

ADMINISTRATIVE PROCESSES COMMITTEE
MINUTES THURSDAY SEPTEMBER 16, 1999

The Administrative Processes Committee met Thursday, September 16, 1999 at 2pm at Boykin Wright Conference Room. Each committee member went over their assigned must statements and stated if there were any problems as far as finding out that we were not in compliance . Bruce Saul stated by e-mail that we were not in compliance at the present time on 6.4.3.D as far as familiarizing all building occupants with emergency evacuation procedures. Jim Smith is now working on that must statement to get us in compliance.

It was then discussed that each committee member will write a report answering the must statements that they were assigned. Mary Davis will inform them by email as to where and when the committee should send the reports.

The meeting adjourned at 3pm.