

**CEMETERY BOARD
TOTAL RETURN DISTRIBUTION COMMITTEE
MINUTES OF MEETING**

The Cemetery Board Total Return Distribution Committee met on Monday, May 13, 2024, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, 2nd Floor, Board Room 4, Richmond, Virginia.

The following members were present:

Donald Wilson
Caroline Smyth
James Young

All committee members were present.

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

Anika Coleman, Executive Director
Lee Bryant, Board Administrator
Breanne Lindsey, Regulatory Operations Administrator
Gezelle Glasgow, Administrative Coordinator

A representative from the Office of the Attorney General was not present for the meeting.

Ms. Coleman called the Cemetery Board, Total Return Distribution (TRD) Committee meeting to order 11:35 A.M.

Call to Order

Mr. Wilson moved to approve the agenda. Ms. Smyth seconded the motion which was unanimously approved by members: Wilson, Smyth, and Young.

Approval of Agenda

The Committee reviewed the **Perpetual Care Trust Fund-Notice of Conversion, Schedule A: Receipts and Expenses (Perpetual Care)** and **Schedule C: Operating Expenses (Perpetual Care)** draft forms provided by Board staff to determine if the TRD process would protect the health, welfare, and safety of the public. The Committee requested Board staff work with Mr. Young to develop a worksheet for the forms. The Committee will begin the next meeting reviewing **Schedule C: Operating Expenses (Perpetual Care)**.

Discussion and Review of Regulations

There was no other business.

Other Business

There were no public comments.

Public Comment

The next scheduled Total Return Distribution Committee meeting is to be determined.

Schedule Next Meeting Total Return Distribution Committee Meeting

There being no further business, the meeting adjourned at 1:42 P.M.

Adjourn

Susan Mini, Chair

Kishore S. Thota, Board Secretary