

## Warner Free Lecture Trustees Meeting

Virtual meeting via zoom

### Minutes for January 16, 2024

**Trustees Present:** Jeff Boudreau, Michael Kilian (Chair), Nancy Meyer, Steve Peisch, Billy Salter, Sheila Simollardes.

Chair called the meeting to order at 6:20 PM.

1. Review and approve minutes from December 12, 2023

**VOTE:** Mike moved, Sheila seconded approval of the December minutes with one correction. All in favor.

2. John Hanson Mitchell, "Gardening in the Age of Climate Change," January 12, 2024

Garden Club co-sponsored; they are chipping in half the speaker fee. Strong turnout, thanks in part to publicity from the Garden Club. Talk was meandering. Would have benefited from visuals. In the future, if there are books for sale, a designated person needs to handle sales, so the speaker is free to interact with attendees after the talk.

We need more clarity around co-sponsorship. If they're giving money, that's a significant contribution. If not, can they provide refreshments, help with set up and break down, etc.? Sheila mentioned that a candlestick was broken at the lecture. She will replace it and submit the receipt for reimbursement.

3. Prep for Suzanne Buell on 2/9/2024.

They will load-in early and are bringing electronic keyboard, bass, and audio equipment. No need for the piano to be tuned. They will be on the small riser. Steve will contact the appropriate group (Friends of the Arts?) about lighting the stage area. We may need musicians to sign waivers for the program to be recorded by Harvard Cable TV. Steve will also talk with HCTV about enhanced audio for the presentation.

We received a grant from the local cultural council for \$200 to fund a third musician. Language and MCC logo need to go on website and all advertising. Jeff sent the text to Mike. Including text is easy, there was some discussion about how feasible it will be to include MCC logo in all our advertising venues. Mike received information about submitting invoices, receipts, etc. for LCC Grant reimbursement and will share that with the other Trustees. The Trust will pay Suzanne Buell \$600. She will pay the other two musicians. We will get a reimbursement from the LCC for \$200. Steve will work on processing the paperwork for payment and Billy will have a check for \$600 to give Suzanne on Feb. 9.

4. Prep for Barbara Bernson on 3/22/24

Barbara Bernson will be selling books through Silver Unicorn at her talk on March 22. Sheila submitted a W-9 for her and requested confirmation from the treasurer.

5. Review the sign on the common... and signs for the rest of the year.

We need to make sure key content (date, location, and presenter) is readable from a distance. The Mitchell sign was not. Mike retrofit it with larger text and will do the same for the rest of the signs for this season. Steve brought the text and photo to Staples, and they formatted the posters. Photos could also be larger. Average cost is \$35-40 each poster. The 8x10 posters were printed at Alpha Graphics. Sheila reported that Alpha Graphics was sold.

6. Proposed 2024/25 Speaker Schedule.

MONTH	PRESENTER	TOPIC	PRODUCER
September 20 <b>CONFIRMED</b>	Emily Sweeney	<i>Dropkick Murphy: A Legendary Life</i> . She is a fairly senior <i>Boston Globe</i> reporter.	Mike
October 18 <b>CONFIRMED</b>	Jim Sullivan	Staff writer for the <i>Boston Herald</i> and 26-year music critic for the <i>Boston Globe</i> . Author of, <i>Backstage &amp; Beyond Vol. 1: 45 Years of Classic Rock Chats &amp; Rants</i> .	Jeff
November 22 <b>CONFIRMED</b>	Harvey Leonard	WCVB-TV Chief Meteorologist Emeritus. Possible topic could be "Changes in Meteorological Reporting."	Sheila
January 17 <b>CONFIRMED</b>	Randy Hodgkinson	Pianist Randall Hodgkinson has performed with orchestras nationally and internationally.	Steve
March 21	J. Dennis Robinson	"The Smuttynose Ax Murders." Robinson is a writer, historian and author of <i>Mystery on the Isles of Shoals: Closing the Case on the Smuttynose Ax Murders of 1873</i> .	Nancy
April 11 or 25	Allen Rutberg	Some of the ways that experts try to control invasive species populations. Include ethical, scientific, and political aspects.	Billy

We agreed that the standard speaker fee will be \$350. In future, presenters send W-9 and invoice, etc. to their "Producer" (i.e. Trustee who is the contact for that person). They will then forward that info to the Treasurer.

Mike will speak with Mary Wilson to find out any already existing conflicts with Volunteers Hall. He will create a list of available dates in each month—avoiding religious and other holidays, including first Friday of every month when Volunteers Hall is not available. Producers will present these dates to their presenter and report back at our next meeting when we will (hopefully) finalize the speaker schedule for 2024/25. Harvey Leonard might draw a larger than capacity audience at Volunteers Hall. Sheila will research Cronin Auditorium (cost and availability) for that presentation.

*[Subsequent to the meeting, Mike sent possible dates to Trustees. If a speaker agreed to one of our proposed dates, it is indicated above.]*

7. Next meeting on February 20, 2024 at 6:15 PM.

Sheila and Steve left the meeting at 7:19 PM.

8. Grants.

We formed a subcommittee with Mike, Jeff, and Billy. The Grants Subcommittee will identify (figure out what grants we might qualify for), vet (look at criteria—e.g. are the funds designated for a single presenter, can they be used across programs, etc.—also look at past grantees), and ultimately apply for the grants. Mike did some preliminary research and created an initial spreadsheet. We need to build on that with more information to try and understand deadlines and the next step. Spend the next month looking at grants. Jeff will research New England States Touring (NEST) Grant. Billy research the Massachusetts Cultural Council Festivals & Projects grant. Were we to get one of these grants we may decide to do an additional presentation next year.

There was some discussion about whether having high profile/highly paid speakers fits our “culture.” This could impact our ability to attract presenters who agree to present at fees much lower than their usual rate. All agreed we don’t want to have two classes of speakers.

9. Meeting adjourned at 7:32PM.

**VOTE:** Jeff moved, Billy seconded. All in favor.

Respectfully submitted by Nancy Meyer, Secretary.

**ACTION ITEMS:**

- Update all advertising materials to include LCC grant language and logo.
- Steve for Suzanne Buell presentation:
  - arrange lighting for the riser
  - Musician waiver
  - Talk with HCTV about audio
  - Steve will work on processing payments for Suzanne Buell
- Billy send a blank 10-99 to Steve for Suzanne Buell.
- Billy have a \$600 check for Suzanne at her performance.
- Sheila will check out Cronin Auditorium for Harvey Leonard on November 22, 2024 (availability and cost)
- Mike check with Mary Wilson about conflicts in Volunteers Hall and send Trustees a list of possible dates (avoiding conflicts and holidays)
- All Trustees contact their proposed presenter and get a confirmed date for next year’s speaker schedule (or report back, if none of the proposed dates work)
- Mike send process for getting reimbursed for LCC grants to the Trustees.
- Jeff will research New England States Touring (NEST) Grant
- Billy research the Massachusetts Cultural Council Festivals & Projects grant