

Memorandum

To: Brent Booker Bob Hoover
Tim Driscoll Bob Bruce
John Dugan Mike DeSimone
Bill Tweet Dick Galis
Jerry Westerholm Tim Reddington

CC: Hank Howe

From: Daniel M. Hogan *DMH*

Date: June 25, 2010

Re: **Grievance Review Subcommittee Meeting – August 12, 2010**

Please be advised that the **Grievance Review Subcommittee** will meet on **Thursday, August 12, 2010** at the **NMAPC Administrative Office**, 1501 Lee Highway, Suite 202, Arlington, Virginia 22209. The meeting will **begin at 8:30 AM** and should conclude by early afternoon. **If you do not plan to attend this meeting please let us know.**

To register for the meeting visit the NMAPC website at www.nmapc.org and complete the following steps:

1. Click on **Events & Meetings**
2. Click on **Meetings and Conferences**
3. Under "**Calendar**" Click on **Grievance Review Subcommittee Meeting**
4. Click on **Register Now**
5. Enter your **Username** and **Password**
6. Click on **Register Me**

The NMAPC have reserved a block of rooms at the **Hyatt Arlington Hotel**, when registering please indicate your arrival and departure dates. The room rate is \$189 per night, plus tax. The NMAPC will make all hotel reservations and your confirmation number will be emailed.

In addition a dinner is scheduled for Wednesday evening, August 11, 2010 at 6:00 PM for those Committee members traveling from out-of-town. The dinner location will be announced later.

If you have any questions relative to the meeting agenda, please contact me at (703) 841-9707 extension 119. For questions regarding online registration contact Ms. Gwen Jackson at 703-841-9707 extension 111.

DMH/gj