



## MEMORANDUM

TO: Marijuana Control Board                      DATE: October 16, 2018

FROM: Erika McConnell, Director              RE: Juneau's Green Market, #12313  
Retail Store

This license is held by ISG, Inc., a corporation that was 100% owned by Paul Burrows. The license application was approved with delegation by the board in September of 2017. The application is currently in delegated status, meaning a license has not been issued. DEC approval is still pending.

The ownership of ISG, Inc., was transferred from Paul Burrows to Elizabeth Romanoski in early 2018—the change of officials paperwork was signed on March 13, 2018, and received by the Division of Corporations, Business, and Professional Licensing (CBPL) on both March 16 and April 5 (there are two “received” stamps on the form). A license transfer application was initiated on March 14.

3 AAC 306.045(a) states, “A person may not receive or transfer a marijuana establishment license or a controlling interest in a marijuana establishment license issued to a partnership, including a limited partnership, a limited liability company, a corporation, or a local government, without applying for and receiving the written consent of the board.”

Because no license has been issued to this applicant, there is nothing to transfer. As noted in my Director's Report, I propose that AMCO no longer accept transfer applications unless a license has been issued. While in delegated status, an application is still in the application process, because the board has delegated the authority to issue the license to the Director, once all requirements are met, but since they are not yet met, the license is not issued. During the application process, the only way to change the proposed ownership of the proposed marijuana establishment is to roll back the application to “new” status so that the applicant may modify the proposed ownership. In that scenario, the application would have to come back to the board for approval.

AMCO did review this transfer application and on August 9 sent an incomplete letter to the applicant, Ms. Romanoski, stating that ownership of ISG, Inc., needed to be reverted to Paul Burrows until such time as the transfer was approved by the board. Mr. Burrows refuses to reclaim ownership of ISG, Inc. and thus the application remains incomplete. Counsel for Ms. Romanoski is appealing the decision that the application is incomplete.

I recommend that the board direct staff to return the transfer application and all associated fees to the applicant. Alternately, should the board determine that it is appropriate to process the transfer application, I recommend denying the appeal because written consent of the board to transfer and receive controlling interest has not been received.

Attached: Change of Officials form  
August 9 incomplete letter



THE STATE  
of ALASKA

Department of Commerce, Community and Economic Development  
Division of Corporations, Business and Professional Licensing



**COR**

FOR DIVISION USE ONLY

RECEIVED  
Juneau

MAR 16 2018

CBPL

RECEIVED  
Juneau

APR 05 2018

CBPL

✓ 25 Bg

Corporations Section  
State Office Building, 333 Willoughby Avenue, 9<sup>th</sup> Floor  
PO Box 110806, Juneau, AK 99811-0806  
Phone: (907) 465-2550 • Fax: (907) 465-2974  
Email: [corporations@alaska.gov](mailto:corporations@alaska.gov)  
Website: [Corporations.Alaska.Gov](http://Corporations.Alaska.Gov)

## Notice of Change of Officials

### Domestic Business Corporation (AS 10.06)

- This Notice of Change of Officials form is only for Domestic Business Corporations and is used to report changes between biennial reporting periods in: officers, directors, alien affiliates, and shareholders.
- This Notice of Change of Officials will not be filed if the entity's biennial report is not current. To verify the entity's biennial report due date, go online to [www.Corporations.Alaska.Gov](http://www.Corporations.Alaska.Gov) and select, *Search Corporations Database*
- Standard processing time for complete and correct filings submitted to this office is approximately 10-15 business days. All filings are reviewed in the date order they are received.
- The information you submit is a public record and will be posted on the State's website.

**1. Important:**

AS 10.06.813

Each Domestic Business Corporation is required to notify this office when there is a change of officials.

— AS 10.06.813

Failure to meet this requirement may result in involuntary dissolution of the entity's authority to transact business in the State of Alaska.

— AS 10.06.633(5)(7)

The Domestic Business Corporation is to keep and make available the records of the official(s) changes.

— AS 10.06.430

**2. Fee:**

\$25 Nonrefundable Filing Fee (CORF)

3 AAC 16.030(b)

Mail this form and the non-refundable \$25 filing fee in U.S. dollars to the letterhead address. Make the check or money order payable to the State of Alaska, or use the attached credit card payment form.

**3. Entity Information:**

AS 10.06.813

Entity Name:

ISG, Inc

Alaska Entity Number:

10051352



K 2 1 0 4 5 0 9

**4. REMOVE from Record:**

AS 10.06.813(b)

The following officials (officers, directors, shareholders, and alien affiliates) will be completely removed from the record as a result of this filing. If necessary, use the following SUPPLEMENT page.

Name: Paul Burrows

Name: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Name: \_\_\_\_\_

Name: \_\_\_\_\_

If an official is not being removed from record, then list them in Item #5 below (with their current information).

