MEMORANDUM

**TO:** LEO Board Members

**FROM:** Craig Jennings, Chair

**SUBJECT:** Quarterly Board Meeting

**DATE:** September 30, 2011

The next scheduled luncheon meeting will be held Friday, October 14, 2011, noonat the Railyard Restaurant, 200 Depot Street, 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.

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 October 14, 2011 meeting.

CJ/vv

ATTACHMENTS: Agenda

Directions

Reservation and/or Proxy Form

Schedule of Meetings

Envelope