

263—1.4(368) Meetings. The board shall conduct regular meetings at least every other month at the offices of the Iowa Department of Economic Development, 200 East Grand Avenue, Des Moines, Iowa, or at such other location as the board may designate.

The chairperson or the chairperson's designee shall prepare an agenda for each meeting listing matters to be addressed. Copies of the agenda shall be posted at the Iowa department of economic development at least 24 hours prior to each meeting and shall be made available to all interested persons upon request.

Meetings of the board shall be conducted and minutes maintained in compliance with Iowa Code chapter 21.