MEMORANDUM

**TO:** LEO Board Members

**FROM:** Craig Jennings, Chair

**SUBJECT:** Quarterly Board Meeting

**DATE:** September 4, 2012

The next scheduled luncheon meeting will be held Friday, September 14, 2012, noonat the Provence Market, 603 South Virginia Ave., Bridgeport, WV. Directions and the Agenda are enclosed.

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 current Program Year.

The Schedule of Meetings for the Program Year 2012 (July 2012-June 2013) will be given out at the meeting. 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 September 14, 2012 meeting.

CJ/kw

ENCLOSURES: Agenda

 Bank reconciliations

 Directions

 Reservation and/or Proxy Form

 Envelope