



**May 6, 2020 U.S. HEMP AUTHORITY®
TECHNICAL COMMITTEE MEETING AGENDA**

1. Welcome – Marielle Weintraub (3 minutes)
2. Roll Call and Introductions – Marielle Weintraub & David Gould (15 minutes)
3. Review Agenda – Marielle Weintraub (2 minutes)
4. Review Technical Committee Terms of Reference– (15 minutes)
 - Declaration of Interests, Anti-Trust Policy
 - Attendance of Visitors
5. Elect Chair (10 minutes)
6. Review GP Revision ToR (45 minutes)
 - Account for stakeholder feedback (including TC members)
 - Proposed process to create 1st draft
7. Other Business (10 minutes)
8. Set Next Meetings (10 minutes)
9. Adjourn



**May 6, 2020 U.S. HEMP AUTHORITY®
TECHNICAL COMMITTEE MEETING AGENDA
AND MINUTES**

Meeting occurred over Zoom, 12:00pm – 1:50pm Central Daylight Time.

1. Welcome – Marielle Weintraub (3 minutes)
2. Roll Call and Introductions – Marielle Weintraub & David Gould (15 minutes)

Present: Grace Bandong, Pamela Baxter, Blake Ebersole, Brett Goldman, David Goodheim, Melody Harwood, Kasey Irwin, Holly Johnson, Tim Lombardo, Wendy Mosher, Neda Moss, Andrew Pham, Scott Propheter, Ron Conyea (USHA Board, non-voting), Marielle Weintraub (USHA Board, non-voting), Brooke Parker Robertson (USHA Secretariat, non-voting), Katelyn Wiard (USHA Secretariat, non-voting), David Gould (FoodChain ID, non-voting, minutes)

Absent: John MacKay, John Morrison, Sarah Oxendale

3. Review Agenda – Marielle Weintraub (2 minutes)
4. Review Technical Committee Terms of Reference– (15 minutes)

Discussion: The Term of Reference mandate that the Committee members serve staggered terms. The Committee defers the decision back to the USHA Board to decide who should serve 3-year, 2-year, and 1-year terms to establish the staggered sequence. The Committee advises the Board to retain as much as possible the stakeholder balance elaborated in the Terms of Reference. This topic to be added to the upcoming Board of Directors meeting.

- Declaration of Interests, Anti-Trust Policy
- Attendance of Visitors

Discussion: The Technical Committee and U.S. Hemp Authority program overall is committed to transparency. The Technical Committee meetings may also benefit from the participation of certain individuals.

Motion: Visitors will be allowed to attend on a case-by-case basis. If certain agenda items of a given meeting need to occur as a closed session, visitors attendance will be limited accordingly.

Moved by Scott Propheter, seconded by Holly Johnson

Passes by consensus

5. Elect Chair (10 minutes)

Scott Propheter and Brett Goldman offer themselves to serve as Chair. Scott elected by majority vote via secret ballot tabulated by Marielle.

6. Review GP Revision ToR (45 minutes)

- Account for stakeholder feedback (including TC members)

Discussion: The ToR were discussed, with general agreement on the relevance of the bullet points included under the Revision Scope section. Additional aspects the Technical Committee raised are: (i) updating and potentially augmenting certain analytical protocols; (ii) additional sustainability aspects for farmers, including labor and income as well as environmental issues, through an inclusive, continuous-improvement approach; and (iii) how to better include inhalable products within the scope of the program.

- Proposed process to create 1st draft

Discussion: In addition to the needs mentioned in the ToR, a balance among reducing redundancy and increasing readability/usability is desired. It is acknowledged that even though there may be common objectives across different supply chain actors (ie growers vs. processor/manufacturers vs. brand owners), each has its own contextually appropriate needs and methods and the Guidance Procedures need to be clear about this.

David/FoodChain will draft an initial proposed outline for version 3.0 of the Guidance Procedures and send to the Secretariat, who will post it as a Googledoc for all Committee members to comment and contribute additional ideas. Goal is to agree on an outline at the next Committee meeting, and then fill the document out with actual content, most likely through the work of smaller focused grouping of Committee members.

7. Other Business (10 minutes)

None

8. Set Next Meetings (10 minutes)

The USHA Secretariat will circulate a Doodle poll to set a next meeting approximately 2+ weeks from today's date.

9. Adjourn

Moved: Holly Johnson

Seconded: Grace Bandong

Passes by consensus