Memorandum

To:	NMAPC Board of Directors
Date:	February 27, 2012
From:	Stephen R. Lindauer, Impartial Secretary/CEO *SRL*
RE:	NMAPC Board of Directors Meeting – April 20, 2012

The next meeting of the **NMAPC Board of Directors** is scheduled for **Friday, April 20, 2012 from 8:00 AM to 10:00 AM** at **The Ritz Carlton Pentagon City Hotel,** 1250 South Hayes Street, Arlington, VA 22202. The Board meeting will be held in conjunction with the second quarterly meeting of the National Maintenance Agreements Labor-Management Policy Committee, Inc. The schedule is as follows:

Friday, April 20, 2012

8:00 AM – 10:00 AM   **NMAPC Board of Directors Breakfast Meeting**   **Location:** Plaza Ballroom B

Online registration has changed, to register go to the NMAPC website at www.nmapc.org **and complete the following** *Steps*:

Step 1	Click on *Events & Meetings*
Step 2	Click on *Meetings and Conferences*
Step 3	Click on *NMAPC Board of Directors Meeting*
Step 4	Click on *Register Now*
Step 5	Enter your *Username* and *Password*
Step 6	Click on *Register Me*
Step 7	Complete the *Registration Page*
Step 8	Next Click *Save & Continue*
Step 9	Next Click *Submit Registration*
Step 10	To Make Changes to Your Registration Click *Edit Registration*

Be further advised that the NMAPC administrative office has reserved a block of rooms at The Ritz Carlton Pentagon City Hotel at a special rate of $249.00 per night, plus tax for single or double occupancy. To reserve a sleeping room, please contact the hotel directly at (703) 415-5000 or toll free at (800) 241-3333 and reference the *NMAPC* **room block. The cut-off date for all sleeping room reservations is Monday, March 19, 2012.**

If you have any questions relative to the meeting agenda, please contact me at 703-841-9707 extension 117. For questions regarding online registration please contact Ms. Gwen Jackson at 703-841-9707 extension 111.

SRL/gj

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