

CEMETERY BOARD  
MINUTES OF MEETING

September 18, 2024

The Cemetery Board met at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia. The members indicated below were present. All members present were qualified to vote, except where a specific reason for disqualification is stated. There are seven (7) members on this Board, in which four (4) constitutes a quorum pursuant to § 54.1-2313.

The following members were present:

Susan Mini, Chair  
Caroline Smyth, Vice-Chair  
Dr. Charletta Barringer-Brown  
James “Jim” Meadows  
James Young

Board members absent from the meeting:

Judy S. Lyttle  
Don Wilson

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

Brian P. Wolford, Agency Director  
Jeb Wilkinson, Special Assistant to the Director  
Stephen Kirschner, LRPD Deputy Director  
Anika Coleman, Executive Director  
Breanne Lindsey, Regulatory Operations Administrator  
Lee Bryant, CIC and Cemetery Board Administrator  
Gezelle Glasgow, Administrative Coordinator  
Donna Divers, Licensing Specialist  
Lauren England, CIC and Cemetery Analyst  
Joseph Haughwout, Regulatory Affairs Manager

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

Ms. Mini, determined a quorum was present and called the meeting to order at 10:03 A.M.

**Call to Order**

Ms. Coleman informed the Board of the emergency evacuation procedures.

**Emergency Egress**

**Mr. Young moved** to approve the agenda. **Mr. Meadows seconded** the motion which was unanimously approved by members: Barringer-Brown,

**Approval of Agenda**

Meadows, Mini, Smyth, and Young.

**Ms. Smyth moved** to approve the minutes from the May 13, 2024, Board meeting. **Dr. Barringer-Brown seconded** the motion which was unanimously approved by members: Barringer-Brown, Meadows, Mini, Smyth, and Young. **Ms. Smyth moved** to approve the minutes from the May 13, 2024, Total Return Distribution Committee meeting. **Dr. Barringer-Brown** seconded the motion which was unanimously approved by members: Barringer-Brown, Meadows, Mini, Smyth, and Young.

**Approval of the Minutes**

Ms. Mini welcomed guests of the audience and allowed Board members and Board staff to introduce themselves. Mr. Wolford introduced himself as the Agency Director and Mr. Wilkinson introduced himself at the Special Assistant to the Director.

**Welcome and Introductions**

There was no public comment.

**Public Comment**

Ms. Smyth and Mr. Meadows recused themselves for the following case file: **File Number: 2023-01544 - Greenlawn Memory Gardens, Inc. t/a Roselawn Memory Gardens**

**CEMETERY CASES**

**Recusal of Board Members**

**Disciplinary Cases**

In the matter of **File Number: 2023-01544 - Greenlawn Memory Gardens, Inc. t/a Roselawn Memory Gardens**, the Board reviewed the record which consisted of the investigative file, the transcript, and exhibits from the Informal Fact-Finding Conference (“IFF”), and the Summary. Greenlawn Memory Gardens Incorporated appeared at the Board meeting by qualified representative.

**File Number: 2023-01544 - Greenlawn Memory Gardens, Inc. t/a Roselawn Memory Gardens**

**Mr. Young moved** to find a violation of §54.1-2319 of the *Code of Virginia* (Count 1). **Dr. Barringer-Brown seconded** the motion which was unanimously approved by members: Barringer-Brown, Mini, and Young.

**Dr. Barringer-Brown moved** to find a violation of 18 VAC 47-20-190.6 (Count 2) of the Cemetery Board Regulations. **Mr. Young seconded** the

motion which was unanimously approved by members: Barringer-Brown, Mini, and Young.

**Mr. Young moved** to find violations of **§54.1-2325.A** of the *Code of Virginia* (Count 3). **Dr. Barringer-Brown seconded** the motion which was unanimously approved by members: Barringer-Brown, Mini, and Young.

**Mr. Young moved** to find violations of **§54.1-2330** of the *Code of Virginia* (Count 4). **Dr. Barringer-Brown seconded** the motion which was unanimously approved by members: Barringer-Brown, Mini, and Young.

