

Warner Free Lecture Trustees Meeting
Wednesday September 23, 2020
Via Zoom Meeting Pursuant to Governor Baker's orders

Trustees Present: In attendance: Lisa Foley, (Chair), Jennifer Combs (Secretary), Pat Jennings (Treasurer), Alison Thornton (Assistant Secretary) Sheila Simollardes (Events), Jeff Boudreau (Publicity)

Meeting called to order at 6:04 PM

Review of Minutes of Prior Meeting: A motion was made by Sheila to accept the minutes from our meeting on Sept 2, 2020 as amended. Pat seconded. Passed unanimously by roll call vote.

Feedback on Sept 11, 2020 Program: NAMI

The Trustees agreed that the event was a success however the group discussed the feedback Pat received regarding challenges in accessing the link to register in Eventbrite. Alison recognized Jeff for his publicity and Eventbrite work.

Publicity Update: Jeff will add a link to the WFL Facebook page to link to the town website to make it easier for the public to register for our future programs Jeff noted that we had more reservations (33) than attendees (20+) for our Sept 11 program. Pete Seeger reservations at 32. The Trustees discussed the technical logistics of when to close reservations and will discuss further at our next meeting. Jeff asked John Osborne, at the Press if he would interview our speakers for our remaining season. Jeff also made posters promoting our remaining season and has posted them in 10 places around town.

Jeff encouraged all Trustees to be active on social media to keep the events info active, including Facebook, and NextDoor Harvard.

Speaker Updates: The next event on October 9, (Seeger) is noted in the Events section of the Harvard Press. Jeff will ask the speaker about tech specifications. If there will be videos, Lisa would like to have them in advance and an outline of the presentation, so she can prepare to moderate the meeting

Other Business: Lisa believes the info for the programs in Jan, Feb and March which are listed as TBD, should be changed to reflect all virtual and the Trustees will discuss at our next meeting.

At 6:39pm the meeting was interrupted by "Zoom bombers" who are uninvited hackers whose sole intent is to disrupt meeting by displaying offensive images and audio. Lisa was able to remove/block the offenders' participation in the meeting.

The meeting resumes at 6:46pm via Zoom with Lisa, Pat, Jeff and Alison. Jennifer and Sheila were unable to rejoin. Given that the meeting was disrupted, the Trustees unanimously voted to table discussion of MailChimp, from tonight's agenda, until the next meeting.

Lisa discussed the process of posting minutes and agenda with Town Clerk. Meeting minutes are reviewed and edited by Chair, the final draft is to be approved and edited by the Trustees at

the next meeting. Once minutes are approved, and any amendments or changes added, they are sent to the Town Clerk. The meeting agenda is drafted the Chair and shall be posted at least 48 hours prior to the next meeting, excluding weekends and holidays. For a Wednesday meeting, the agenda should be submitted on the Friday before.

Next Meeting: The Trustees scheduled the next meeting on Wednesday, November 4, 2020.

Jeff moved to adjourn the meeting. Pat seconded the move to adjourn. Motion to adjourn passed unanimously at 7:00PM.

Minutes respectfully submitted by Jennifer Combs and Alison Thornton.