

Vision Implementation Committee

Meeting Minutes

2017 JUN 21 AM 10:16

February 27, 2017

Natalie Leino called the meeting to order at 7:06pm on February 27, 2017 in Conference Room 4 of Belmont Town Hall.

Present: Natalie Leino, Chair, Allen Babroudi, Vice Chair, Kevin Dorn, Perry Haynsworth, Doug John, Carol Trager, Jennifer Page. Not in Attendance: Mary Power.

MINUTES

Minutes of the January 2017 meeting were unanimously approved.

COMMITTEE PROJECTS

MEET BELMONT

Talk of the Town:

- Carol provided an update on registration. At the time of the meeting we had issued 200 tickets for the event online.

- Additional marketing for the event was discussed, including sending reminders out to email lists, locations for paper flyers, and contacting school administrators. We also talked about the use of social media to market the event. It was agreed to consider opening the Eventbrite event invitation to the public if it appeared there were significant seats remaining after a point in time.

- Programming for the event was discussed. Doug agreed to introduce Jane. It was agreed that some of the committee members should visit Chenery and do a walkthrough. Rupal informed Carol she would be arriving directly from teaching an evening class, so it was agreed she should speak last. The topic of questions & answers after each talk was discussed, and it was agreed that due to time constraints the audience would not be invited to ask questions, but that Jane would ask one or two follow-up questions per speaker.

- It was noted that Mary had volunteered to handle organizing the book signings. Instead of a book signing, Rupal would have a table to solicit voice donors.

- The group discussed the best way to control the flow of people at the entrance to the Chenery and outside the auditorium. It was agreed to confirm the details of checking people into the event and seating closer to the event after we had a more accurate number of

registrants. Perry suggested that committee members should be identified with nametags, which Natalie agreed to be in charge of. It was decided that conference calls with subsets of the committee would be scheduled to review the final logistics leading up to the event.

- Natalie informed the committee that the Town agreed to finance the event, and that any invoices incurred by committee member should be forwarded to her. Natalie volunteered to put in an application to the Belmont Police to have a detail at the event.

- Recording of the event was discussed. Carol agreed to discuss the willingness of speakers to be recorded. Kevin agreed to discuss with the Belmont Media Center details regarding ownership and use of the recording following the event.

Podcast Series:

- The two groups lined up to participate in January cancelled at the last minute, one due to the bad weather. Kevin suggested that instead of doing 1 or 2 committees at a time, the Committee might consider reserving an entire Saturday to do upwards of 10 speakers at once. It was agreed the committee members might also enjoy this as they would get to chat with each other, so this concept would be pursued further.

Community Information Fair

- Natalie stated that she is planning to send out the work plan from last year for people to review to consider what roles they might be interested in taking on. Allen suggested that someone should be assigned to overall project management and ensuring all tasks are kept up with.

Goals for next meeting:

- Debrief on Talk of the Town and discuss lessons learned.
- Discuss planning for Meet Belmont.

Meeting adjourned at 8:43 PM

Respectfully submitted,

Perry Haynsworth,

Secretary Pro Tempore