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MEMORANDUM

TO: CRRA Organizational Synergy & Human Resources Committee

FROM: Moira Benacquista, Board Secretary/Paralegal

DATE: March 21, 2011

RE: Notice of Teleconference Meeting

There will be a teleconference meeting of the Human Resources Committee of the CRRA Board of Directors on Monday, March 21, 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 January 24, 2011, OSHR Committee Meeting (Attachment A).
- II. Discussion of combining of two Senior positions (Attachment B).
- III. Discussion of the updated Employee Handbook (Attachment C).
- IV. 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