

Minutes of the Warner Free Lecture Trust
Harvard, MA
December 10, 2019

Members present: Lisa Foley, Shannon Molloy, Jennifer Combs, Pat Jennings, Jeff Boudreau (arrived 6:30)

Members absent: Sheila Simollardes

Others present: none

Location: Hildreth House

Meeting called to order at 6:08 pm

Minutes: minutes of the November 13, 2019 meeting were approved as amended.

Little Women: Jan 10 Little Women screening was fully ticketed in 31 hours. 21 tickets are held in reserve for trustees, possible future needs (character actors, members of the press, photographer, etc). Discussed “red carpet” setup with “selfie station” for before the film, with actual red carpet, kleig/spotlights, enlarged Lisa A photographs as backdrop, *Press* coverage, etc. Shannon is authorized to manage communications with Fine Arts Theatre. Lisa Foley will talk to Lisa A about photo purchase/permissions; motion made to authorize expenditures up to \$250 and Jen will handle enlargements and is authorized to spend up to \$500. Pat will try to secure a red carpet, lights, and decor and is authorized to spend up to \$200. Lisa will follow up with Sheila about further *Press* involvement. Seconded, passed unanimously. Shannon working with FIT to locate “red carpet” area space.

Trustees will arrive 5:30 for setup, pending approval of Fine Arts Theatre.

Reviewed ticketing for trustees: Shannon-3, Pat-4, Jen-2, Lisa-3, Sheila-2

Others: Rosemary-2, Carlene-1, Lisa-1, actors-2.

Total of trustees and placeholders = 20; all seats will be taken; no further tickets available.

Discussed possibility of running wait list, which would require follow up messaging to ticketed members. Decided to disable self-edits on eventbrite so that someone looking to give up tickets needs to contact WFL directly.

Lisa will print some new WFL schedule cards to have on site at screening. Motion made, seconded, and passed unanimously to authorize her to spend up to \$100 for cards.

Discussed possibility of using an integrated reservation system, e.g. Mailchimp/Eventbrite. Several positive comments made about Mailchimp. Tabled for possible future discussion.

Jan 16 Fruitlands program: Lisa will coordinate with Sheila about program details and disseminate to trustees.

Other upcoming programs:

- **Dark Tide** (Sheila): Feb 21. Pat reported depositing \$150 from Historical Society for cosponsorship. Silver Unicorn will be onsite and have book available for purchase.
- **In Their Own Voice** (Lisa): Mar 27.

Next year's schedule: will place on the agenda for next meeting. Come with ideas! Send materials on potential future lecturers/programs to Lisa via email by January 15 and she will include them with February meeting agenda.

Board stewardship and accessioning: Think about recruiting/communicating about upcoming open positions. Lisa's tenure expires in April. Contact her for shadowing opportunity if interested. Draft bylaws will be redistributed and placed on agenda with goal of discussing and adopting new bylaws prior to April. Lisa, Pat, and Shannon will create bullet points of roles and responsibilities for chair, treasurer, and secretary and email to Lisa by January 15.

Next meeting: Feb 3, 2020, 6pm at Hildreth House

Adjourned: 7:35pm

Minutes: scm