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## INTEROFFICE MEMORANDUM

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**TO:** LIZ ROLANDO, CHIEF CLERK  
**FROM:** MAYA NEVELS  
**SUBJECT:** MINUTES FOR THE 12/16/21 REGULAR OPEN MEETING MINUTES  
**DATE:** 01/12/22  
**CC:** C&C ASSISTANTS

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On page 2, line 12, change “Charles Mathews” to “Charles Matthews”.

On page 8, line 6, delete the “is” after “already.”

On page 9, “facilitates” in lines 6, 9, and 18 should be “facilities”, retaining capitalization.

On page 12, line 12, change “founded” to “founding”.

On page 12, line 14, change “brown-led” to “Brown-led”.

On page 16, line 20, change “updates” to “update”.

On page 18, line 3, change “reconsiliation” to “reconciliation”.

On page 18, line 14, change “facilitates” to “facilities”.

On page 21, line 19, change “facilitates” to “facilities”.

On page 27, line 16, insert “or” between “take” and “damage”.

On page 35, line 21, change “advisers” to “advisors”.

On page 37, line 1, capitalize “commission staff”.

On page 37, line 11, insert comma after “CEJA”.

On page 41, line 14, capitalize “commission”.

On page 43, line 11, change “on” to “of”.

On page 43, line 6, change “advisers” to “advisors”.

On page 43, line 14, change “advisers” to “advisors”.

On page 44, line 20, capitalize “office”.