

Warner Free Lecture Trustees Meeting

Virtual meeting via Zoom

Minutes for June 6, 2023

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

Chair called the meeting to order at 6:18 PM

1. Welcomed new Trustees Jeff Boudreau and Nancy Meyer, and Mike Kilian as an officially elected member. Past-Chair Alison Thornton joined the start of the meeting to welcome the new members and send her good wishes. Mike thanked her for a smooth transition to new leadership. A tribute to thank Alison for her service will be held at a future date.

Alison left the meeting at 6:23PM.

2. Reviewed and approved minutes for WFL Trustee meeting of May 2, 2023 with two corrections. Mike Chaired that meeting and, on page 2, "David" should read "Steve." VOTE: Steve moved to accept the minutes as amended, Sheila seconded, 5 in favor, 1 abstained (Jeff not sworn in yet).
3. Mike gave a brief update on fundraising and a quick review of finances for the new members. Mike met with town Finance Director Jared Mullane about fundraising. As a town committee with elected officers, we cannot solicit townspeople for funds. Tip jar is not recommended and garnered few donations in the past. We can apply for grants to defray costs. For example, a Massachusetts Humanities Grant may be worth looking into. Non-solicited donations (restricted or non-restricted) would be allowed. Jeff offered to research grant opportunities.

The endowment has approximately \$60K in funds to protect \$1K per quarter. \$30K of that is untouchable; the other \$30K is working capital. The town invests that money under strict guidelines. We have no discretion in how that money is invested. The \$30K in the expendable account is not all in cash; it is also investments. A large withdrawal would require some advance notice and selling securities.

We don't have a formal budget. Speaker fees are our largest expense at approximately \$2,000 annually or about \$300 per speaker. Fees for exceptional speakers would be much higher. Additional expenses might include signage, *The Harvard Press*, piano tuning. Each expense is voted on. It may be worth developing a budget sometime in the future. For now, we are staying within the income of the fund, which is approximately \$2,500/year.

4. Mike introduced the [new website](#) that he created.

Sheila asked about the Welcome Wagon. Mike created a brochure to be included in gift baskets to new residents and had 40 copies printed (20 have been distributed). New versions of the brochure will include the website address.

The website banner includes photos from past lectures, including a photo of Edward Sylvester Morse the inaugural speaker of our lecture series. The website is easily editable.

The homepage lists the upcoming season's lectures. It is set up with short descriptions. A longer description can be viewed by clicking on the date. These can include speaker background and as much information as will be compelling. The term 'presenter' will be used to include all speakers, performers, etc. Presenters' blurbs can include a link to external websites for additional information about the presenter. Mike will include Roxana and Suzanne once he receives final speaker blurbs. Steve recommended that all blurbs get speaker approval before posting. Mike explained that he can upload information onto the website for safekeeping but not publish it. Billy expressed concern that the "Click if you plan on attending" button might give false counts, but it was agreed to try it to gauge interest. There is also a button to add the event to your google calendar.

The "contact us" page is an easy way for people to sign up and get information about upcoming events. That person will receive an email and will need to reply to the email to get put on the list. Mike will send a global email to our current mailing list, announcing the website. People can opt out of future mailings, if wanted.

VOTE: Steve moved that, once the two embargoed presenters are unembargoed, the website will go live, and Mike will send an email to our mailing list introducing the website and announcing the upcoming schedule. Sheila seconded, 5 in favor.

5. Roles and responsibilities. We agreed to the following roles:

Chair and Website—Mike Kilian
Treasurer—Billy Salter
Secretary—Nancy Meyer
Events and Publicity—Sheila Simollardes
Publicity and Audio Tech—Steve Peisch
Social Media (Facebook and Next Door)—Jeff Boudreau

Steve and Sheila work collaboratively on publicity, Nancy will help. Steve prepares the 20'x30" sign and installs it in a frame. Sheila has cards made with the annual schedule. While we have defined roles and responsibility, all collaborate and contribute.

6. Next Year's program. What needs to be done:

- Send finalized Suzanne and Roxana announcements to Mike to post on website.
- Mike email an announcement with schedule and website launch.
- Late June/early July. Sheila and Steve begin creating posters, schedule cards, text for *The Harvard Press*.

- One month before events, Sheila and Steve speak with *The Harvard Press* about helping to advertise and cover the event.
- Sheila has reserved Volunteers Hall for the events.

7. Other business.

The library mask requirement is up to 75 people, instead of 45. They will revisit it in September and probably remove the mask requirement in September.

8. Summer meeting schedule:

- Tuesday, July 25—hope for in-person meeting with tribute for Alison.
- Tuesday, September 5

Sheila will look into reserving the patio at the new Council on Aging. Mike will check with Alison about her availability. Sheila will check if we can have wine at the CoA, will let us know. Steve will look into using the patio at the General as a back-up space. Sheila has a frame for the certificate.

Jeff suggested we set a regular meeting day/time (e.g. third Tuesday of the month) and book the meeting sites in advance.

9. The meeting was adjourned by majority vote at 7:24.

Respectfully submitted by Nancy Meyer, Secretary.