

Minutes of the Warner Free Lecture Trust
Harvard, MA
February 3, 2020

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

Members absent: none

Others present: one member of the public

Location: Hildreth House

Meeting called to order at 6:07 pm

Minutes: minutes of the December 10, 2019 meeting were approved as written.

Publicity: discussed the proposed publicity process. Is standard protocol sufficient, or should we incorporate more elements? Turnout has been consistently good; discussed whether we would be increasing work input for diminishing returns. Traditionally, we do these things:

- Facebook event
- Email blast
- Sign on common
- Press: events section/WFL page; sometimes an article
- NextDoor Harvard post
- Flyers: to library or as appropriate

Lisa will circulate a final draft based on discussion feedback prior to next meeting.
Planning vote for next meeting.

Mission statement: reviewed and discussed mission statement proposal. This was taken from the original trust language. Motion to accept revised mission statement was made, seconded, and passed unanimously. Lisa will transmit to town hall for posting.

Job responsibilities: reviewed job responsibilities for treasurer, secretary, and chair. Discussed whether other officer positions are needed: e.g., program manager, publicity manager(s). Proposal made to split publicity into digital and non-digital roles. Lisa to update draft for review for next meeting.

Speaker form: discussed sample speaker form and some suggestions to simplify. Discussed access to WFL google drive/folder in case access to meeting documents is needed for requests from the public and whether Secretary would serve this function.

Dark Tide: February 21. Discussed plan for Sheila to be in charge of decorations; Jen will bring cider and sign; Lisa to handle publicity. Other trustees will bring cookies.

Next meeting: March 2 2020, 6pm at Hildreth House

Adjourned: 7:22pm

Minutes: scm