

CEMETERY BOARD
MINUTES OF MEETING

March 25, 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 seven (7) 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
David Farris, II
Donald Wilson
James Young

Board members absent from the meeting:

Beverly Cocke

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

Laura McClintock, Agency Director
Anika Coleman, Executive Director
Christina Dumas, CIC/Cemetery Manager
Jennifer Plummer, Regulatory Operations Administrator
Shaifali Prajapati, Administrative Coordinator
Tom Payne, CID Director
Doug Webster, CIC Ombudsman
Mia Newman, Forms Design Analyst

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**

Coleman conducted a professional development session on motions and voting functions for the Board.

**PROFESSIONAL
DEVELOPMENT
SESSION**

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

APPROVAL OF AGENDA

Barringer-Brown moved to approve the minutes of the September 23, 2025, Cemetery Board meeting. **Wilson seconded** the motion which was unanimously approved by members: Barringer-Brown, Farris, Mini, Smyth, Wilson, 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

Wilson was recused from **File Number 2025-02114 - Sunset Memorial Gardens LLC**.

Recusal of Wilson

In the matter of **File Number 2025-02114 - Sunset Memorial Gardens LLC**, the Board reviewed the Consent Order as seen and agreed to by Sunset Memorial Gardens LLC. Sunset Memorial Gardens LLC did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

**File Number 2025-02114
Sunset Memorial
Gardens LLC**

Young moved to accept the proposed Consent Order offer wherein Sunset Memorial Gardens LLC admits to a violation. 18 VAC 47-20-190.13 of the Cemetery Board's regulations (Count 1) and agrees to a monetary penalty of \$950.00.

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

Mini was recused from **File Number 2025-02330 Alleghany Memorial Park LLC**.

Recusal of Mini

In the matter of **File Number 2025-02330 Alleghany Memorial Park LLC**, the Board reviewed the Consent Order as seen and agreed to by Alleghany Memorial Park LLC. Alleghany Memorial Park LLC did not appear at the Board meeting in person, by counsel, or by any other qualified representative.

**File Number 2025-02330
Alleghany Memorial
Park LLC**

Barringer-Brown moved to accept the proposed Consent Order offer wherein Sunset Memorial Gardens LLC admits to a violation. 18 VAC 47-20-190.11 of the Cemetery Board's regulations (Count 1) and agrees to a monetary penalty of \$1,850.00.

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

Wilson was recused from **File Number 2025-02447 Rose Lawn Cemeteries LLC**.

In the matter of File Number 2025-02447 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.

Young moved to accept the proposed Consent Order offer wherein Rose Lawn Cemeteries LLC admits to a violation. 18 VAC 47-20-190.13 of the Cemetery Board's regulations (Count 1) and agrees to a monetary penalty of \$1,938.00.

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

Coleman presented the Executive Director's report.

Newman presented to the Board an overview of the progress made regarding the function and format of Total Return Distribution Form (TRD) form. Young spoke on the groundwork and reasoning for calculations he assisted with for the TRD form.

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

There being no further business, the meeting adjourned at 11:04 A.M.

Susan Mini, Chair

Laura McClintock, Secretary

Recusal of Wilson

**File Number 2025-02447
Rose Lawn Cemeteries
LLC**

NEW BUSINESS

**Executive Director's
Update**

**Total Return Distribution
Form**

OTHER BUSINESS

**COMPLETION OF
PAPERWORK**

ADJOURN