

Memorandum

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

From: Kevin J. Hilton *KJH*

Date: April 3, 2009

Re: **Grievance Review Subcommittee Meeting – May 21, 2009**

Please be advised that the **Grievance Review Subcommittee will meet on Thursday, May 21, 2009 at the NMAPC Administrative Office, 1501 Lee Highway, Suite 202, Arlington, Virginia 22209.** The meeting will begin at 9:30 AM and should conclude by early afternoon. **If you do not plan to attend this meeting please let us know.**

Please register online at www.nmapc.org under *Meetings and Conferences*.

1. Click on **Meetings and Conferences**
2. Enter your **Username** and **Password**
3. Click on **Grievance Review Subcommittee Meeting**
4. Click on **Register Now**

For those of you who require a sleeping room the **NMAPC have reserved a block of rooms at the Hyatt Arlington Hotel, 1325 Wilson Boulevard, Arlington, VA 22209 (703-525-1234).** **The room rate is \$219 per night, plus tax; please indicate your arrival and departure date when registering for the meeting.** All hotel reservations will be made by the NMAPC office.

In addition a dinner is scheduled for 6:00 PM on Wednesday evening, May 20, 2009 for those Committee members traveling from out-of-town. The dinner will be held at the 1789 Restaurant located at 1226 36th Street, NW, Washington, DC 20007 (telephone: 202-965-1789). **Sport coats are required** and complimentary valet parking is available.

If you have any questions relative to the meeting, please contact me at (703) 841-707 extension 119. For questions regarding online registration contact Ms. Gwen Jackson at 703-841-9707 extension 111.

KJH/gj