



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

**MEMORANDUM**

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To: Members and Staff  
From: Nyasha Smith  
Date: November 22, 2021  
Subject: Notice of an Administrative Meeting and Public Access Instructions

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**Notice of Meeting**

The Chairman has called an Administrative Meeting on **Tuesday, November 30<sup>th</sup> at 9:30 a.m.** via Zoom.

**Agenda**

The following item will be discussed:

1. Returning to the JAWB

**Access to the 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.*