



**ADMINISTRATIVE SERVICES COMMITTEE  
REPORT OF CANCELLED MEETING 12-10-2020**

The meeting was cancelled by Chairperson Dennis Brady with the following email to all of the members.

*“The meeting scheduled for 10 December is cancelled. There is not enough on our agenda to constitute a meaningful meeting. Lisa Frank has agreed to attend our 14 January meeting. Lisa will address the subjects of medical data availability for medical emergencies and updating medications for the same.*

*By copy of this memo I’m asking Gary to bring with him a front desk associate, or associates who can address front desk duties and potential problem areas.”*

Our next meeting will be held on January 14th at 2:30 PM in the Club Room

Respectfully submitted:  
Bob Cobe: Secretary