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## MEMORANDUM

**TO:** CRRA Organizational Synergy & Human Resources Committee

**FROM:** Moira Benacquista, Board Secretary/Paralegal

**DATE:** December 16, 2011

**RE:** Notice of Teleconference Meeting

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There will be a teleconference meeting of the Human Resources Committee of the CRRA Board of Directors on Monday, December 19, 2011, at **11:00 am** in the Legal Conference Room at the CRRA offices, 100 Constitution Plaza, Hartford, CT.

The purpose of the meeting will be to discuss the following matters:

- I. Approval of Minutes of the November 16, 2011, OS&HR Committee Meeting (Attachment A).
- II. Executive Session to discuss personnel matters.

If you will be unable to attend, please notify Moira Benacquista at (860) 757-7787 immediately.

cc: Tom Kirk, President  
Jim Bolduc, CFO  
Eric Womack, HRM