MEMORANDUM

**TO:** LEO Board Members

**FROM:** Craig Jennings, Chair

**SUBJECT:** Quarterly Board Meeting

**DATE:** June 15, 2012

The next scheduled luncheon meeting will be held Friday, June 22, 2012, noonat Monroe’s Deli Style Eatery, 110 E. Main St., Kingwood, 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.

Enclosed for your review are the bank reconciliation statements from February through May 2012.

Also, attached is Program Year 2011 (July 2011—June 2012) Schedule of Meetings. In order for the Local Elected Officials’ Board to be in compliance with the “Sunshine Law”, please post the Schedule of Meetings in your respective City Hall or Court House.

 I look forward to your support and attendance at the June 22, 2012 meeting.

CJ/kw

ATTACHMENTS: Agenda

 Directions

 Reservation/Proxy Form

 Envelope

 Bank statements