

Central Middle School Building Committee
Sub-Committee on Communications

Tuesday, November 21, 2023

Approved MINUTES

Sub-committee members present: Clare Kilgallen*, Laura Kostin*, Lauren Rabin, Tony Turner
Others present: Stephanie Cowie (FSAC4PWD Liaison), Jonathan Supranowitz and Sam D'Agostino

1. Call meeting to order.

- a. Lauren Rabin called the meeting to order at 2:12 pm.

2. Approve minutes from October 5 and October 25, 2023, Meetings.

- a. Clare Kilgallen made a Motion to approve the meeting minutes from October 5, seconded by Tony Turner. The minutes were approved 3-0-0.
- b. There was no quorum on October 25, so no meeting occurred.

3. Draft a public update on the status of the project.

- a. The sub-committee discussed the opportunity to do a monthly newsletter and, with support from GPS and OFS, share it with the community and the press. Due to our bi-weekly schedule, the sub-committee discussed the possibility of not needing a review and vote from the full committee to achieve a first Friday of the month send.

ACTION: Tony Turner will add a discussion on this item during our November 28, 2023 meeting.

4. Other.

- a. January 11, 2023 is the due date for our next RTM update.
- b. The sub-committee discussed meeting best practices to share with the full committee:
 - i. Let all three officers know if you will not be in attendance at a meeting.
 - ii. Let the full committee know if you need to leave the meeting early or have a hard stop (impacts quorum and voting).
 - iii. To the degree possible, stay on camera.
 - iv. Strive to complete the meeting within 1 hour.
 - v. Consider scheduling some discussions in the evening.

ACTION: Lauren Rabin to follow up with appointed members and ex-officios about continued participation.

5. Adjourn.

- a. The meeting adjourned without objection at 2.45 pm.

Prepared by Lauren Rabin