



Board Caucus Meeting

Tuesday, June 3, 2025, 10:00 am

This meeting was held in a hybrid environment

Meeting Minutes

CAUCUS ATTENDEES

Chair Jim Vollendroff
Member Ollie Garrett
Member Pete Holmes
Gretchen Frost, Executive Assistant

GUESTS

Nicola Reid, Licensing and Regulations Deputy Director of Administration
Aaron Washington, Cannabis Social Equity Program Manager
Sarah Worley, Cannabis Social Equity Program Specialist
Sarah Okey, Research Program Manager
Justin Nordhorn, Policy and External Affairs Director
Kevin Walder, Policy and Rules Manager
Jeff Kildahl, Policy and Rules Coordinator
Daniel Jacobs, Policy and Rules Coordinator
Denise Laflamme, Policy and Rules Coordinator

At 10:00 am, Gretchen Frost announced that the meeting lobbies were open, and the recording had begun.

At 10:00 am, Chair Vollendroff convened the meeting.

APPROVAL OF MEETING MINUTES

Member Garrett made a motion to approve the July 3, 11, 18 & 25, 2023 Caucus minutes; July 5 & 19, 2023 Board Meeting minutes; July 12, 2023 EMT minutes; August 1, 8, 15 & 29, 2023 Caucus minutes; August 2, 16 & 30, 2023 Board Meeting minutes; and August 8, 2023 EMT minutes. Chair Vollendroff seconded. Motion was approved. .

SOCIAL EQUITY REGISTRATION WINDOW

Aaron Washington, Cannabis Social Equity Program Manager

Aaron briefed on social equity licensee statistics and reviewed the steps to register for a cannabis social equity license because the registration window is open from June 2, 2025 to July 1, 2025 (PRESENTATION 1).

LCB RESEARCH ROUNDTABLE OVERVIEW

Sarah Okey, Research Program Manager

Sarah presented a brief overview and update on the Research roundtable.

POLICY AND RULES TEAM UPDATES AND BOARD MEETING PREP

General Updates and Timelines All Industries – Kevin Walder, Policy and Rules Manager

Kevin provided an overview of the current Rules team activities and timeline items.

Board Approval of CR 102 for Acceptable Forms of Identification – Jeff Kildahl, Policy and Rules Coordinator

Jeff briefed on the rule proposal regarding acceptable forms of identification that liquor licensees may use to verify a person's age for eligibility to purchase alcohol. The purpose of the rule is to update outdated statutory references in rule, and to add two types of federal identification types in response to rulemaking petitions accepted by the Board from members of the public.

Board Approval of CR 101 for Batch Tracking of Cannabis Plants – Jeff Kildahl, Policy and Rules Coordinator

Jeff previewed a request for a CR 101 for rulemaking to consider amending WAC 314-55-083 to respond to a petition for rulemaking accepted in 2023 regarding batch tracking of cannabis plants.

Board Approval of CR 101 for Cannabis License Distance – Denise Laflamme, Policy and Rules Coordinator

Denise previewed a request for a CR 101 to amend WAC 314-55-050(2) to redefine how distance is measured from licensed cannabis premises to restricted entities such as schools, to comply with the 1,000 feet requirement under RCW 69.50.331.

CONDITIONAL DELEGATION OF AUTHORITY

Jim Vollendroff, Board Chair

Chair Vollendroff presented a proposal to consider a conditional delegation of authority, allowing the Rules team to open a CR 101 under certain circumstances without a formal Board vote. There are two identified circumstances where a Board vote is not specifically necessary. First, once the Board has voted on and approved a petition for rulemaking, the intent for rulemaking has already been established by the Board. Second, once the legislature passes a bill and it is signed by the governor into law, mandatory rulemaking is a given. Bringing legislative implementation CR 101s to the Board is unnecessary as the decision for rulemaking has already been determined.

BOARD MEMBER AND EXECUTIVE ASSISTANT REPORTS

Member Holmes noted that he spoke before the Cannabis Law Seminar taught by Professor Karen Boxx at the University of Washington School of Law.

Meeting adjourned at 10:43 am.

Minutes approved this 11th day of June 2025



Jim Vollendroff
Board Chair



Ollie Garrett
Board Member



Peter Holmes
Board Member

Minutes Prepared by: Deborah Soper, Administrative Assistant to the Board

LCB Mission - Promote public safety, public health, and trust through fair administration, education, and enforcement of liquor, cannabis, tobacco, and vapor laws.
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