**Dr. Barringer-Brown moved** to find violations of **§54.1-2330** of the *Code of Virginia* (Count 5). **Mr. Young seconded** the motion which was unanimously approved by members: Barringer-Brown, Mini, and Young.

### **Priors**

On February 19, 2019, Greenlawn Memory Gardens, was found in violation of the Cemetery Board Regulations for failing to deposit into a trust fund, at least 10 percent of the receipts from the sale of property or services purchased pursuant to perpetual care contracts, within thirty (30) days after the close of the month of February 2017; failing to deposit into a trust, at least forty percent of the receipt from the sale of property or services purchased pursuant to preneed burial contracts, within thirty days after the close of the month of February 2017; and failing to deposit into a trust fund, at least forty percent of the receipts from the sale of property or services purchased pursuant to preneed burial contracts, within thirty days after the close of the month of April 2017. Consent Order 2019-01005 resulted in no monetary sanctions and a board cost of \$150. Compliance was obtained March 09, 2020.

On October 21, 2009, Greenlawn Memory Gardens, was found to have two violations of the Cemetery Board Regulations for failing to deposit into a trust fund, at least 10 percent of the receipts from the sale of property or services purchased pursuant to perpetual care contracts, within thirty (30) days after the close of the month; failing to deposit into a trust, at least forty percent of the receipt from the sale of property or services purchased pursuant to preneed burial contracts, within thirty days after the close of the month. Consent Order 2009-03679 resulted in no monetary sanctions and a board cost of \$150. Compliance was obtained April 16, 2009.

**A motion was made by Mr. Young** to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference to impose the following sanctions:

For violation of Count 3, Greenlawn Memory Gardens Incorporated shall pay a monetary penalty of \$300.00.

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

**A motion was made by Dr. Barringer-Brown** to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference to impose the following sanctions:

For violation of Count 4, Greenlawn Memory Gardens Incorporated shall pay a monetary penalty of \$650.00.

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

Mr. Meadows returned to the meeting. Ms. Smyth remained recused for the following case file:

**File Number: 2023-02851**

**Return of Board  
Member and Recusal  
of Board Member**

In the matter of **File Number: 2023-02851 – Forest Hill Burial Park Incorporated**, the Board reviewed the record which consisted of the investigative file, the transcript, and exhibits from the Informal Fact-Finding Conference (“IFF”), and the Summary. Forest Hill Burial Park Incorporated did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

**File Number: 2023-  
02851 – Forest Hill  
Burial Park  
Incorporated**

**Mr. Young moved** to find a violation of § §54.1-2316 of the *Code of Virginia* (Count 1). **Mr. Meadows seconded** the motion which was unanimously approved by members: Barringer-Brown, Meadows, Mini, and Young.

**Dr. Barringer-Brown moved** to find a violation of §54.1-2319 (Count 2) of the *Code of Virginia*. **Mr. Young seconded** the motion which was unanimously approved by members: Barringer-Brown, Mini, and Young.

### **Priors**

On September 9, 2020, Forest Hill Burial Park Incorporated, was found in violation of the Code of Virginia for failing to deposit into a trust fund, at least 10 percent of the receipts from the sale of property or services purchased pursuant to perpetual care contracts, within thirty (30) days. Consent Order 2020-01322 which resulted in a monetary penalty of \$100.00 and a board cost of \$150. Compliance was obtained October 21, 2020.

On September 05, 2018, Forest Hill Burial Park Incorporated, was found in violation of the Code of Virginia for failing to deposit into a trust fund, at least 10 percent of the receipts from the sale of property or services purchased

pursuant to perpetual care contracts, within thirty (30) days after the close of the month in which receipts were paid to during the year 2015; failing to deposit into a trust fund, at least 10 percent of the receipts from the sale of property or services purchased pursuant to perpetual care contracts, within thirty (30) days after the close of the month in which receipts were paid to during the year 2016; and failing to engage an independent certified public accountant to apply agreed-upon procedures as specified by the Board to the total of all receipts subject to **§54.1-2319** or provide the Board with the independent certified public accountant's report. Forest Hill failed to engage an independent certified public accountant to audit and provide assurance that the perpetual care trust fund financial reports were true and correct, and that the required deposits were made on a timely basis. Consent Order 2018-01323 which resulted in no monetary sanctions and a board cost of \$150. Compliance was obtained October 01, 2018.

