

ICR Steering Committee Meeting

September 20, 2019, 10:00 – 11:00am

In Attendance: Dr. Kinney, Dr. Bidwell, Dr. Hassan, Dr. Leehey, Mr. Pace, Ms. Quartiero,
Meeting Minutes

- I. Introduction –
 - a. The group members each gave a brief introduction including their names, positions and interest re: serving on the ICR Board.
 - b. As there are some current unnamed members in institutionally appointed positions, this is an ongoing initiation process.
 - c. Dr. Kinney explained that he has communicated with Mr. Seeb to try and gather the names of the other appointed members. Mr. Seeb was unaware of the details and forwarded Dr. Kinney's inquiry to Boards and Commissions to see if they have additional information. Dr. Kinney has yet to hear from Boards and Commissions
 - d. Dr. Kinney to meet with President Mottet this afternoon and will inquire about the status of the representative from the CSU System.

- II. ICR Budget (20 minutes)
 - a. Current Budget – Discussion regarding the current FY20 ICR budget. The following elements were reviewed:
 - Research Expenses ~\$1M
 - Personnel Expenses ~\$500k
 - The remainder is allocated for expenses related to the Annual Research Conference as well as the Journal of Cannabis Research.
 1. Dr. Hassan inquired as to the contribution by the Host Institution with respect to Personnel Costs
 2. Dr. Kinney explained that the ICR relies on the Host institution for a variety of services. One key example are services provided through Business Financial Services
 3. Dr. Kinney further explained that a line item is included for Conference-related expenses as registration fees historically have not covered the full cost of the conference
 4. Dr. Kinney shared that the Journal costs are related to submission fees. The current contract with Springer Nature (publisher) includes the ICR supporting the submission costs for the first five years of the journal. This agreement was negotiated by the previous ICR administration.
 5. The group agreed that the current \$1.8M budget is not enough to support the costs associated with the types of research included in the legislation. Therefore, it is important to request additional funding to achieve the goals set forth by the Governor.
 - b. Request for additional Funding
 - Dr. Bidwell expressed that we have an opportunity here to think about the big picture for the ICR. Since the ICR is being tasked to do more, this is an opportunity to request additional support to be able to fund and facilitate the types of research the Governor has tasked us with.
 - Dr. Leehey asked if research funding has been issued this year. Dr. Kinney answered yes, that the projects that were submitted and approved in FY19 received their funding in FY20.
 - Dr. Leehey asked if the ICR funding for research grant is separate from the CDPHE funding and Dr. Kinney answered yes.

- Dr. Bidwell asked the group if anyone had undergone the process of requesting additional funds from the state. The group answered no so Dr. Hassan suggested that Dr. Kinney work with Mr. Pace on the format of the request. Mr. Pace explained that the deadline request is October 7, 2019 and agreed that he would advise Dr. Kinney and the ICR staff on the format and content needed.
- There was some discussion regarding the amount that should be requested. Dr. Kinney suggested that we calculate the number and magnitude of awards as a starting point. Drs. Bidwell and Sisley supported that approach and thus, Dr. Kinney will send a draft budget to Dr. Bidwell for review early next week. The draft budget will then be shared with the rest of the board for approval before officially submitting to the state.
- Mr. Pace informed the group of the process at the state for reviewing these requests.
- The group agreed that there needs to be weekly meetings from now until the request for additional funding is sent to the state.

III. Meeting Logistics

a. Frequency

- The group agreed that the standard meeting schedule will be monthly with 2-3 in person meetings per year, with one of those in person meetings being held at the annual ICR conference.
- The board was asked to send a general outline of their availability on Thursdays and Fridays over the next two weeks so that follow up funding request meetings can be scheduled.
- Dr. Hassan expressed concern about holding the standard meetings on Fridays. Dr. Bidwell responded that alternate days will be considered. Further discussion will occur once the additional funding ad hoc meetings are completed.

b. Format

- The group supports remote meetings using zoom, but would like to hold at least 2-3 in person meetings per year. The budget doesn't currently include this so it might be considered in the additional funding request.

IV. FY21 RFA – Not discussed; will table for future discussion once there is an understanding of what the allocation for research funding will be in FY21 related to the FY20 request for additional funding.

- a. Statewide Competition
- b. Timeline
- c. Review Process

V. Adjourn

ACTION ITEMS:

- Prepare additional Funding Request draft budget for board to review – Dr. Bidwell first review and then Board thereafter (Dr. Kinney & Mr. Pace)
- Send Dr. Bidwell availability for Thursday and Friday until October 7th
- Identify additional board members (Dr. Kinney) and invite them to future meetings

Minutes Submitted by: Nicole Quartiero

Minutes Approved by: Drs. Bidwell and Kinney

