

CEMETERY BOARD
TOTAL RETURN DISTRIBUTION COMMITTEE
MINUTES OF MEETING

The Cemetery Board Total Return Distribution Committee met on Wednesday, September 18, 2024, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, 2nd Floor, Board Room 4, Richmond, Virginia.

The following members were present:

Caroline Smyth
James Young

Committee members absent:

Don Wilson

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

Anika Coleman, Executive Director
Steve Kirschner, LRPD Deputy Director
Lee Bryant, Board Administrator
Breanne Lindsey, Regulatory Operations Administrator
Donna Divers, Licensing Specialist
Lauren England, CIC and Cemetery Analyst

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 12:33 P.M.

Call to Order

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

**Approval of
Agenda**

Ms. Coleman informed the Committee that a Chair needs to be appointed going for the Committee. Ms. Smyth nominated Mr. James Young as Committee Chair. Mr. Young accepted the nomination. Ms. Coleman informed the Committee that Mr. James Young would be the Committee Chair.

**Appointment of
Chair**

Ms. Coleman gave an overview of the TRD process and why the Committee was formed. The Committee reviewed a spreadsheet provided developed by Mr. Young with drafted formulas to test the TRD process. The Committee will run tests to determine if the TRD process would protect the health, welfare,

**Review and
Discussion of
Total Return
Distribution**

and safety of the public. Board staff will put together a TRD packet for the Committee for the next meeting.

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 1:31 P.M.

Adjourn

Susan Mini, Chair

Brian P. Wolford, Board Secretary