RECEIVED  
 Juneau  
 APR 05 2018  
 CBPL  
 RECEIVED  
 Juneau  
 MAR 16 2018  
 CBPL

**5. ALL Current Officials:**

AS 10.06.813(b) and  
 AS 10.06.950

The following is a complete list of ALL remaining and new officials who will be on record as a result of this filing. Domestic Business Corporations must have a President, Secretary, Treasurer, and at least one Director. The President and the Secretary cannot be the same person unless the President is 100% shareholder. The entity must also provide all shareholders who own 5% or more of the issued shares, and all alien affiliates.  
 — AS 10.06.453 and 10.06.483

List ALL officials and their current information to be on record.  
 BOLD fields are required.


FULL LEGAL NAME	COMPLETE MAILING ADDRESS	% Owned	Shareholder	PRESIDENT	Vice-President	SECRETARY	TREASURER	DIRECTOR	Assistant Secretary	Assistant Treasurer	Alien Affiliate
Elizabeth Romanoski	2375 Jordan Ave #10	100	X	X		X	X	X			
	Juneau, AK 99801										

→ If necessary, use the following SUPPLEMENT page.

**6. Required Signature:**

AS 10.06.813(b) and  
 AS 10.06.825

The Notice of Change of Officials must be signed by the President or Vice-President of the corporation. Persons who sign documents filed with the commissioner that are known to the person to be false in material respects are guilty of a class A misdemeanor.

Signature: 

Date: 3/13/2018

Printed Name: Elizabeth Romanoski

Title of Authorized Signer:  President — or —  Vice-President



THE STATE  
of **ALASKA**  
GOVERNOR BILL WALKER

Department of Commerce, Community,  
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE  
550 West 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
Main: 907.269.0350

August 9, 2018

ISG, Inc.  
DBA: Juneau's Green Market  
Via email: [elizabethromanoski28@yahoo.com](mailto:elizabethromanoski28@yahoo.com)

Re: Retail Marijuana Store #12313

Dear applicant,

The AMCO Office is reviewing the documents submitted for the transfer of controlling interest in the marijuana establishment license referenced above. The following items need to be corrected and/or resubmitted. Please be sure to read the entire letter.

- **MJ-01 Operating Plan**
  - Page 4, 3.5: please add to the answer in this box and describe the actions to be taken by a licensee, employee, or agent when in the event of security breach.
- **MJ-02 Premises Diagram**
  - The diagrams submitted were not numbered so I could not really cross reference the MJ-02 requirements to the diagrams. Please number them accordingly.
  - The diagram labeled Retail Space Floor Plan needs the cameras depiction removed.
  - The diagram with yellow and red outline has the incorrect name of the business, please correct.
- **MJ-03 Retail Supplemental**
  - Page 4, 6.1: please add to your answer in this box and describe how you will meet the requirement of 3 AAC 306.345(a)(3).
- **MJ-17c License Transfer Application**
  - Page 1, section 2: the state business license number 1049320 written in this box is NOT for Juneau's Green Market (which is the name this specific business will be going by), it is for Juneau's Green Garden. Please write the state business license for Juneau's Green Market which, by the way, is inactive. <https://www.commerce.alaska.gov/cbp/main/Search/BusinessDetail/1050003> . UNLESS the business name for this license will really be Juneau's Green Garden in which case you will need a lot more corrections, so let me know.
  - Page 2, section 3: please list all the titles that you hold as an entity official for ISG, Inc. (e.g. President, Shareholder, etc.)
- **Entity Documents**

- Because 3 AAC 306.045 states that a person may not receive or transfer a marijuana establishment license or a controlling interest in a marijuana establishment license....without applying and receiving the written consent of the board, the ownership of ISG, Inc. needs to be reverted to Paul Burrows.
  - Please provide documentation that shows you have reverted the ownership of ISG, Inc back to Paul Burrows including copies of any applications you must submit to Division of Corporations (a separate state agency) to accomplish this.
- **Proof of Possession for Proposed Premises**
    - Both the master lease, and the sublease are expired. Please provide renewal documentation for the leases.
    - If you are going to write up new leases entirely, please make sure they are legally binding leases, and that they include the following:
      - An acknowledgment from the landlord/lessor that the premises will be used as a marijuana establishment, and
      - A disclaimer that the landlord/lessor may not take possession or remove marijuana from the premises and AMCO will be contacted (this is usually under the "Default" section).
  - **Food Safety Permit**
    - The food establishment permit application submitted for this license transfer application is under Paul Burrows' name. Please submit an application to the Department of Environmental Conservation for a food establishment permit, and provide a copy of that application, stamped as received by them, to me.
    - Please let me know if there is an issue with this request.

If we do not receive your completions within 90 days, per 3 AAC 306.025(f), you must file a new application and pay a new fee. Additionally, there may be enforcement action against your marijuana establishment license.

Respectfully,



Jane Sawyer, Occupational Licensing Examiner  
For,  
Erika McConnell, Director  
[marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov)