

Minutes of the Warner Free Lecture Trust
Harvard, MA
November 13, 2019

Members present: Lisa Foley, Shannon Molloy, Jeff Boudreau, Sheila Simollardes, Jennifer Combs, Pat Jennings

Members absent: none

Others present: none

Location: Dunkin' Donuts, 188 Ayer Road

Meeting called to order at 6:03 pm

Minutes: minutes of the October 15, 2019 meeting were approved as amended.

Little Women: Shannon reviewed logistics for the Fine Arts Theatre. 346 seats, WFL trustees will reserve 2 tickets apiece prior to launch, so eventbrite will be set up for 346-12=334. Ticketing will launch Monday, December 2, 10am. Discussed advance notice to email list and whether we should provide a promotional code to email list. Decided on an announcement email to list that will coincide with general public announcement, then a follow up reminder at time of eventbrite launch. Also decided to place 1/8 page ad 2x1 with ticketing details in the *Press*. Motion to cover all expenses related to Little Women including theatre payment, publicity, and any other expenses related thereto up to \$3,000 made, seconded, and passed unanimously. Motion to approve Lisa to review and sign Fine Arts Theatre contract made, seconded and passed unanimously.

Press publicity will appear Nov 21 (deadline 19th)

We will advertise time seating opens as 6:30

Decided on publicity assignments:

Eventbrite event--Shannon (Jeff/Lisa will send access to account)

All things Press (ad, Events section post, update website tab, talk to Carlene about a possible article)--Sheila

Press release--Jen will draft and forward to Lisa; Sheila needs Monday 18th

Other ad content including logo--Lisa

Gmail blasts--Jeff

Facebook and NextDoor Harvard--Jeff

Common sign--Jen

Town website--Jeff

Fruitlands event: Fruitlands is seeking cosponsorship in the amount of \$300 for a Jan 16 talk by author Anne Boyd Rioux on her book "Meg, Jo, Beth, Amy: The Story of Little Women and Why It Still Matters." This would allow Fruitlands to offer the event

free to the public. Motion made, seconded, and passed unanimously. Discussed possible tie-in with “Holiday Strolls with Little Women” actors who might come in costume to the FIT showing; Sheila will inquire.

Next meeting: December 10, Hildreth House/TBD, 6pm

Adjourned: 7:26pm

Minutes: scm