On August 23, 2017, Forest Hill Burial Park Incorporated, was found to have a violation of the Cemetery Board Regulations for failing to reasonably maintain the cemetery by allowing debris to accumulate around grave markers and on grave sites, allowing coniferous trees to grow atop grave sites, and allowing vegetation to grow tall around grave markers. In addition, Forest Hill had not removed a large coniferous tree which posed injury to visitors or damage to property by falling branches. Consent Order 2016-02584 which resulted in a \$1,000.00 monetary sanction, a board cost of \$150, and providing proof of repairs and removal of debris. Compliance was obtained October 25, 2017.

On October 19, 2005, Forest Hill Burial Park Incorporated, was found to have a violation of the Cemetery Board Regulations for failing to honor the cemetery's agreement to inter the Prices next to each other may be improper conduct. Consent Order 2004-05137 which resulted in a \$1,500.00 monetary sanction. The monetary penalty of \$1,500.00 was waived due to Forest Hill Burial Park Inc disinterring the deceased from their current location and re-inter them next to their family and provide satisfactory proof to the Board. Compliance was obtained December 16, 2005.

**A motion was made by Mr. Young** to reject the recommendation contained in the Summary of the Informal Fact-Finding Conference and impose the following sanctions due to prior violations of the Board's regulations:

For violation of Count 1, Forest Hill Burial Park Incorporated shall pay a monetary penalty of \$2,500.00.

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

**A motion was made by Dr. Barringer-Brown** to accept the

recommendation contained in the Summary of the Informal Fact-Finding Conference to impose the following sanctions:

For violation of Count 2, Forest Hill Burial Park Incorporated no monetary penalty.

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

Ms. Smyth remained recused for the following case file:

**File Number: 2024-00602, Cemetery Management Corporation LLC t/a Greenville Memorial Cemetery**

**Recusal of Board Member**

**Prima Facie Case**

In the matter of **File Number: 2024-00602, Cemetery Management Corporation LLC t/a Greenville Memorial Cemetery** the Board reviewed the record which consisted of the Notice, the Report of Findings, including exhibits, and the Recommendation. Cemetery Management Corporation LLC did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

**File Number: 2024-00602, Cemetery Management Corporation LLC t/a Greenville Memorial Cemetery**

**Dr. Barringer-Brown moved** to find violations of **18 VAC 47-20-190.11** of the Cemetery Board Regulation (Count 1). **Mr. Young seconded** the motion which was unanimously approved by members: Barringer-Brown, Meadows, Mini, and Young.

### **Priors**

On September 6, 2023, Cemetery Management Corporation LLC, was found in violation of the Code of Virginia for failing to make the required deposit, within 30 days into the Greenville Perpetual Care Trust for the month of September 2021. Consent Order 2023-01517 which resulted in no monetary penalty and a board cost of \$150. Compliance was obtained January 12, 2024.

**A motion was made by Mr. Young** to accept the recommendation and impose the following sanction:

For violation of Count 1, Cemetery Management Corporation LLC shall pay a monetary penalty of \$100.00.

In addition, for the violations, the Board voted to waive imposition of the monetary penalty for Count 1 on the condition that Cemetery Management

Corporation LLC provides to the Board, in a form acceptable to the Board, within thirty (30) days of the effective date of this Order, either proof of completion of the repairs to the sidewalk in front of the mausoleum or submits a written plan to perform acceptable repairs to the sidewalk in front of the mausoleum within 90 days of this Order.

