

Meeting Minutes for the  
Belmont Information Technology Advisory Committee  
Subcommittee on Technology, Cybersecurity, and Public Health

SEP 21 AM 9:05

**Date:** Monday, August 21, 2017, 7:30-8:30pm

**Location:** Conference Room 1  
Belmont Town Hall  
455 Concord Avenue  
Belmont, MA 02478

**Present:** Glenn Wong (chair), Dan Ellard, Cheryl Fletterwick, Charlie Smart

Glenn called the meeting to order at 7:39pm.

Cheryl moved to approve minutes; Dan seconded. Vote passed unanimously

Follow ups from last meeting:

- Cheryl was unable to reach Community Liaison Lt Daley or Ellen Girouard of the Belmont Library; will try again this week
- Glenn spoke with Carol Trager of the Vision 21 Implementation Committee and learned more about the "Talk of the Town" series they organized
- Dan shared a draft of the safety tips flyer; Paul, Charlie, and Cheryl offered edits and suggestions via email prior to the meeting

Planning for the upcoming Meet Belmont and speaker events:

- We are confirmed for the "Meet Belmont" event on Aug 29 from 6-8pm at the Chenery Middle School
  - Key objectives: (1) provide cyber security safety tips handout to interested residents; (2) get the word out and generate interest in our October talk; (3) collect emails of interested residents so we can provide talk details when they are finalized; throughout the conversations we also hope to gauge the level of interest in the talk and topics that are of most interest
  - Cheryl will be there at 5:30pm to set up; Dan is planning to be there but may have work related travel; Charlie will be there but will arrive after 6pm; Glenn will be unable to make it. Paul will be there already helping with another booth
  - We will print a simple poster at Staples for the table; something like "Stop by to get some IT Security Tips"; Cheryl will design a draft and circulate to

- the group for comment by tomorrow; finalize and order by Wed or Thurs;  
the group will split the printing costs
- The “Safety tips” handout for the Meet Belmont event was reviewed by the group and converted to a powerpoint format; Glenn will send to the group later tonight; Cheryl will own the master and incorporate further edits and suggestions. Glenn will print 150 copies by the weekend and deliver to Cheryl
  - We will organize a community ‘fireside chat’ for late October with a local security professional, Scott Donnelly
    - Prior to tonight’s meeting, Glenn circulated the bio of the speaker and is meeting with him later this week to plan for the event
    - Cheryl will call the Library to get available dates for the talk, ideally the last week of October
  - Next full ITAC meeting will likely be scheduled for early September
    - We will use that meeting to provides updates on the talk prep and discuss promotion activities, including using various town email lists and contacting the Belmont Media Center.
    - If we need another meeting of this subcommittee before the talk (likely), we can discuss possible dates and times at the full committee meeting

At 9:04pm Cheryl moved to adjourn; motion was unanimously approved.