

**Warner Free Lecture Trustees Meeting**  
**Wednesday, July 1, 2020 at 6:00 PM**  
**Via Zoom Meeting**  
Pursuant to Governor Baker's Order

**Trustees Present:** Lisa Foley (Chair), Jeff Boudreau, Jennifer Combs (Secretary), Pat Jennings (Treasurer), Alison Thornton

**Absent:** Sheila Simollardes

**Members of the Public Present:** Shannon Molloy

**Meeting called to order at 6:09 PM**

**Review Minutes of Prior Meeting:** no comments were made, motion made by Pat to accept the minutes, seconded by Jeff, passed unanimously by roll call vote.

**Election Results:** The results of the election on June 23, 2020 are recorded, with Alison Thornton and Lisa Foley elected as Trustees. Former Trustee Shannon Molloy unboxed her gift from the Trust, a sign from the WFL, in gratitude.

**Financials:** Pat received financial data on the two accounts the WFL has, which are comingled with the Town's funds. The fiscal year is July 1 to June 30. The interest from the accounts is apportioned to WFL on 1) the Principal balance, a non-expendable trust fund of \$36,054.85, which is to be retained for future stability of WFL and not to be used for general expenditures and 2) the expendable trust fund, used to pay speakers and for petty cash, which has \$25,389.65. Lisa and Pat (Treasurer) plan to speak to the accountant at Town Hall about 1) activity on the non-expendable account and 2) about the investment loss (\$2,294.28).

**Policies and Procedures:** Comments made at prior meetings have been incorporated into the document, although Lisa will amend the Policies to reflect the term Trustees have voted for, as described below, and she will add that the Trustees may choose to appoint any other officer at any other time, and she will delete certain tasks from the Policy document. The document will become effective August 1, 2020.

Motion made by Pat to accept the Policies and Procedures and the Officer Job Descriptions as presented and as amended during this meeting, seconded by Alison, and passed unanimously by roll call vote.

**Trust Organization:** There was some discussion by the Trustees of the number of Trustees needed to effectively manage the Trust as the current number is officially 6. The Trustees will discuss further in subsequent meetings whether the Trustees should propose a warrant to be presented at Town Meeting to change the number of Trustees and set a minimum or maximum number.

**Miscellaneous:** Lisa reviewed open meeting laws and reminded the Trustees to not deliberate items over email among the Trustees but rather email Lisa directly. If the Harvard Press or any other person has questions about anything related to the Trust or any of its programs, they should be referred to Lisa as Chair as she is the official spokesperson for the Trust.

**Slate of Officers:** The Trustees elected the following Officers of the Trust. Each Officer's term will be for 1 year ending at the next meeting after the Town Election.

Chair: Lisa

Treasurer: Pat

Secretary: Jennifer

Assistant Secretary: Alison

Publicity Manager: Jeff

Event Coordinator: Sheila (who has expressed interest in this office)

Jeff made the motion, seconded by Pat, and was passed unanimously by roll call vote.

**Publicity:** The Press will not be printed until the end of August. Sheila is working on a mockup of the ad. Jeff will take over the sign for the Common.

**Next Meeting Date:** July 8, 2020 at 6:00 PM in order to include Sheila and review the Harvard Press ad, also to get an update on financials.

Meeting adjourned at 7:44 PM by motion made by Alison, seconded by Pat, unanimously accepted by roll call vote.

Minutes respectfully submitted by Jennifer M. Combs