



New York State Correctional Officers & Police Benevolent Association, Inc.

102 Hackett Boulevard, Albany, NY 12209
(518) 427-1551 www.nyscopba.org nyscopba@nyscopba.org



TO: All Chief Sector Stewards

FROM: Diane Davis, Recording Secretary

RE: Executive Assembly Meeting

DATE: February 26, 2009

NYSCOPBA will be holding its next Executive Assembly meeting on April 15 and 16, 2009 at The Doubletree Hotel, Syracuse, NY (directions attached).

It is imperative that you complete the enclosed registration form and return it to NYSCOPBA in the self-addressed, stamped envelope provided, no later than **March 23, 2009** in order to secure a room. If you do not respond by **March 23, 2009** a room may not be available at the Doubletree. Also, we have a block of rooms available for Tuesday April 14, 2009, for those who want to check-in early, so please be sure to indicate on the registration form your date of arrival and date of departure.

The registration form is also on our website.

Employee Organizational Leave time will be granted to each Chief Sector Steward **OR** a designee, so please indicate on the registration form if you will be unable to attend and will be sending someone in your place. **If you require additional EOL time due to your work schedule, please include the date(s) and the shift hours you work on the enclosed registration form.**

Please note that it is **IMPERATIVE** that you let us know by March 23, 2009 who will be attending the meeting so Employee Organizational Leave can be requested in the appropriate amount of time allowed. **Once the request has been sent to the Governor's Office of Employee Relations, they (GOER) will not allow changes to be made (NO EXCEPTIONS WILL BE MADE).**

A copy of a detailed agenda will also be mailed in the near future.

/lms

Encs.

cc: Executive Board
Sergeant-At-Arms
Staff

This form is available on-line at www.nyscopba.org

NYSCOPBA

102 Hackett Boulevard
Albany, NY 12209

Registration Form

Executive Assembly Meeting

Doubletree Hotel, Syracuse NY

April 15 & 16, 2009

Name:

Address:

Telephone Number:

Sector:

How Many Attending

From Sector

(Besides Yourself):

Date of Arrival:

Date of Departure:

Smoking Preference:

PLEASE RETURN IN THE ENCLOSED SELF-ADDRESSED STAMPED ENVELOPE **NO LATER** THAN **March 23, 2009** IN ORDER FOR PROPER ARRANGEMENTS TO BE MADE.

** NOTE: If you are requesting additional EOL time, include your work shift and date(s) needed. You **MUST** work an **AFTERNOON** or **EVENING** shift and be at least **200** miles from Syracuse to be granted travel time.

DATE & SHIFT HOURS _____

Directions to Doubletree Syracuse

From Interstate 81 North: Take I-81 North to I-481 North (Exit 16A). Travel 481 North to Exit 7 (Bridgeport Exit). Make a right onto Route 298 West. Go about 3 miles and hotel will be on right.

From Interstate 81 South: Take I-81 South to NYS Thruway (I-90) going east. Travel I-90 East to exit 35 (East Syracuse & Route 298 East). Enter traffic circle and get off at Route 298 East. Take Route 298 East, hotel will be on left.

From NYS Thruway I-90: Take I-90 exit 35 (same exit traveling from East or West). After toll booth enter traffic circle and get off Route 298 East. Travel Route 298 East , hotel will be on left.

From Downtown Syracuse: Take Route 690 East to Thompson Road North Exit (16N). Travel Thompson Road North 3 miles to Carrier Circle. Take Route 298 East , hotel will be on left.