

AGENDA

Northern Virginia Cigarette Tax Board (NVCTB)

Board Meeting: June 5th, 2025, 1100 a.m.

NVCTB Headquarters Conference Room

14150 Newbrook Drive, Suite 210

Chantilly, VA 22151

In Person Meeting

FOR VIRTUAL ATTENDANCE

Microsoft Teams meeting

Click [here](#) to join the meeting

Meeting ID: 220 437 219 10

Passcode: 3WkeUV

Or call in (audio only)

+1 571-786-9500

1. Occupancy for the meeting space is limited, so the NVCTB encourages members of the public to observe the meeting through the Microsoft Teams link provided above. Please contact Juan Rengel (jrengel@nvctb.org) for information on how to connect to the meeting using this method.
2. Members of the public viewing the meeting through the Microsoft Teams option are required to mute themselves during the meeting unless called upon by the NVCTB Chair to speak. The NVCTB reserves the right to remove from its virtual meetings anyone who does not abide by these rules.
3. Members of the public who wish to send comments may do so by email to the Administrator at jrengel@nvctb.org no later than 24 hours prior to the meeting.
4. Members of the public who wish to address the Board should give prior notice by contacting the Administrator at least 24 hours before the meeting at jrengel@nvctb.org.
5. Access to meeting materials for members of the public is available on [Commonwealth Calendar](#).

- I. **Call to Order** (Chair)
- II. **Roll Call/Verification of Quorum** (Secretary)
- III. **Administration**
 - a. Review/Approval of Agenda (Chair)
 - b. Review/Approval of Board Meeting Minutes - November 7, 2024 (Chair)
 - c. Public Comment Period (Chair)
 - d. NVCTB Officers Reports (Chair, Vice-Chair, Secretary)
- IV. **Regulatory Items**
 - a. Change to the NVCTB Pension Plan & Trust Agreement-Plan #001 (Administrator)

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| V. | FY2026 NVCTB Proposed Budget | (Administrator) |
| VI. | Appointment of NVCTB Officers for FY26 (July 1, 2025-June 30, 2026). | (Chair) |
| VII. | EXECUTIVE SESSION | (Secretary) |
| VIII. | RECONVENE TO OPEN SESSION | (Secretary) |
| IX. | ADJOURNMENT | (Chair) |

It is the policy of the Northern Virginia Cigarette Tax Board that public meetings are accessible to people with disabilities. Special assistance in participating due to a disability as defined in the Americans with Disabilities Act (ADA) may be requested by contacting the NVCTB by email at info@nvctb.org, or call 703-802-0373. Every reasonable effort will be made to meet requests.