

CEMETERY BOARD
MINUTES OF MEETING

September 23, 2026

The Cemetery Board convened at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia. The members listed below were in attendance. All members present were qualified to vote unless otherwise noted for disqualification. The Board consists of six (6) members, with four (4) members constituting a quorum in accordance with § 54.1-2313 of the Code of Virginia.

The following members were present:

Susan Mini, Chair
Caroline Smyth, Vice-Chair
Dr. Charletta Barringer-Brown
James Young

Board members absent from the meeting:

David Farris, II
Donald Wilson

DPOR staff present for all or part of the meeting included:

Laura McClintock, Agency Director
Anika Coleman, Executive Director
Steve Kirschner, LRPD Deputy Director
Christina Dumas, CIC/Cemetery Manager
Joseph Haughwout, Jr., Regulatory Affairs Manager
Jennifer Plummer, Regulatory Operations Administrator
Shaifali Prajapati, Administrative Coordinator

James “Jim” Flaherty, with the Office of the Attorney General, was present.

Mini determined a quorum was present and called the meeting to order at 10:02 A.M.

CALL TO ORDER

Coleman provided the Board with an overview of the emergency evacuation procedures.

EMERGENCY EGRESS

Mini determined that a quorum was present.

**DETERMINATION OF
QUORUM**

Barringer-Brown moved to amend the agenda to hear File Number 2026-00423 Loewen (Virginia) LLC at the next Cemetery Board Meeting on March 24, 2027 due to a lack of quorum to vote on the case at the present meeting. **Smyth seconded** the motion, which was unanimously approved by members: Barringer-Brown, Mini, Smyth, and Young.

**APPROVAL OF
AGENDA**

Smyth moved to approve the amended agenda, **Barringer-Brown seconded** the motion, which was unanimously approved by members: Barringer-Brown, Mini, Smyth, and Young.

Barringer-Brown moved to approve the minutes of the March 25, 2026, Cemetery Board meeting. **Smyth seconded** the motion which was unanimously approved by members: Barringer-Brown, Mini, Smyth, and Young.

APPROVAL OF MINUTES

Mini welcomed guests of the audience and allowed Board members and Board staff to introduce themselves.

WELCOME AND INTRODUCTIONS

There was no public comment.

PUBLIC COMMENT

CASE FILES

CONSENT ORDERS

File Number 2026-00423 Loewen (Virginia) LLC could not be heard due to a lack of quorum including the recusal of Mini. The case will be heard in the next Cemetery Board Meeting on March 24, 2027.

File Number 2026-00423 Loewen (Virginia) LLC

Coleman presented the Executive Director's report, noting there were no backlogs for application processing.

NEW BUSINESS

Executive Director's Update

Barringer-Brown moved to accept the Principal Transfer for Evergreen Memorial Trust. **Young seconded** the motion which was unanimously approved by members: Barringer-Brown, Mini, Smyth, and Young.

Principal Transfer – Evergreen Memorial Trust

Dumas provided the Board with an update of the Total Return Distribution Form (TRD) form, noting the form is on the DPOR site with a supplemental guidance document. There have been no submissions as of yet.

Total Return Distribution Form Update

Plummer provided the Board with an update of the HB 1305 Amendment specific to the Cemetery Board, along with an update of HB 796/SB 680 Amendments that affect all DPOR Boards.

Legislative Updates

Haughwout asked the Board members to vote on the HB 1305 Amendment to change the regulations to conform to the associated statute, and to authorize staff members to make adjustments as needed to the regulation. **Young moved** to approve the HB 1305

Amendment. **Barringer-Brown seconded** the motion which was unanimously approved by members: Barringer-Brown, Mini, Smyth, and Young.

Coleman and Kirschner provided the Board with a reminder of the dates for the upcoming 2026 Board Member Training Conference to be held from October 22-23, 2026.

**2026 Board Member
Training Conference
Reminder**

OTHER BUSINESS

Coleman provided the Board with the status of overall Board Financials up till the month of September provided by DPOR staff. The Board reviewed the Board Financials as presented. Kirschner discussed the trajectory of fees with the Board, with suggestions for potential fee increases to maintain the Board's programs.

Board Financials

Kirschner conducted a professional development session on DPOR case filing processes, as well as on the APA and FOIA Acts for the Board.

**PROFESSIONAL
DEVELOPMENT
SESSION**

Mini reminded the Board to complete the Conflict-of-Interest Statements and Travel Reimbursement Forms.

**COMPLETION OF
PAPERWORK**

There being no further business, the meeting adjourned at 10:54 A.M.

ADJOURN

Susan Mini, Chair

Laura McClintock, Secretary