**LOUISIANA UNIFORM LOCAL SALES TAX BOARD**

**REGULAR MEETING**

**700 North 10th St, Baton Rouge, LA – Room 3**

**January 11, 2018 10:00 AM**

**- A G E N D A** –

**CALL TO ORDER**

**PUBLIC COMMENT**

1. **Roll call**
2. **Approve minutes of December 14, 2017 regular meeting**
3. **Announcement - RFP for Fiscal Agent Schedule:**

* RFP Announcement: January 2, 2018
* Questions Due: January 15, 2018
* Answer to Questions Posted: January 22, 2018
* Proposal Submittal Deadline: February 5, 2018
* Award Notification: February 15, 2018

1. **Review and approve letters to the Attorney General**
2. **Review and approve Executive Director job description**
3. **Review and approve Logo**
4. **Review and approve Refund Request form**
5. **Review and approve Voluntary Disclosure Agreement (VDA) form**
6. **Discuss application for EIN**
7. **Announcement – Regular meeting schedule for 2018 – 2nd Thursday of each month except for March and September (highlighted):**

* 01/11/18 @ 10:00 AM
* 02/08/18 @ 10:00 AM
* 03/15/18 @ 10:00 AM
* 04/12/18 @ 10:00 AM
* 05/10/18 @ 10:00 AM
* 06/14/18 @ 10:00 AM
* 07/12/18 @ 10:00 AM
* 08/09/18 @ 10:00 AM
* 09/06/18 @ 10:00 AM
* 10/11/18 @ 10:00 AM
* 11/08/18 @ 10:00 AM
* 12/13/18 @ 10:00 AM

1. **Other Business**

**ADJOURNMENT**