

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: August 31, 2010

Re: **Grievance Review Subcommittee Meeting – October 7, 2010**

Please be advised that the **Grievance Review Subcommittee** will meet on **Thursday, October 7, 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*:

- Step 1: *Select Events & Meetings*
- Step 2: *Enter your Meetings and Conferences*
- Step 3: *Select Grievance Review Subcommittee Meeting*
- Step 4: *Enter your Username and Password*
- Step 5: *Click-On RSVP*
- Step 6: *Select Option Yes (will attend), No (will not attend), Maybe (not sure at this time)*
- Step 7: *Click-on Respond*
- Step 8: *If you selected "Yes" complete the Meeting Registration page*

The NMAPC have reserved a block of rooms at the **Courtyard by Marriott Arlington Hotel**, when registering please indicate your arrival and departure dates. The room rate is \$199 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, October 6, 2010 at 6:00 PM for those Committee members traveling from out-of-town.

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