

Central Middle School Building Committee
Sub-Committee on Communications

Thursday, March 30, 2023
APPROVED MINUTES

Sub-committee members present: Clare Kilgallen*, Dennis Yeskey, Greg Piccininno* (late), Laura Kostin*, Lauren Rabin. Tony Turner* (* – CMSBC voting member)

Others present: Stephanie Cowie (FSAC4PWD Liaison) and Chris Cykley (CSG)

1. Call the meeting to order.

- a. Lauren Rabin called the meeting to order at 3:38PM.

2. Approve minutes from March 9 and March 23.

- a. A Motion was made by Clare Kilgallen and seconded by Tony Turner to approve the minutes. The minutes were approved 3-0.

3. Finalize April RTM quarterly report.

- a. The subcommittee verbally edited the last RTM report to reflect activity from January 11 to April 11, 2023.
- b. Major updates are in the Activities, Financials and Next Steps sections.
- c. A draft will be ready for the entire building committee by April 4 for a vote.

4. BC email auto response.

- a. As discussed during the March 9, 2023, sub-committee meeting the following auto response will be *"Thank you for contacting the Central Middle School Building Committee. For more information, please visit our [project website](#)"*

5. GPS google drive use case.

- a. We now have a GPS google folder. Clare Kilgallen took the action to ask Christina Poccia to move our existing files to the new folder, so the link can be shared.

6. RTM May save the date.

- a. The subcommittee drafted a save the date (we are coming) email. Lauren Rabin took the action to send the email to RTM district leaders and committee chairs.

7. Other

- a. Lauren Rabin took the action to combine our two files from the BC to the BOE into one for posting on the project website.
- b. Greg Piccininno took the action to ask Tom Healy what dates may work for the next Community Forum the weeks of May 8 and May 15.

8. Adjourn

- a. A Motion was made by Clare Kilgallen and seconded by Greg Piccininno to adjourn. The meeting adjourned without objection at 4:54PM.