

Minutes

Boylston Street Corridor Study Committee: Report Writing Subcommittee

April 20, 2022 12:00 PM

Held remotely via Zoom

Subcommittee members (in attendance noted by Y/N):

John VanScoyoc, Chair	Y	Wendy Friedman	Y	Tom Nally	Y
Rachna Balakrishna*	Y	Joe Gaudino	N	Carlos Ridruejo	N
Deborah Brown	N	Wendy Machmuller	Y	Mark Zarrillo	N

**arrived late/left early*

Staff & consultants present: Kara Brewton*

Meeting materials included: agenda, draft Committee Report

Guests included: Jason Liu, Perry Grossman, Barbara VanScoyoc, Ruthann Sneider

Kara Brewton opened the meeting, noting that it was being held remotely on the Zoom platform due to COVID, and after checking that all participants' audio/video were working well, and Kara announced that the meeting was being recorded.

John shared that most sections have been submitted as draft. There are three sections still to be written, and then the document needs to be edited. Tom noted that he has a few more details to add, but what he's read so far looks really great. Wendy M. shared that she has a lot of wordsmithing to do in her own section, and has some question for other Committee members about their sections. Rachna has some outstanding questions and would appreciate clear deadlines.

The Committee reviewed how Google Docs works for group editing.

Report Writing Session

John asked how to handle graphics. All agree to format afterwards. Wendy M. asked if it was possible to find someone to do editing and formatting of the document at the end of the report writing. Kara voiced that we'll print the final Word document into a PDF and this is what will be shared. Wendy F. will be the editor. Wendy F. agrees that we should do graphics first, then formatting.

Sections left to write are the Executive Summary, and the Intro. The Table of Contents will be done at the end. Wendy M. will complete these sections (#1-3).

Next Steps

Meet in one week and review feedback on all sections. At this time, we'll have a full draft of how each member would like the final report to read. This Subcommittee will meet at 10am 4/27. The Committee will use time from now to then to finish drafts, provide feedback on each

other's sections, and then each author will review and consolidate edits into a final draft. Feedback comments are due by Monday, 4/25.

There was some discussion of what will be covered at the broader Committee meeting next Monday, 4/25, at 10am. Wendy M. asked some questions about Advisory Committee's review (and their Subcommittees') of the BSCSC Warrant Article. In general, the BSCSC needs to respond to the various proposed amendments to the Boylston Street Warrant Article.

Closing

**Meeting adjourned at approximately 12:49 pm.