

**Warner Free Trustees Meeting Minutes**  
**Tuesday, December 6th at 6:00pm**  
**Held virtually via Zoom pursuant to Governor Baker's Orders**

**Trustees Present:** Alison Thornton (Chair), Sheila Simollardes (Events), Steve Peisch (Publicity), Marisa Khurana (Secretary), Billy Salter (treasurer), Michael Kilian (co-Publicity, co-Secretary)

1. Welcome newest Trustee. Michael Kilian
2. Review minutes from previous meeting, Oct 4th & Nov 1st, 2022. Steve Peisch moved to approve both sets of minutes as written. Michael seconded. Unanimously accepted.
3. Treasurer's report: Need an invoice for anyone we pay money to. When we're paying a presenter, we have to get a W9 to pass along to treasurer and vendor paper (invoice) to get reimbursed. Billy also has to file a check request form.

**Payments Due:**

- Alpha Graphics: two 24x36 double sided signs at \$90/each for \$180 (Aug 26).  
New invoice of \$298.80 for three other signs and postage (late November).
- Fruitlands: \$58.80 (there is some question about this)
- Harvard Press: Billy just received

Big financial picture: Principal Fund: \$30,000 earns income which then goes to a spendable fund which has a balance of \$27,210.

Proposal for Billy to provide a summary of the finances to the trustees (for example the November quarterly statement). We can then approve the financials at the next meeting.

4. Review current trustee roles. Added Michael as collaborator on several roles (secretary, publicity, tech)
5. Status of this season's upcoming presentations. Billy was in touch with Paul Richards, and everything was set as of three weeks ago. Steve will send blurb to Carlene to put it into Harvard Press Events, and will ask Press if they will do a story on his upcoming presentation. Marisa will send a notification out through the schools. Previous article in The Press at <https://harvardpress.com/ARTICLES/local-professional-provides-art-direction-for-winner-of-2022-best-picture-oscar-1>
6. Selection process for upcoming 2023-24 season. Alison sent a list of possible presenters. Discussion about Suzanne Buell. Everyone picked 1 or 2 to do some research and discuss at our next meeting. Perhaps we could go back to doing six presenters (one for each member to manage).

7. Other Business: Five Sparks asked for our old sign with moveable letters. Steve will arrange to loan it to Jeff Boudreau, with the understanding that we can take it back if we need it. Steve is getting our new sign fixed so that it presents well on both sides (moving bars).

8. Next meeting: January 3, 2023, 6PM.

9. Adjourned at 7:15 by unanimous vote