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

Ms. Smyth remained recused for the following case file:  
**File Number 2023-02852 - Holston View Cemetery Development Company Incorporated**

**Recusal of Board Member**

**CONSENT ORDERS**

In the matter of **File Number 2023-02852 - Holston View Cemetery Development Company Incorporated**, the Board reviewed the Consent Order as seen and agreed to by Holston View Cemetery Development Company Incorporated. Holston View Cemetery Development Company Incorporated did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

**File Number 2023-02852 - Holston View Cemetery Development Company Incorporated**

**Mr. Young moved** to accept the proposed Consent Order offer wherein Holston View Cemetery Development Company Incorporated admits to violation of **18 VAC 47-20-200.D** (Count 1) of the Cemetery Board Regulations and **18 VAC 47-20-200.C** (Count 2) of the Cemetery Board Regulations, and agrees to a monetary penalty of \$100.00 for the violation contained in Count 1 and \$100.00 for the violation contained in Count 2 and \$150.00 for Board costs for a total of \$350.00.

In addition, the Board shall waive the \$100.00 monetary penalty for Count 1 provided Holston View Cemetery Development Company Inc completes the following actions within thirty (30) days of entry of the Consent Order:

- Deposits \$252.50 into the Perpetual Care Trust Fund Account, as shown on Schedule A as outlined in the Report of Findings incorporated with the Consent Order;
- Submits documentation to support expenses in the amount of \$482.95, as shown on Schedule A as outlined in the Report of Findings incorporated with the Consent Order;
- Submits a revised and completed annual report for FY2022 Perpetual Care Trust Fund Account.

If Holston View Cemetery Development Company Inc fails to comply with the above conditions for Count 1, then the full monetary penalty of \$100.00 will be automatically imposed.

Furthermore, the Board shall waive the \$100.00 monetary penalty for Count 2 provided Holston View Cemetery Development Company Inc completes the following actions within thirty (30) days of entry of the Consent Order:

- Submits a plan of action to ensure required deposits to the Perpetual Care Trust Fund Account will be made in accordance and compliance with § 54.1-2319 through § 54.1- 2321 of the *Code of Virginia* and the Cemetery Board Regulations.

If Holston View Cemetery Development Company Inc fails to comply with the above conditions for Count 2, then the full monetary penalty of \$100.00 will be automatically imposed.

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

Ms. Mini transferred the position of Chair to Ms. Smyth and recused herself for the following case files:

**File Number 2024 – 00801 Loewen (Virginia)**

**File Number 2024 – 00802 Rose Lawn Cemeteries LLC**

**File Number 2024 – 00803 Rose Lawn Cemeteries LLC**

**File Number 2024 – 01017 Memorial Gardens of the New River Valley Inc**

**File Number 2024 – 01022 Greenlawn Memory Gardens Incorporated, t/a Roselawn Memory Gardens**

**A motion was made by Mr. Young** to take Consent Order items #2-#6 as a block vote. **Mr. Meadows seconded** the motion which was unanimously approved by members: Barringer-Brown, Meadows, Mini, and Young.

In the matter of **File Number 2024 – 00801 Loewen (Virginia)**, the Board reviewed the Consent Order as seen and agreed to by Loewen (Virginia) LLC. Loewen (Virginia) LLC did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

**Mr. Young moved** to accept the proposed Consent Order offer wherein Thompson admits to violation of **18 VAC 47-20-160.E** (Count 1) of the Cemetery Boards Regulations and agrees to a monetary penalty of \$2,500.00 for the violation contained in Count 1 and \$150.00 for Board costs for a total of \$2,650.00.

**Recusal of Board  
Member and  
Transfer of Chair**

**CONSENT  
ORDERS AS A  
BLOCK VOTE**

**File Number 2024 –  
00801 Loewen  
(Virginia)**



The Board shall waive \$2,350.00 of the monetary penalty for Count 1 on condition that Loewen (Virginia) LLC returns the registration to the Board within thirty (30) days of the effective date of this Order. If Loewen (Virginia) LLC fails to comply with this condition, then the full monetary penalty will be automatically imposed.

