



**COUNCIL OF THE DISTRICT OF COLUMBIA
OFFICE OF THE SECRETARY**

MEMORANDUM

To: Members and Staff
From: Nyasha Smith
Date: December 16, 2020
Subject: Notice of an Administrative Meeting and Public Access Instructions

Notice of Meeting

The Chairman has called an Administrative Meeting on **Tuesday, December 22nd at 2:00 p.m.** via Zoom.

Access to the COW/Legislative Meeting

This meeting will be convened virtually on Zoom only and will not be broadcast nor recorded. Staff and members of the public are invited to virtually join the meeting. Please find access information below:

- ❖ Register in advance for this webinar by [clicking here](#).
- Both audio and video options are available.
- After registering, you will receive a confirmation email containing information about joining the webinar.
- *To ensure adequate security safeguards, this meeting will be locked near the beginning after a quorum is determined.*