



TO: Missouri Tax Credit Review Commission

FROM: Chris Pieper, DED

DATE: September 13, 2010

RE: Compliance with the Missouri Sunshine Law

During its September 8 meeting, the Missouri Tax Credit Review Commission approved the establishment of six committees (with authority to the Co-Chairs to designate up to three additional committees). The committees will consist of Commission members and non-members who will meet to formulate recommendations to report to the full Commission.

The following checklist is intended to assist members of the various committees to ensure that committee meetings and committee records are treated in accordance with the Missouri Sunshine Law, Chapter 610.

Meetings

1. Notify the Commission Co-Chairs 72 Hours in Advance

At least 72 hours in advance of a planned meeting (excluding weekends and holidays), the chair of the particular committee should send an email with the date, time, location where the public may observe/attend the meeting, any applicable call-in number and pass code, a list of all committee members (whether attending or not), and a tentative agenda for the meeting to the following:

Steven Stogel	dfcsteven@aol.com
Senator Chuck Gross	cgross@sccmo.org
Cyndy Crider	dfccyndy@aol.com
Denise Rager	DRager@sccmo.org
Chris Pieper	chris.pieper@ded.mo.gov

2. Obtain a Public Notice

Within 24 hours of receiving the information, we will prepare a public notice and email a copy back to the committee chair. We will ensure that the public notice is posted on the statewide open meetings website and the website for the Tax Credit Review Commission (<http://tcrc.mo.gov>).

3. Transmit the Public Notice to Committee Members

At least 24 hours (excluding weekends and holidays) prior to the meeting, the chair of the particular committee must send an electronic copy of the notice to all of the members of the particular committee and must copy the individuals listed above.

4. Post a Copy of the Public Notice at the Meeting Location

Also at least 24 hours (excluding weekends and holidays) prior to the meeting, the chair of the particular committee must ensure that a paper copy of the public notice is posted in a prominent place that is easily accessible to the public at the building in which the meeting is to be held (such as on the front entrance of the building).

5. Use Reasonably Accessible Location

All meetings must be held in a location that is reasonably accessible to the public and of sufficient size to accommodate the anticipated attendance by members of the public. The location must also be accessible by individuals with a disability. If the meeting will be held by conference call or other electronic means, a reasonably accessible location where the public may observe and attend the meeting must still be designated.

6. Allow Recording

The committee must allow for the recording by audiotape, videotape, or other electronic means of any meeting, upon request.

7. Take Minutes

Minutes of the meeting must be taken and must include, at a minimum, the date, the time the meeting is called to order and adjourned, the location, members present, members absent and a record of any votes taken. We can provide you a sign-in sheet that can be used to take attendance at the meetings.

8. Use a Formal Call-to-Order and Adjournment

The chair of the committee should formally call the meeting to order and should entertain a motion to adjourn at the conclusion of the meeting.

9. Approve Prior Meeting Minutes

Minutes from prior meetings should be approved at the beginning of every meeting. Following the meeting, a copy of any approved minutes should be emailed to the email recipients listed above.

Records

1. Email Communication

If a member of a committee transmits a committee-related email to a number of committee members that, when counting the sender, constitutes a majority of the members of the committee, the sender should also copy the chair of the committee and the following:

Steven Stogel dfcsteven@aol.com
Senator Chuck Gross cgross@sccmo.org

Cyndy Crider dfccyndy@aol.com
Denise Rager DRager@sccmo.org
Chris Pieper chris.pieper@ded.mo.gov

2. Other Records

Any other record created by or retained by the committee should be forward to the above recipients.

I hope that you find this information useful. If you have any questions or need any additional information, please feel free to contact me at 573-751-5095 or chris.pieper@ded.mo.gov.