

Executive Committee
Christmas Tree Promotion Board
Video Conference

February 3, 2021

MINUTES

- I. Meeting was called to order by Chairman, Roger Beyer at 10:42 am eastern.
- II. In attendance: Roger Beyer, Derek Ahl, Gary Westlake and Bob Schaefer. Staff: Marsha Gray. USDA Representatives: Sue Coleman and George Webster.
- III. Distribution of video recording of presentation to the board – Executive Committee discussed the request by the Promotion Committee and Industry Relations Committee to share the video recording of the campaign recap presentations by the two agencies with their committee members. Executive Committee agreed that the recording could be made available as requested by the committees and would also make the video available to any individual by request.
- IV. New Business
 - a. Recording of Board Meetings – Marsha Gray reported that the CTPB has not recorded meetings and recommended not recording future meetings. Executive Committee discussed and agreed to direct the Governance Committee to review board meeting policy regarding electronic recording and retention of recordings.
 - b. Sue Coleman provided a brief update on the FOIA. USDA, with the assistance of CTPB staff, have supplied much of the documentation requested, however we are preparing additional items are requested.
 - c. Sue Coleman reported that she is communicating with the business involved in the compliance case that CTPB sent to USDA.
- V. Meeting Adjourned

Respectfully Submitted,

Gary Westlake, Secretary