adjunct professor, Dept of Chemical and Biological Engineering
10:10am – 10:30am	Insurance situation update – Leslie Cormack-Wilson, vice president, Aon
10:30am – 11:00am	Pellet industry safe certification and BCFSC’s role as a health and safety association – Peter Lineen, COO, BC Forest Safety Council
11:00am – 11:20am	Market development initiatives and funding through FII and CWEP – Gordon Murray, WPAC executive director
11:20am – 11:40am	New European and US pellet standards – implications for Canadian pellet producers, Staffan Melin, WPAC research director
11:40am – 12:00pm	Torrefaction project results – Staffan Melin
12:00pm – 1:00pm	Lunch and tour of UBC pellet research facility – Shahab Sokhansanj and Staffan Melin

### **Board Meeting Agenda**

1:00pm – 1:05pm	Call to order and welcome – Miles Wright
1:05pm – 1:10pm	Review minutes of last meeting – Miles Wright
1:10pm – 1:30pm	Executive director’s report – Gordon Murray
1:30pm – 1:40pm	Finance report – Gordon Murray
1:40pm – 2:00pm	FII, CWEP and Quebec Wood Export Bureau – discussion and resolution
2:00pm – 2:05pm	UNBC pellet boiler update – Gordon Murray
2:05pm – 2:25pm	Insurance, safety, and BCFSC’s role – discussion and resolution
2:25pm – 2:45pm	Pellet standards and certification – discussion and resolution
2:45pm – 3:15pm	UBC situation – discussion and resolution
3:15pm – 3:30pm	Other WPAC priorities – discussion and resolution
3:30pm – 4:00pm	In camera session – directors only

## Board Meeting Minutes

### EXECUTIVE DIRECTOR'S REPORT

Gordon gave executive director's report as follows:

#### Membership

New/returning members:

##### Associate Members

- Aon – Contact Leslie Cormack-Wilson
- Canadian Bioenergy Centre at University of New Brunswick – Michael Albright
- Fibreco Export – Contact Grant Watkins
- Muyang – David Yang
- Ontario Power Generation – Contact Sandy Drysdale and Brian Mori
- Oldendorff Carriers – Contact Paul Jeffrey
- Shaw Sabey – Contact Mario Montagliani
- Wood Resources International – Hakan Ekstrom

##### Producers

- Marwood Ltd. – Ross Creelman and Fenton Travis
- Zilkha Biomass – Peter Brand

#### Accomplishments

- Gord's trip to Korea – presentation at Kogreentech conference in November and met potential customers.
- Presentation at BC government's pellet symposium in December. Ministers Pat Bell and Shirley Bond present.
- Preparation and submission of four funding proposals to FII and CWEP totalling approximately \$200,000. FII portion is approved. CWEP approval is likely – was held up due to federal election.
  - Korean market development
  - European market development
  - Canadian industrial market development
  - Standards and certification
- Successful funding proposal to Worksafe BC (\$70,000) and proposal to WPAC board concerning implementation of safety certification with BC Forest Safety Council.
- Established relationship with Quebec Wood Export Bureau.
- Completed financial statements and tax returns
- Interviews – Vancouver Sun and CBC Radio

- Website continues to be successful – averaging 1,300 hits per day.
- First proceeds from book distribution arrangement with Earthscan
- Regular articles in Canadian Biomass Magazine and Bioenergy International
- Presentation at European pellet conference in Wels Austria in March.
- Meeting with European Pellet Council in March in Wels.
- Presentation to Canadian Clean Power Coalition in March.
- Presentation and moderating at Renewable Energy Conference in Halifax in April.
- Moderating at BCBN conference in Vancouver in May.
- Will be presenting at 19<sup>th</sup> European Biomass Conference in Berlin and European Bioenergy Conference in Brussels – both in June. Government of Canada paying for Berlin trip. FII will cover portion of Brussels trip. Will attend European Pellet Council meeting while in Brussels as well as WPAC members.
- New Brunswick trip – visited Groupe Savoie, Shaw, and Marwood.
- Established relationships with Korean consulate in Vancouver, Canadian trade commissioners in Korea and Japan.
- Following discussions with BC Forest Safety Council, the Council has prepared a proposal for funding from Worksafe BC on our behalf to develop the best practices, audit, and certification scheme.
- Respond to approximately 30 inquiries per day from potential customers, governments, and other associations.

## **DISCUSSION AND RESOLUTIONS**

1. The minutes of the November board meeting in Ottawa were accepted.
2. The FII and CWEP proposals as presented in the morning session by Gordon were discussed. It was resolved that the proposals were acceptable and that Gordon should pursue execution of contracts with FII and CWEP, obtain funding as proposed, and carry out the work under the contracts.
3. It was resolved that Gordon should pursue an agreement between WPAC and Quebec Wood Export Bureau. Gordon was to meet with QWEB and ask for a proposal that would provide for: (1) a short term fee arrangement; and (2) a way for the Quebec producers to become full paying members over time. It was acknowledged that QWEB's support for WPAC's CWEP proposals was an important factor in CWEP's decision to approve the proposals.
4. It was resolved that Gordon and Staffan would work with BC Forest Safety Council and to devise a proposed safety certification system. Such system would be presented back to

the board for review. A decision regarding whether to adopt BCFSC as the official health and safety association for WPAC would be considered after review of the safety certification system.

5. It was resolved that the UBC agreement would be continued until the end of 2011 as originally set out in letter of January 2, 2007. A decision whether to continue after 2011 would be postponed until the end of 2011. Staffan was to work with members and Shahab to arrive at a list of priorities for the balance of 2011.
6. It was resolved that Gordon would arrange for NORAM to present a webinar to producing members regarding the torrefaction report. Following the webinar, board members would decide on future strategy, if any, for the torrefaction project.
7. It was resolved that Gordon would follow up with the Industrial Wood Pellet Buyers Group (Consisting of 7 European utilities) and confirm WPAC's willingness to participate in their meetings. Their agenda includes standard contracts, standard sustainability criteria, and standard pellet specifications. Following confirmation, the board would choose two persons to represent WPAC with the Industrial Wood Pellet Buyers Group. Meetings will be rotated amongst European cities on a monthly to quarterly basis.
8. It was resolved that WPAC would pursue the rights to issue PFI and ENplus pellet certification in Canada by negotiating with PFI and with the European Pellet Council.