MEMORANDUM

**TO:** LEO Board Members

**FROM:** Craig Jennings, Chair

**SUBJECT:** Quarterly Board Meeting

**DATE:** November 23, 2011

The next scheduled luncheon meeting will be held Friday, December 9, 2011, noonat the Ali Baba Restaurant, 110 Hart Field Rd., Morgantown, WV. Directions and the Agenda are attached.

The budget for the October 1, 2011 through June 30, 2012 year will be voted on at this meeting.

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 December 9, 2011 meeting.

CJ/vv

ATTACHMENTS: Agenda

Directions

Reservation and/or Proxy Form

Envelope

Reconciliation Summaries (Sept. and Oct. 2011)