

ICR Governing Board Meeting Minutes

July 10, 2020 12:00 – 1:00 pm

Virtual Meeting

<https://csupueblo.zoom.us/j/510564566>

ATTENDEES: Chad Kinney, Cinnamon Bidwell, Nicole Quartiero, Jon Reuter, Sue Sisley, Maureen Leehey, Scott McWhorter, Mara Broisy-Wiwchar, Timothy Mottet, Malik Hasan, William Silvers (Public Attendee)

Meeting Minutes:

- I. Welcome (12:00-12:03pm)
- II. Approve minutes from: (12:03-12:05pm)
 - a. 06/12/20 meeting
 - SS (1st); TM (2nd) – all approve; VOTE: YAY (7)
 - b. 06/19/20 meeting
 - SS (1); MBW (2nd) – all approve; VOTE: YAY (7)
- III. Chair Updates (12:05-12:25pm) (Cinnamon Bidwell)
 - a. Bylaws (standing subcommittees)
 - Dr. Leehey is finalizing a draft that will be shared with the board via email; draft expected to be shared next week.
 - Suggestion: outline the role of a subcommittee and a subcommittee member
 - b. Budget Subcommittee Recommendation and Formal Vote
 - John Reuter provided an update/overview of the meeting given the budget revisions by the state.
 - Temporary authorization of category D for first quarter; proposed to move forward with Category D budget (review of category D – attached)
 - Discussion regarding whether this budget is approved for one quarter or for the full fiscal year.
 - Discussion regarding the funding from the county and the potential for re-establishing the \$1.8M previous annual budget from the state.
 - Recommendation would be to adjust budget if additional funds were to be awarded to the ICR from the state, county, or other sources.
 - Dr. Leehey expressed concern about this budget with respect to distribution of funds and not allocating any funds to new research. It seems as though there are too much funding allocated to infrastructure and personnel.
 - Dr. Kinney explained the rationale for those costs. Dr. Hasan shared his agreement with those points.
 - Dr. Bidwell expressed that the journal is part of the legislation and contractual requirements to maintain the journal in the short term.
 - Dr. Sisley agrees with Dr. Leehey that the journal is not of value. She also shared that there are Colorado scientists are very concerned about the staffing of the ICR and the optics of the budget.
 - Dr. Bidwell corrected that the journal is not part of the legislation but the conference is. She also shared that there was in depth discussion about the roles of the staff and how to address the board's concerns. Please see section below for additional details.
 - Dr. Hasan shared that not all members have shared ideas about how to raise additional funds, which would be helpful to address these concerns. He also shared that he feels that the journal is important and we should brainstorm how to improve it and address concerns.
 - Dr. Bidwell shared that budget scenario D allows for maximum flexibility.
 - Dr. Leehey would like to see small seed awards issued this year.

- Dr. Kinney shared that the RFA for FY21 will be released shortly and this, along with the other requests of the board members with respect to roles of staff, is an important consideration of category D.
- President Mottet shared that it should like there is a difference in priorities of goals and priorities. He suggested that we should reevaluate the founding ICR language that maps to the statutory language and goals. There seems to be a disconnect of mutually agreed upon goals that would help with decision making as/if resources become scarce. We should be mindful of what might not be done or done well with staffing/fiscal decisions that are not fully vetted.
- Dr. Bidwell shared that prioritization of goals is very important and we may need to schedule a special meeting very soon to finalize this.
- Vote to approve scenario D as the base FY21 Budget – Dr. Hasan seconds the subcommittee’s motion to approve this; VOTE: YAY (7) NAY (1)

IV. Reprioritizing Job Functions (12:25-12:35)

- a. Conference
 - i. Professional Conference Planning (similar to JCR model)
 - ii. Likely still require programing (presentations) oversight
- b. RFA
 - i. Management System Data Analysts/Computer Technologist
 - ii. Review Panels – Senior Scientists/Research Development Director
- c. Outreach
 - i. Social Media – Assistant Director and Office Manager
 - ii. Quarterly E-newsletter – Director and Office Manager
 - iii. Webinar Series – Research Development Director
- d. Fundraising
 - i. Director and Board
 - ii. Senior Scientist to focus on external support for research
 - Dr. Kinney provided a brief overview of the adjustment of functions. More discussion in future meetings with respect to staff roles will be warranted and based upon agreed upon goals/objectives/priorities as suggested by President Mottet and Dr. Bidwell.

V. Renewed Efforts For Fund Raising (12:35-12:45) (Cinnamon Bidwell, Chad Kinney, and Fundraising Committee)

- This topic was not discussed, but the subcommittee was asked to provide an update at the next meeting with respect to specific plans and action items.
 - Dr. Sisley requested that the letter used for Pueblo County be updated and shared with Board members to share with their local officials as a result of the request by Dr. Kinney for Board members to reach out to their local officials to request support as was done for Pueblo County.
- b. Pueblo County
 - c. Board Members Contact Home County and Professional groups
 - d. State Account for donations
 - e. Crowd Funding Campaign?

VI. ICR Conference (12:45-12:50 pm)

- This was not discussed in detail due to time, but Dr. Kinney did share that he is meeting with various conference planners about their services. It is envisioned that the responsibility of conference planning and logistics will be shifted to a professional group of conference planners to free up staff time for other Board priorities and requests, however, thus far, the cost seems quite a bit high. This will need to be taken into consideration and discussed in detail at a future meeting.
- b. Updates (Chad Kinney)
 - c. Professional Planners

- VII. Educational Programs – Initiate Discussion – *If time allows* (12:50 -12:55pm) (Chad Kinney)
- This was not discussed due to time.
- ICR Role with Educational Programs in the absence of a statutory mandate? Some options:
- ii. Support curricular development at partner institutions (support: resources, expertise, or other?)
 - iii. ICR Develop curricular offerings (e.g. CEUs) and offer through a partner institution (Potential revenue stream and requires initial resource allocation)
 - iv. Utilize available offerings under the ICR Branding and offer through partner institution (Likely limited to personnel time)
- VIII. Other Business
- Dr. Sisley requested the Board’ support in the form of a letter to the DEA for additional grow and cultivation operations for research. Dr. Bidwell asked that she share a letter template for the Board to review/revise/approve.
 - Need to confirm that this request was formally approved at a previous meeting. Dr. Hasan moves to approve if not and an official vote can be done via email.
- IX. Public Comment (12:55-1:00pm)
- Dr. Silvers shared that the conference is a great investment of time and resources. He also agrees that the JCR is a premier objective as it is dedicated to cannabis research and peer reviewed.
- X. Adjourn