**Louisiana Tax Free Shopping Program**

**Commission Meeting**

Tuesday, February 5, 2019

Louisiana Department of Revenue

Louisiana Room, 7th Floor

617 N. Third Street

Baton Rouge, Louisiana

9:00 A.M. – 4:00 P.M.

**Agenda**

1. **Call to order – Introductions**

**2. Approval of Minutes of October 8, 2018 Meeting**

**3. Financial Statements**

YTD Financial Statements P&L

**4. Program Status**

1. Decisions on Program Changes
2. Operations Manual/Flow Charts

**5. Action Items**

1. Crewmember Eligibility
2. LTFS Office Space
3. Refund Centers Openings and Closings
4. MOU Agreement between LDR and LTFS
5. Annual approvals for purchasing and travel

**6. Other Business**

**7. Adjourn**