



Mayor Richard J. Kaplan
Chairman

MEMORANDUM

Date: December 4, 2013

TO: MPOAC Governing Board & Staff Directors

FROM: Howard Glassman, Executive Director

SUBJECT: Upcoming January 23, 2014 MPOAC Meetings

The next meeting of the MPOAC is scheduled for **Thursday, January 23, 2014** at the **DoubleTree by Hilton Hotel located at 5555 Hazeltine National Drive, Orlando, Florida, 32812.**

The Staff Directors' Advisory Committee will meet from 12:00 p.m. until 3:00 p.m. and the Governing Board will meet from 3:30 p.m. until 6:00 p.m.

Rooms are available at the rate of \$111.00 plus tax for the nights of January 22 & 23. **The deadline for making reservations is Monday, December 30, 2013.** Please call (407) 856-0100 to make your reservation.

Agenda packages will be mailed out in advance of the meeting. If you have questions please call me at (850) 414-4062 or Brigitte Messina at (850) 414-4037.

HG/bm