

To: Personnel Policy Committee
From: David Trumbull
Date: May 3, 1996
Re: Personnel Policy Committee Meeting May 15, 1996

May 15 is coming up quickly! Mark your calendar now for the May 15 Personnel Policy Committee meeting at the Best Western Lord Wakefield Hotel (same location as the March meeting). Bernetta Walraven, Massachusetts Commission Against Discrimination, will speak to us about sexual harassment in the workplace. In her position as Director of Training and Education for the Commission, she is an experienced communicator who will have some helpful information for us as we deal with this topic. After she speaks, there will be opportunity for discussion in the question and answer session.

10:00 a.m. Meeting begins.
Coffee, tea and danish served.
12:00 noon A working lunch will be served.
1:30 p.m. Meeting adjourns

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REPLY FORM

I will _____ will not _____ attend the Personnel Policy Committee meeting and luncheon on Wednesday, May 15 at 10:00 a.m. at The Best Western Lord Wakefield Hotel in Wakefield, MA. The cost of the lunch will be approximately \$20 per person. Please do not send payment now to NTA. You will be billed for the lunch after the meeting.

Name (s): _____

Company: _____

Suggested topics: _____