

**Minutes of Warner Free Lecture Trust**  
**June 17, 2020 at 6:00 pm**  
**Via Zoom meeting**

Meeting called to order at 6:04 PM.

**Trustees present:** Lisa Foley, Jeff Boudreau, Shannon Molloy, Pat Jennings, Jennifer Combs, and Sheila Simollardes

**Members of Public present:** Alison Thornton

**Review of Meeting Minutes from last meeting:**

Pat motioned to accept minutes as presented, Jeff seconded and passed by unanimous vote. Jennifer will send minutes to Lisa, who will copy the town clerk, and show Jennifer the process.

**Update on Speakers:**

The two speakers Jeff nominated are both able to perform their programs virtually, although they were not asked about reduced fees; Jeff will follow up. Mary Wilson confirmed to Lisa that there will be no in-person programs at Volunteers Hall through the remainder of 2020, possibly continuing throughout our 2021 season. Mary also mentioned that the AV equipment at the library needs repair, and she is not sure when the repairs will be scheduled. We may have to consider a different venue, such as Upper Town Hall, if the AV is not working for programs in 2021.

**Policies and Procedures:**

We discussed updating the officer descriptions and determined that Lisa will edit them and provide drafts for the Trustees to review at our next meeting.

**Town Election:**

Lisa informed the Trustees that she has reconsidered stepping away from the Trust and is now running as a write-in candidate. The results of the town election will be in by our next meeting and we will welcome our newly elected Trustees at that time.

**Ad for the Harvard Press:**

We decided to purchase a paid ad like last year's ad. Sheila will make a mock-up of the new ad for this year before the next meeting. Jen suggested approaching the Press with the "story" of our going virtual, and to ask the Council on Aging to assist with an info session to coach seniors on how to join our programs using the Zoom platform.

**Purchase of Zoom or another webinar platform:**

We discussed the potential purchase of a webinar platform to host our virtual programs. Lisa researched Zoom vs. GoTo Webinar and found a price difference for the same services. Sheila and Pat stated that the Council on Aging and others were offering training sessions on how to use Zoom. Based on this, we decided to go with Zoom since that would be the platform that many of our attendees would be comfortable with. Zoom can be purchased for up to 500 attendees at a cost of \$155 per month. The total approximate cost will be \$775 if all 5 programs were offered virtually.

Shannon made a motion to authorize Lisa or another Trustee if necessary to open a monthly Zoom on behalf of WFL for \$175/month for 2020/2021 season using a personal credit card which will be reimbursed by the Trust. Sheila seconded, passed by unanimous roll call.

### **Programs in 2021:**

Even if Volunteers Hall is open to in person programs in January 2021, there may be an in person headcount limit that may impact how many attendees we can have, so we will decide at that time whether to continue with virtual programs in 2021.

### **Miscellaneous:**

We officially thanked Shannon for being an amazing Trustee for past three years. She will be greatly missed and we wish her well in her future endeavors.

Next meeting will be Wednesday, July 1, 2020 at 6:00 pm by Zoom

Sheila moved to adjourn the meeting at 7:32 pm. Jeff seconded.

- Respectfully submitted by Jennifer Combs, Secretary