MEMORANDUM

**TO:** LEO Board Members

**FROM:** Craig Jennings, Chair

**SUBJECT:** Quarterly Board Meeting

**DATE:** April 1, 2011

The next scheduled luncheon meeting will be held Friday, April 15, 2011, noonat the Hilton Garden Inn, 606 Emily Drive, Clarksburg,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 is to be designated to a fellow LEO.) Please remember a quorum must be present to conduct business.

 I look forward to your support and attendance at the April 15, 2011 meeting.

CJ/vv

ATTACHMENTS: Agenda

 Directions

 Reservation and/or Proxy Form

 Envelope