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## MEMORANDUM

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

**FROM:** Moira Kenney, HR Specialist/Board Secretary

**DATE:** March 15, 2013

**RE:** Notice of Meeting

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There will be a telephonic meeting of the Organizational Synergy and Human Resources Committee of the CRRA Board of Directors on Monday, March 18, 2013, at **1:00 pm** 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 28, 2013, OS&HR Committee Meeting (Attachment A).
- II. Discussion of 2013 Employee Merit Increases (Attachment B).
- III. Discussion of Organizational Effectiveness Review (Confidential package).
- IV. Update on the Employee Handbook.
- V. Executive Session to discuss personnel matters.

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

cc: Tom Kirk, President  
Jim Bolduc, CFO  
Eric Womack, Dir. HR & Admin