

# 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:** August 26, 2009

**Re:** **Grievance Review Subcommittee Meeting – October 8, 2009**

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Please be advised that the **Grievance Review Subcommittee will meet on Thursday, October 8, 2009 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.**

Please register online at [www.nmapc.org](http://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 (telephone: 703-525-1234). The **room rate is \$249** per night, plus tax. **Please indicate your arrival and departure date when registering for the meeting to receive this special rate.** All hotel reservations will be made by the NMAPC office.

In addition a dinner is scheduled for Wednesday evening, October 7, 2009 at 6:00 PM for those Committee members traveling from out-of-town. The dinner location will be announced at a later date.

If you have any questions relative to online meeting registration contact Ms. Gwen Jackson at 703-841-9707 extension 111.

KJH/gj