

# 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:** December 13, 2010

**Re:** **Grievance Review Subcommittee Meeting – January 6, 2011**

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Please be advised that the **Grievance Review Subcommittee** will meet on **Thursday, January 6, 2011** 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](http://www.nmapc.org) and complete the following *Steps*:

- Step 1: **Select *Events & Meetings***
- Step 2: **Click on *Meetings and Conferences***
- Step 3: **Select *Grievance Review Subcommittee Meeting***
- Step 4: **Click-On *RSVP***
- Step 5: **Enter your *Username and Password***
- 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 **Hyatt Arlington Hotel**, when registering please indicate your arrival and departure dates. The room rate is \$116.00 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, January 5, 2011 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