

## MEMORANDUM

TO: Illinois Cemetery Oversight Board  
Brent E. Adams, Chairperson  
Willie E. Carter, Member  
LuAnn Johnson, Member  
Zenobia Johnson-Black, Member  
Patrick Keenan-Devlin, Member  
Michael J. Puhr, Member  
Roman F. Szabelski, Member  
Gregory M. Vogeles, Member  
Antoinette D. Wright, Member

FROM: Kristen Strawbridge, Board Liaison

DATE: December 7, 2010

RE: Business Meeting Notice –December 15, 2010

The Illinois Cemetery Oversight Board will convene for a regular business meeting commencing at 2:00 p.m. on December 15, 2010. The meeting will be conducted via video-conference in two locations: 320 W. Washington Street, **Room 258**, Springfield, Illinois; and 100 W. Randolph Street, **Room 9-375**, Chicago, Illinois.

In order to ensure the presence of a quorum, please advise me in advance of the meeting date if you are unable to attend. My phone number is (312)814-3443, and my e-mail address is [kristen.strawbridge@illinois.gov](mailto:kristen.strawbridge@illinois.gov).

This meeting will be accessible to disabled individuals in compliance with Executive Order #5 and pertinent state laws upon notification of anticipated attendance. Disabled persons planning to attend and needing special accommodation should contact me at least five days prior to the meeting to inform of their anticipated attendance.

Attachment

**Illinois Cemetery Oversight Board**

**AGENDA**

**December 15, 2010**

Springfield Office (320 W. Washington) and Chicago Office (100 W. Randolph)  
2:00 p.m.

- I. Call to Order - Brent E. Adams, Chairperson
- II. Introduction of Board Members and Department Staff
- III. Review and Approval of Minutes – June 23, 2010
- IV. Chairperson Time
- V. Board Members' Time
- VI. Adjourn