

Warner Free Lecture Trustees Meeting
Monday June 14th, 2021
Via Zoom Meeting Pursuant to Governor Baker's Order

Trustees present: Lisa Foley (Chair), Pat Jennings (Treasurer), Sheila Simollardes (Events), Steve Piesch, Billy Salter and Alison Thornton (Secretary).

Meeting called to order at 6:05pm

Review of Minutes of Prior Meeting: Discussion of typo in minutes to be corrected. Sheila moved to accept minutes as amended. Pat seconded the motion. Minutes passed, as amended, by roll call vote. 5 voted in favor, Billy abstained.

Per Governor Baker's order, Open meeting law is extended until further notice.

Upcoming Presentation:

Lisa has taken over Jeff's presentations and will reach out to contacts, David Vermette and Jim Infantino to arrange programs. Discussion about shifting fall presentations to in-person. Alison will reach out to Eric Jay Dolin and Lisa will reach out to David Vermette to see if they are willing to switch to in-person.

Welcome to newest Trustees:

Steve Peisch and Billy Salter were welcomed as the newest member of the WFL Trustees.

Lisa will send them an overview of the history of the Warner to give them some perspective.

Transition of Duties and housekeeping:

Lisa plans to review bylaws and trustee expectations in the fall. Steve expressed interest in helping with publicity and will work with Lisa to come up to speed on that. Billy is remaining open to new roles and is willing to learn what is needed to master any new role.

Discussed prepping for presentations for September, October, January, February and March. We will use Volunteers Hall in the Harvard Public Library. Sheila will confirm in-person dates with Mary Wilson. Library is expected to open June 17th.

Program manager is primary contact with speaker finds out presentation needs, power point? Q&A?

Discussed treasurer needs: Pat needs W-9, presenter name and address and invoice for fee, from presenter. Pat will give money, to program manager, to pay presenter.

In Fall, Alison will take on role of filing minutes and meeting agenda 48 hours prior to meeting date.

Publicity: FaceBook page updates, Managing Gmail, reaching out to press, Eventbrite management (in online Zoom) Steve is willing to take on some publicity roles, will work with Lisa.

Typically we take out ad in Press that comes out annually in September.

Sandwich Sign on the Common. Lisa will pursue getting the sign from Jeff. Steve offered to train up with Lisa to meet needs as they come up.

Discussion of difficulty in targeting younger audiences. How to expand the age demographics in our audience?

Discussion of what types of presenters we seek.

- Established presenters

- Potential for increased national focus

- Speakers tend to be limited to New England or NY to decrease travel fees.

- Variety: Music, authors, film, theater, impersonators, documentary,

Financials: We have expendable and non-expendable accounts of Trust funds, managed by the town. We try to be frugal with costs. Presenters \$300-\$750, minimal advertising, Harvard Press Ad. For in-person events, decorations on a theme. Trustees bring snacks.

Discussed that we don't ask for donations and our money is comingled with the Town of Harvard and we get interest and quarterly statements.

Due to the repeal of the State of Emergency, we are going to return to in person presentations in September.

The Public Library does not know when they will have their new sound system. Steve says he has one he is willing to provide. Sheila will find out if the library's projector is working.

All dates are booked in person with virtual back up. Alison will reach out to Eric Jay Dolin and Lisa will reach out to David Vermette to see if they are willing to switch to in-person.

Is Livestream an option to meet the needs of folks who cannot make the presentations? We don't have the technology but we can consider options, to make that happen.

Sheila left the meeting at 6:56pm.

Lisa will create the Press ad in the same format as previously. She will bring it to the new meeting for a preview and will submit it to the Press for publication one week before the first show of the season.

Pat mentioned that the speaker (similar to David Vermette) who was going to present for the Harvard Historical Society is no longer available and she suggested we could talk with them about co-sponsoring our presentation A Distinct Alien Race.

Steve left the meeting at 7:09pm

We discussed that we typically do have a good turn out for our events but perhaps we could look into paying a bit more for a "big draw" presenter to attract more people to our season of speakers overall.

Next meeting Monday Sept 13th at 6:00pm.

Plan is to finalize events, who's bringing cookies etc., Sheila decorating. Pre-event planning.

Reviewed flow of meetings around presentations.

Reviewed Open Meeting Law

Lisa will order cards with 2021-2022 event schedule

Communication with Lisa should go to the Warner Free email address and other Trustees should not be cc'd.

Alison moved to adjourn the meeting. Billy seconded the motion. Passed by unanimous vote.

Meeting adjourned at 7:28pm.

Respectfully submitted by Alison Thornton (Secretary)