

**Minutes of Meeting  
INFORMAL FACT-FINDING CONFERENCES  
VIRGINIA REAL ESTATE BOARD  
September 16, 2004**

The Department of Professional and Occupational Regulation convened Informal Fact-Finding Conferences in Richmond, Virginia.

Marion Cooper, Presiding Officer, presided. No Board members were present.

Amy C. Chappell appeared for the Department of Professional and Occupational Regulation.

The conferences were recorded by Inge Snead & Associates, LTD. and the Summaries or Consent Orders are attached unless no decision was made.

Lic=Licensing Application

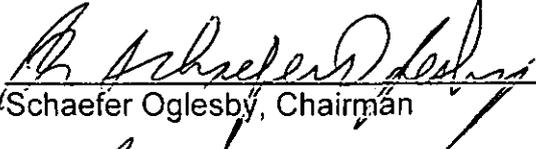
A=Applicant  
W=Witness  
Atty=Attorney

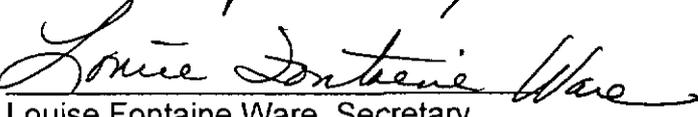
**Participants**

- |   |   |
|---|---|
| 1. James Patrick Norton, II<br>File Number 2005-00354 (Lic)<br>No decision was made | James Norton – A                                |
| 2. Donald Wayne Wright<br>File Number 2005-00355 (Lic)<br>No decision was made      | Donald Wayne Wright – A<br>Elizabeth Wright – W |
| 3. Steven Roderick Smith<br>File Number 2005-00369 (Lic)<br>No decision was made    | Steven Smith – A<br>Carol Ann Smith – W         |
| 4. Cornelius A. Benford<br>File Number 2005-00395 (Lic)<br>No decision made         | Cornelius Benford – A                           |

The meeting adjourned at 3:45 p.m.

VIRGINIA REAL ESTATE BOARD

  
Schaefer Oglesby, Chairman

  
Louise Fontaine Ware, Secretary

COPY TESTE:

\_\_\_\_\_  
Custodian of Records

STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTEREST ACT

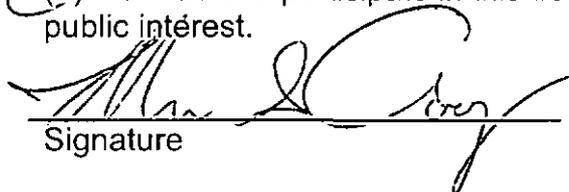
TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

1. Name: Marion Cooper
2. Title: Presiding Officer
3. Agency: REAL ESTATE BOARD
4. Transaction: Informal Fact-Finding Conferences on September 16, 2004
5. Nature of Personal Interest Affected by Transaction: \_\_\_\_\_

6. I declare that:

(a) I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

(b) I am able to participate in this transaction fairly, objectively, and in the public interest.

  
Signature

9-16-04  
Date