

## **AGENDA**

Northern Virginia Cigarette Tax Board (NVCTB)  
Board Meeting: November 6th, 2025, 1100 a.m.  
NVCTB Headquarters Conference Room  
14150 Newbrook Drive, Suite 210  
Chantilly, VA 22151

### **Virtual Meeting**

Microsoft Teams meeting  
Click [here](#) to join the meeting  
Meeting ID: 240 140 287 668 2  
Passcode: PV2Xc6sy  
Or call in (audio only)  
[+1 571-786-9500](#)

1. 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.
2. Members of the public who wish to send comments may do so by email to the Administrator at [jrengel@nvctb.org](mailto:jrengel@nvctb.org) no later than 24 hours prior to the meeting.
3. 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](mailto:jrengel@nvctb.org).
4. Access to meeting materials for members of the public is available on [Commonwealth Calendar](#).

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| <b>I. Call to Order</b>                                    | (Chair)                        |
| <b>II. Roll Call/Verification of Quorum</b>                | (Secretary)                    |
| <b>III. Administration</b>                                 |                                |
| a. Review/Approval of Agenda                               | (Chair)                        |
| b. Review/Approval of Board Meeting Minutes – June 5, 2025 | (Chair)                        |
| c. Public Comment Period                                   | (Chair)                        |
| d. NVCTB Officers Reports                                  | (Chair, Vice-Chair, Secretary) |
| <b>IV. Regulatory Items</b>                                |                                |
| a. None  | (Administrator)                |
| <b>V. FY2025 NVCTB Draft Audit</b>                         | (Administrator)                |
| <b>VI. Administrator Updates</b>                           | (Administrator)                |
| <b>VII. EXECUTIVE SESSION</b>                              | (Secretary)                    |

**VIII. RECONVENE TO OPEN SESSION**

(Secretary)

**IX. ADJOURNMENT**

(Chair)

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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](mailto:info@nvctb.org), or call 703-802-0373. Every reasonable effort will be made to meet requests.