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

In the matter of **File Number 2024 – 00802 Rose Lawn Cemeteries LLC**, the Board reviewed the Consent Order as seen and agreed to by Rose Lawn Cemeteries LLC. Rose Lawn Cemeteries LLC did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

**File Number 2024 –  
00802 Rose Lawn  
Cemeteries LLC**

**Mr. Young moved** to accept the proposed Consent Order offer wherein Rose Lawn Cemeteries LLC admits to three violations of **18 VAC 47-20-160.E** (Count 1) of the Cemetery Board Regulations and agrees to a monetary penalty of \$2,500.00 for each violation contained in Count 1 and \$150.00 for Board costs for a total of \$7,650.00.

The Board shall waive \$2,350.00 of the \$2,500.00 monetary penalty for each of the three (3) Violations upon Rose Lawn Cemeteries LLC's return of the three (3) registrations for Adam Christopher Levitt, William Tanner Carter, and Danny Ray Broyles to the Board within thirty (30) days of the effective date of this Order. If Rose Lawn Cemeteries fails to comply with this condition, then the full \$2,500.00 monetary penalty will be automatically imposed for each registration that Rose Lawn Cemeteries LLC fails to return.

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

In the matter of **File Number 2024 – 00803 Rose Lawn Cemeteries LLC**, the Board reviewed the Consent Order as seen and agreed to by Rose Lawn Cemeteries LLC. Rose Lawn Cemeteries LLC did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

**File Number 2024 –  
00803 Rose Lawn  
Cemeteries LLC**

**Mr. Young moved** to accept the proposed Consent Order offer wherein Rose Lawn Cemeteries LLC admits to three violations of **18 VAC 47-20-160.E** (Count 1) of the Cemetery Board Regulations and agrees to a monetary penalty of \$2,500.00 for each violation contained in Count 1 and \$150.00 for Board costs for a total of \$7,650.00.

The Board shall waive \$2,350.00 of the \$2,500.00 monetary penalty for each

of the three (3) Violations upon Rose Lawn Cemeteries LLC's return of the three (3) registrations for Adam Christopher Levitt, William Tanner Carter, and Danny Ray Broyles to the Board within thirty (30) days of the effective date of this Order. If Rose Lawn Cemeteries fails to comply with this condition, then the full \$2,500.00 monetary penalty will be automatically imposed for each registration that Rose Lawn Cemeteries LLC fails to return.

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

In the matter of **File Number 2024 – 01017 Memorial Gardens of the New River Valley Inc**, the Board reviewed the Consent Order as seen and agreed to by Memorial Gardens of the New River Valley Inc. Memorial Gardens of the New River Valley Inc did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

**File Number 2024 – 01017 Memorial Gardens of the New River Valley Inc**

**Mr. Young moved** to accept the proposed Consent Order offer wherein Thompson admits to violation of § 54.1-2319 (Count 1) of the *Code of Virginia* and agrees to a monetary penalty of \$1,000.00 for the violation contained in Count 1 and \$150.00 for Board costs for a total of \$1,150.00.

It is acknowledged that once identified, Memorial Gardens of the New River Valley Inc took corrective action and placed the required funds into the Perpetual Care Fund. Therefore, the Board waives the \$1,000.00 monetary penalty for Count 1.

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

In the matter of **File Number 2024 – 01022 Greenlawn Memory Gardens Incorporated, t/a Roselawn Memory Gardens**, the Board reviewed the Consent Order as seen and agreed to by Greenlawn Memory Gardens Incorporated. Greenlawn Memory Gardens Incorporated appeared at the Board meeting by qualified representative but did not address the Board.

**File Number 2024 – 01022 Greenlawn Memory Gardens Incorporated, t/a Roselawn Memory Gardens**

**Mr. Young moved** to accept the proposed Consent Order offer wherein Thompson admits to violation of 18 VAC 47-20-190.12 (Count 1) of the Cemetery Board Regulations and agrees to a monetary penalty of \$1,000.00 for the violation contained in Count 1 and \$150.00 for Board costs for a total of \$1,150.00.

