



FECA

Florida Electric Cooperatives Association, Inc.

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Date: September 6, 2012

To: General Managers
Personnel Directors

From: Edie Beiner

Subject: NRECA Supervisory Institute
November 5-9, 2012

We are scheduling the week-long NRECA Supervisory Training Institute November 5-9, 2012, with employees earning a certificate at the conclusion of the week. This program is designed for cooperative employees who have or are working toward a supervisory role. The class schedule is attached for your information, along with course descriptions and an enrollment form. Bryan Singletary will instruct the course. It is important that we receive the names of your attendees as soon as possible so that we can coordinate information with NRECA.

Currently, we have four cooperatives sending 15 people and slots are being held for the following: Central-4; CHELCO-4 Clay Electric-4; and Talquin Electric-3. The class can hold 23 people. We will take additional registrations on a first come basis.

The training will be held at the SpringHill Suites by Marriott just off of Apalachee Parkway, across the street from the La Quinta and very close to FECA's offices. The address is 1300 Executive Center Drive, Tallahassee, FL. The hotel provides a full breakfast each day for those staying at the hotel. Breakfast is included in the room rate as well as complimentary wired and wireless access in all guest rooms. A room block is secured from Sunday, November 4th through Thursday, November 8th. The meeting will conclude by noon on Friday. To make your room reservations, please call (850) 325-1103 and ask for the FECA group room block to receive the \$89.00 single/double/king rate. Please be sure to make your reservations before the **cutoff date of Wednesday, October 24.**

Cooperatives will be billed after the conclusion of the training. The *approximate* cost will be \$1,300 per person with at least thirteen (13) attendees. The final price may go up or down, depending on the actual number of enrollees. Currently, the cost through NRECA to take Supervisory Institute is \$2,270 for the week.

Please complete the attached enrollment form and return it via fax to Edie Beiner at (850) 656-5485. You can also return it via e-mail to ebeiner@feca.com or mail it to the address listed above.