

2017 NOV -9 AM 9:16

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

Date: Wednesday, October 18, 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, Officer James Siracusa

The meeting was called to order at 7:30pm by Glenn.

Cheryl moved and Dan seconded a motion to approve the September 20, 2017, meeting minutes, which passed unanimously.

Since this was Officer Siracusa's first time joining us, we provided a brief overview of the subcommittee's focus and welcomed the Belmont Police Department to partner with us on the upcoming cybersecurity fireside chat event scheduled for October 30.

We then discussed the logistics for the Oct 30 event, which included a summary of the walk through Glenn did with Librarian Mary Carter of the Belmont Public Library on Oct 3 and discussion notes drafted by Glenn and the invited speaker, Scott Donnelly.

We reviewed progress on marketing the talk, which included Glenn's outreach to elected leaders (Senator Brownsberger, the selectmen), Dan's posting on local neighborhood groups (yahoo groups, nextdoor), Charlie's outreach to the editors of local newspapers (Citizen Herald, the Belmontonian), and Dan's discussions with the Belmont Media Center.

There are several outstanding 'to dos', including:

- Outreach to the attendees from the Meet Belmont event [Cheryl]
- Ask the Town Clerk's office to announce the event through its email lists [Glenn]
- Follow up with school PTA/PTOs about listing the talk as a community event [Glenn]
- Follow up w/Senator Brownsberger to ask if he will mention the talk through his own outreach channels [Glenn]

- Ask Lieutenant Kristin Daley to talk with the local newspaper editors and encourage them to attend the event [Officer Siracusa]
- Clean up the Meet Belmont 'tips' handout (remove reference to the Oct talk) and send PDF to Officer Siracusa [Glenn]
- Write to Mary Carter, introducing Dan so he can check out the Library mics for compatibility with the Belmont Media Center equipment [Glenn]
- Confirm whether BMC will help video the event, or if we will need to self serve; also, see if BMC has a calendar of local events that we can get listed on [Dan]
- Talk with the Beech St Center Director about the event and ask her help inviting Beech St Center visitors to attend [Dan]
- Put up flyers advertising the talk at Rancatore's, Moozy's, etc. [Glenn]
- Encourage/invite rest of the full ITAC committee to attend [Glenn]
- Write some seed questions for this committee to have ready at the event in case there is limited questions from the audience [Glenn]

On October 30, we agreed to meet at the Library at 6:30pm. Charlie will bring the extra 'tips' handouts from the Meet Belmont event.

We scheduled our next subcommittee meeting for Wednesday, November 8, at 7:30pm. At that meeting we can review how the event went and lessons learned. We also invited Officer Siracusa to offer ideas at that meeting for projects this subcommittee could focus on.

Charlie then moved that we adjourn and Dan seconded. The motion passed unanimously and the chair declared the meeting adjourned.