In addition, the Board shall waive imposition of the \$1,000.00 monetary penalty for Count 1 based on Greenlawn Memory Gardens Incorporated's submission of the fiscal year 2022 perpetual care trust and preneed trust

financial reports.

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

Ms. Mini returned the meeting and resumed position of Chair.

**Return of Board  
Member and  
Transfer of Chair**

In the matter of **File Number: 2024-01710 SCI Virginia Funeral Services LLC**, the Board reviewed the Consent Order as seen and agreed to by SCI Virginia Funeral Services LLC. SCI Virginia Funeral Services LLC did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

**File Number: 2024-  
01710 SCI Virginia  
Funeral Services  
LLC**

**Ms. Smyth moved** to accept the proposed Consent Order offer wherein SCI Virginia Funeral Services LLC admits to violation of **18 VAC 47-20-190.13** (Count 1) of the Cemetery Board Regulations and agrees to a monetary penalty of \$500.00 for the violation contained in Count 1 and \$150.00 for Board costs for a total of \$650.00.

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

**NEW BUSINESS**

Ms. Coleman provided the Cemetery Board with the Executive Director's update.

**Executive Director's  
Update**

Ms. Coleman informed the Board that Governor Youngkin reviewed and approved the Notice of Intended Regulatory Action (NOIRA) on May 14, 2024. The public comment period, which concluded on July 3, 2024, did not yield any comments. Ms. Coleman informed the Board that Board staff need the Board's approval to advance to the proposed stage, during which a public hearing will be held. A copy of the proposed Cemetery Board Rules and Regulations was provided to the Board.

**Regulatory Update**

**Mr. Young made a motion** to approve and authorize Board staff to advance to the proposed stage for the proposed Cemetery Board Rules and Regulations. **Ms. Smyth seconded** the motion which was unanimously approved by members: Barringer-Brown, Meadows, Mini, Smyth, and Young.

**Proposed Cemetery  
Board Rules and  
Regulations**

Ms. Coleman informed the Board that the previously approved temporary fee

**2024 Temporary Fee  
Update**

reduction went into effect on August 1, 2024.

Ms. Coleman notified the Board that currently the regulations require individual trustees to obtain approval from the Board. She requested the Board's guidance on whether an individual trustee, once appointed, must obtain new approval for each subsequent cemetery they represent. Presently, Board staff do not submit new approvals to the Board after an individual trustee is approved. Ms. Coleman requested the Board provide feedback on whether Board staff should continue this practice. She also noted that with the developing of the new license database, it's essential to ensure that the process aligns with regulatory requirements.

**Mr. Young made a motion** to authorize staff to make subsequent approvals of individual trustees after the Board approves the initial application; up to ten (10) can be approved by Board staff. **Dr. Barringer-Brown seconded** the motion which was unanimously approved by members: Barringer-Brown, Meadows, Mini, Smyth, and Young.

The Board observed a recording demonstrating the new EPICx (Efficient Processing Intuitive Customer Experience) licensing database.

Mr. Mike Doherty provided the Board with background information on the receivership process.

The Board reviewed the Board financial statement and recovery fund as presented. No action was taken by the Board.

Ms. Mini reminded the Board that the Board Member Training Conference will take place October 10-11, 2024, at Great Wolf Lodge in Williamsburg.

The Board reviewed the 2025 Board Meeting dates. No action was taken by the Board.

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

**Individual Trustee Approvals**

**OTHER BOARD BUSINESS**

**EPICx Update**

**Receivership Process**

**Board Financial Statement**

**Board Member Training Conference**

**2025 Board Meeting Dates**

**COMPLETION OF PAPERWORK**

There being no further business, the meeting adjourned at 11:52 A.M.

**Adjourn**

The next board meeting will be **March 26, 2025**.

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Susan Mini, Chair

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Brian P. Wolford, Secretary

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