



Oregon Liquor Control Commission Technical Advisory Subcommittee: Retail *Project Charter*

Project Name	Technical Advisory Subcommittee: Retail
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Sponsors	Steve Marks, Executive Director, Oregon Liquor Control Commission Will Higlin, Interim Marijuana Program Director, Oregon Liquor Control Commission
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Project Members	Aviv Hadar Colleen Valley Jake Boone Jeremy Plumb Meghan Walstatter Matt Price Saleem Noorani Scott Grenfell Rosa Cazares
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OLCC Staff	Administrative Policy and Process: Becky Voelkel Marijuana Division: Amanda Borup
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Problem Statement	The commission needs additional subject matter expertise and research capacity to explore the policy and business implications of establishing commercial retail businesses. This group will provide insight into these areas and provide input to the Executive Director and Commissioners for the purpose of drafting rules.
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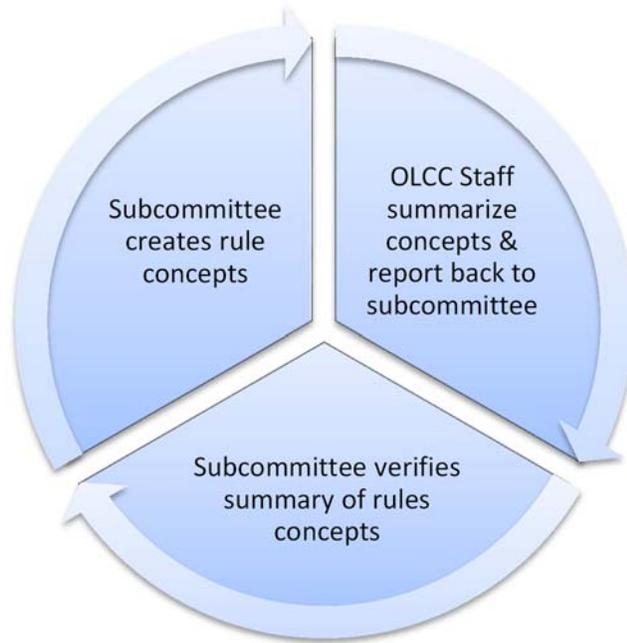
Rules Scope	POS tracking Facility and security Retail services and employee education Transportation Marketing Consumer Health and Safety Information / Recalls Waste disposal Technical Advisory Subcommittees may have scope overlap. In consultation with the Executive Director, OLCC staff will align recommendations before drafting rules language. OLCC staff and other state agencies, including the Governor’s Office, may bring policy concepts to this group for review during the life time of this group.
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Expected Outcomes	The group needs to begin with a common goal in mind. Clarity in the beginning gives the group a place to circle back to in the event that disagreement arises. Group consensus is encouraged, but not required. In the event multiple concepts emerge that conflict, OLCC staff will summarize them and bring them to the Executive Director for consideration.
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Work Flow



Email will be the primary method of communication between meetings.

Deadlines

The last Rules Advisory Subcommittee meeting for the Retail group is **7/27/2015**. OLCC staff expectations is that this group will submit recommendations to the Executive Director for consideration by this date. The Executive Director has the discretion not to adopt the recommendations put forth by this group.

Group Member Expectations

Underlying Principles:

- Work on individual assignments will happen outside of regular meetings
- Focus of meetings should be to ensure the best use of resources and time
- For internal documents, 80% is good enough (Perfection should not be the enemy of the good).
- For external documents, the team will review carefully prior to releasing to the documents.

Individual Roles and Responsibilities:

- Group members will come to meetings having reviewed materials in advance, prepared to dialogue and try to resolve any outstanding issues to make as much forward progress as possible.



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**Public Meeting
Acknowledgement**

All meetings will be recorded and attended by members of the public but public testimony will be taken only when the temporary rules are put forth for adoption. Members of the public may contact OLCC staff at any time by emailing: marijuana@oregon.gov.

**Project Member
Signatures**

Aviv Hadar _____

Colleen Valley _____

Jake Boone _____

Jeremy Plumb _____

Meghan Walstatter _____

Matt Price _____

Saleem Noorani _____

Scott Grenfell _____

Rosa Cazares _____