



Minutes of ICR Board of Directors Retreat

May 5, 2023, 1-5pm

In attendance: Dr. Cinnamon Bidwell, Dr. Jeff Smith, Dr. Jon Reuter, Dr. Joanna Zeiger, Dr. Tim Mottet, Dr. Chad Kinney, Malik Hasan, Dr. Sang Hyuck Park, Elyse Contreras, Wendy Fairchild, Scott McWhorter; Remote: Sal Pace, Sherard Rogers and Amber Valdez.

Facilitation and Support: Kyle Blakely and Sheridan Kalletta.

Welcome and Executive Summary

- a. Overview of the day provided by Dr. Bidwell, followed by a thank you from Dr. Smith to the Board for their support during his role as Interim Director.
 - Dr. Smith highlighted his collaborative efforts and work during his directorship and expressed an interest in continuing to support the ICR.
 - He also asked the Board for a letter confirming his role, responsibilities, and outcomes as Interim Director.
 - Dr. Bidwell suggested Dr. Smith might be able to support the ICR in the future and agreed the Board will provide a letter regarding his interim role.
- b. Vote to revise the definition of a quorum in the bylaws was discussed and changed to 50% of active board members present will constitute a quorum. Motion was approved.
- c. Minutes from the meeting of 14 April 2023 were approved, with a motion from Dr. Hasan, a second from Mr. Pace. The motion to approve the minutes passed unanimously.
- d. Updates on the two open Board positions was given by Dr. Bidwell. Action is being taken at the state level to fill the Board positions and the process is expected to continue for several weeks with no set deadline. It was also noted that Dr. Chad Kinney will return as ICR Director in August.
- e. Kyle Blakely provided a website update, showing a draft of the new site that is in development.

Research Subcommittee Report

- a. A review of grant application procedures with regards to conflict of interest or perceived conflict of interest was provided by Elyse Contreras.

- Two rubrics were shared for review by the Board, one for board members to score applications, and the other for evaluating Board member conflict of interest when reviewing an application.
 - The goal is to use these rubrics to provide a set of criteria to identify conflict, capture qualitative information for feedback, set clear yes/no choices for clarity and to maintain transparency, and create a form for Board members to sign.
 - Discussion and questions followed.
- b. Vote to approve the process of adding the rubrics to the application was motioned by Dr. Bidwell on behalf of the research subcommittee. The motion was approved unanimously.

Strategic Planning and Long-Term Vision

- a. A copy of the current Strategic Plan was distributed to members for review. An overview of item number one: “Conduct, Support, and Fund Innovative and Significant Cannabis Research” was provided by Dr. Bidwell and Dr. Zeiger. There was a suggestion by Dr. Hasan to engage employers for funding and try to solve the issues of drug testing to determine the functionality of employees testing positive.
- b. A SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis was facilitated by Kyle Blakely.
- c. The following areas were identified by Board members:
1. Strengths
 - Applications have increased each year
 - Funding has increased each year, including a \$1-million increase for FY 2024
 - Strong reputation for unbiased review process
 - Overall, highly regarded for research outputs: journal, conference, abstracts
 - Quality of research conducted and supported
 - Strong Board as overseers, using best national practices
 - Good relationship with CSU Pueblo
 - Internal research capacity will double with the addition of a new researcher
 2. Weaknesses
 - Lack of stable funding
 - Lack diversity of funding sources
 - ICR conference needs to engage clinicians
 - CME credits need to be established to engage others with ICR
 - Lack of co-existence with industry and lack of clarity on appropriate ways to collaborate with industry
 - Minimal exposure of ICR at other related conferences
 - More education and outreach needed (ex: dispensary workers)

- Use of social media, only FB and LI currently, can be diversified and improved
- No private donations
- Lack of general awareness of ICR
- Reputation of alignment with industry

3. Opportunities

- Explore external funding (via internal research)
- Publicity – overall media relations
- Private business funding (ex: employers, agriculture)
- Increase funding for internal research
- Review state laws and regulations – educate staff, stay current
- Create better connections with law enforcement and other state agencies – for the purposes of identifying their needs, who are advocates or not of ICR
- Rescheduling of cannabis at the Federal level and its effect on ICR
- Develop an ICR consulting service to offer to other organizations
- Partner with other states
- Economic development within research and technical space
- Partner with mental health industry (network of contacts, influence, CME credits for professionals)
- Unite cannabis organizations – create a National Society of Cannabis Researchers

4. Threats

- Loss of state funding
- Stigma of cannabis
- Potential for mishandling of any relationships with industry
- Human resources – board & staff
- Misinformation – complicated topic
- Competing states – how to differentiate, collaborate, and identify competitors

ICR Funding – Planning for the Future

Dr. Reuter began the funding discussion with a review of relevant issues:

- a. An overview of state funding, ICR internal research, staffing, and potential funding sources was provided by Dr. Reuter. He highlighted the need for:
 - External professional support to maintain incoming funds
 - The need to set milestones and goals for funding
 - Suggested pursuing a yearly percentage or dollar amount of state funding
 - Noted the stability of funding impacts researchers and our reputation and ability to provide consistent funding to scientists
 - Suggested asking ICR lobbyists for information about the Tax Fund allocations within the State budget

- b. Dr. Park provided an overview of his experience in seeking external funding:
 - After three years of research, more productive now
 - A grant writer would be helpful
 - He is focusing more on grant writing than manual writing
 - Need external funds for sustainability
 - Making contacts in Korea, who would be a good international resource
 - Suggest using another researcher with a different specialty, like medical or mental health.
- c. Dr. Mottet also commented on:
 - Concern for the process of expanding fund raising and the need for oversight, staffing hierarchy and the goals of that subcommittee
 - Can the ICR use state funding to fundraise?
 - Contract with an organization or person to assist with fundraising
 - Need to create a vision on a national level
 - Pursue private donors

Dr. Mottet will have a discussion with the organization that supports his national funding and awareness efforts at CSU Pueblo to see if they have any recommendations or suggestions for an organization to support the ICR's fundraising efforts. Dr. Mottet and Mr. McWhorter agreed to spearhead the fundraising committee.

Other Discussion Items

- Concern for efficiency of Board meetings; subcommittees seem to be efficient and productive; suggested restructuring Board meetings, developing more subcommittee work and best practices
- ICR is a young organization but is making strong incremental progress
- SWOT analysis will be summarized, distributed, and will support the development of the strategic plan
- Suggest changing the Board meeting day; Doodle poll will be conducted
- Attending other conferences to expand publicity and support recruitment
- Social media: share the ICR newsletter; other ideas and support needed

The meeting was adjourned.