MEMORANDUM

**TO:** LEO Board Members

**FROM:** Craig Jennings, Chair

**SUBJECT:** Quarterly Board Meeting

**DATE:** June 3, 2011

The next scheduled luncheon meeting will be held Friday, June 17, 2011, noonat the 3-Ways Inn, 303 9th street, Fairmont, WV. Directions and the Agenda are attached.

Please complete the **Reservation and/or Proxy Form** to indicate your attendance at the meeting and return in the self-addressed, postage paid envelope. If you are unable to attend, you may name a Proxy by completing this form. (Proxy must be designated to a current member of the LEO Board.) Please remember a quorum must be present to conduct business and there are several items to be voted on for the upcoming Program Year.

I look forward to your support and attendance at the June 17, 2011 meeting.

CJ/vv

ATTACHMENTS: Agenda

Directions

Reservation and/or Proxy Form

Envelope