

Central Middle School Building Committee  
Sub-Committee on Communications

Thursday, July 13, 2023  
\*\*\* APPROVED \*\*\* MINUTES

Sub-committee members present: Clare Kilgallen\*, Lauren Rabin, Nisha Arora\*, Tony Turner\*  
(\* – CMSBC voting member)

Absent: Laura Kostin

Others present: Stephanie Cowie (FSAC4PWD Liaison). Leo Zhang (OFS Intern)

**1. Call meeting to order.**

- a. Clare Kilgallen called the meeting to order at 3:38 pm.

**2. Approve minutes from June 29, 2023, Meeting.**

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

**3. July Quarterly Report to the RTM.**

- a. The edits made to the report were discussed and finalized by the sub-committee.
- b. Clare Kilgallen motions to approve the draft seconded by Tony. The current draft after Clare Kilgallen's edits was approved 3-0-0.
  - **ACTION:** Clare Kilgallen took action to make final edits to the report
  - **ACTION:** Tony Turner took action to send the weekend packet on Saturday morning.

**4. Turnaround of the community forum Q&A from July 12th**

- a. 25 people came in person to the forum and 25 people joined via Zoom for a total of 50 people who asked around 20 questions, a much bigger audience than the previous meeting.

**5. Adjacent Neighbor "database."**

- a. The subcommittee discussed the information that was collected and the current outreach methods to draw locals to CMSBC meetings.
  - **ACTION:** Clare Kilgallen took action to import the neighbors' data into the Excel spreadsheet.

**6. Other.**

- a. Tony Turner brought up how previous meeting minutes were not being reviewed and posted in a timely manner.

**7. Adjourn.**

- a. The meeting was adjourned without objection at 5:15 pm.

Prepared by Leo Zhang (Intern to OFS)