

# Meeting Minutes

Cannabis Sustainability Work Group

Thursday, February 22, 2018 2:00 PM - 3:30 PM

Denver Environmental Health Grand Mesa Conference Room

Attendees: Matt Gettleman, Kim Stuck (Allay Consulting), Jeremy Lauffenburger, Kirk Whitehead, Jacob Policzer, Jake Mitchell, Janet Burgesser, Brad Bogus, Emily Backus, Marc Ross, Nick Hice, Jennifer Gremmert, Alex Niebergall (CDPHE), Kaitlin Urso, Ben Gelt. Phone: Shawna McGregor, Kayvan Khalatbari, Amy Andrie, Brooke Gilbert, Ambra Sutherland, Catherine Drumheller.

## 1. Symposium Update

- a. Progress on date/venue: Had a discussion with staff from DU, they are willing to provide space at Daniels school for free in exchange for being a partner on the event. Group was inclined to accept the offer. They are looking at available spaces and dates, Ben is waiting to hear back. Still targeting early October. Thanks to Kayvan for making that connection.
- b. CCC (Ben) is soliciting at least 2 proposals from event planners right now, someone will be in place beginning in March.
- c. Core team (aka Events Committee) - Ben started a [DRAFT org chart here](#) (updated during meeting). Consider whether you want to take on one or more of these roles.

## 2. Members

- a. Introductions
- b. Discussion: What does it mean to be a "member"?  
Group likes idea of having two types of participation: Members (full participation) and Contributors (limited participation). Current members will email Emily to tell her their desired role. Levels of participation:
  - i. Member: Attend monthly meetings (1-1.5 hours), participate in email discussions, fully engage in sub-committee activities. BMP committee members - writing/reviewing/soliciting document content, Events committee members - event planning and marketing. Total monthly commitment - about 4-6 hours (varies).
  - ii. Contributor: Attend meetings as available, stay connected with group activities through email, contribute to sub-committee activities, e.g. help review BMP drafts, recommend speakers for Symposium, connect group to technical experts, promote workshops through social media. Total monthly commitment - about 2-3 hours (varies)

## 2. BMP Manual Update

- a. Discussed list of potential changes - started [here](#). Members are welcome to add to list between now and March meeting.
- b. BMP committee will meet next month to refine list/ determine order of priority

## 3. [Benchmarking tool](#) update from Kaitlin

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- a. Tool development has hit a bit of a wall with 2 challenges: the cost of user interface development, and privacy concerns. An outside partner will be needed to house the tool and it's data so that participant's data cannot be made public via CORA request.
  - b. It's extremely important that the tool not be monetized and remains free for users.
  - c. Kaitlin is working with a tech company that is willing to build out the tool, but needs more feedback to get started. Members, please contribute to the development of this tool by emailing Alex ([alexandria.niebergall@state.co.us](mailto:alexandria.niebergall@state.co.us)):
    - i. Advice on technical content; inputs and outputs of [the tool](#)
    - ii. Thoughts on data security concerns
4. Meeting/Team Format
- a. Group would like to keep the separate committees for Events and BMP, but desires more cross-committee participation and communication this year.
  - b. Agreed on monthly meetings, alternating between committee breakout meetings and all-group (public) meetings. Committee meetings will be kept to 1 hour if possible.
  - c. Members: please decide which committee in which you prefer to participate and email Emily. 2017 committee structure was:
    - i. BMP: Ambra Sutherlin, Catharine Drumheller, Jacob Policzer, Jeremy Lauffenburger, Josh Malman, Nick Hice, Joe Cantalini, Laura Davis, Duncan Campbell, Alice Conovitz, Brandy Keen
    - ii. Events & Outreach: Emily Backus, Kayvan Khalatbari, Amy Tancig-Andrle Andrew Livingston, Janet Burgesser, John-Paul Maxfield, Kirk Whitehead Meg Collins, Netia Ingram, Brooke Gilbert, Marc Ross
5. Next meeting: March 22nd at 2PM - will split into committees.