

TMMA Executive Committee Meeting

Minutes for January 10, 2024

Virtual Meeting (via Zoom)

Attendees:	Precinct	Attendees:	Precinct
Bridger McGaw	6 TMMA Chair	Ruth Thomas*	4
Sarah Higginbotham	5 TMMA Vice-Chair	Wendy Manz*	4
Brielle Meade	8 TMMA Clerk	Andy Friedlich*	5
Vicki Blier	9 TMMA List Moderator	Steve Kaufman*	5
Bob Avallone	8 TMMA Website Manager	Innessa Manning*	6
Tanya Gisolfi-McCready*	1	Umesh Shelat*	7
Barbara Katzenberg*	2	Jim Osten*	8
Laura Swain*	2	Betty Gau	8
Sallye Bleiberg*	3	Scott Burson*	9
Frank Smith	3	Benjamin Lees	7

*Denotes Precinct Officers

The Chair Bridger McGaw called the meeting to order at 7:33pm as quorum was confirmed.

- I. **Chair Announcements and Opening:** Bridger McGaw opened the meeting and asked members who did not attend a previous meeting to introduce themselves. Bridger requested members update their Zoom name to include their precinct number, and reminded the group that the next meeting will be February 14, 2024. Tonight's and next month's meeting will focus on planning for ATM.

- II. **Officer Reports and Updates**

Clerk's Report—Brielle Meade submitted the draft minutes for the December meeting to the group for review and approval over email. After adding Tanya Gisolfi-McCready to the attendance list, the minutes were unanimously approved as edited.

Treasurer's Report—Noah Michelson was not in attendance, but Bridger McGaw believes there were no new expenses or receipts. Upcoming activity may include TMMA Connect! expenses, expenses related to information tours (i.e., bus tours if applicable), and a discussion about dues collection.

Website Manager's Report— Bob Avallone published the TMMA Executive Committee meeting minutes to the website for the last few months.

Email List Moderator's Report—Vicki Blier

- Vicki provided a reminder about the guidelines for no campaigning on the list. She noticed the line about this in the Acceptable Use Policy (AUP) was not prominent in the AUP so she moved it to be more obvious. She also added a sentence asking members who post hyperlinks to include a few words about the link that they are posting in order to add value to the posting and to assure recipients that the link is not a hack.
 - The group approved both of these minor changes to the TMMA list Google group AUP.

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- There was more discussion on whether local campaign and advocacy statements should be allowed on the proxy email address system (NOT on the TMMA list Google group, but the “@lexingtontmma.org” email addresses that go to individuals and the precinct email groups). These are currently not allowed in the proxy email system AUP. The group agreed that since these email addresses are publicly available (and use is not moderated) that campaign announcements and advocacy should not be restricted. The following edit was made to the proxy email system AUP, where ~~struck through~~ text is removed:

“Do not use this email system for commercial ~~or political campaign~~ purposes.”

- In addition, after the slate of candidates running for a seat in the annual election is announced, the TMMA Officers will notify each candidate that they may send campaign announcements to the proxy email system (to individuals or the precinct email groups). Vicki Blier will also announce this on the TMMA list Google group. This notification will be done annually for all Town elections and incorporated into the TMMA Officer Standard Operating Procedures.
- Vicki Blier also asked the group to weigh in on if the posts announcing programs from the Lexington Lyceum on the TMMA list Google group are appropriate based on the AUP requirements. The group agreed that since the Lexington Lyceum is not a Town-appointed committee and their programs do not necessarily involve Lexington government public policy, program announcements are not an appropriate use and authorized Vicki to reach out to the Lyceum advocates to remind them of the TMMA list Google group AUP.

III. Project Updates

Bridger McGaw led discussions on project updates. Small groups or sub-committees continue to dive into these topics outside of this meeting and bring back proposals, recommendations, or summaries to the meeting as needed.

- [Draft Warrant as of January 8 for Annual Town Meeting 2024](#) – Bridger McGaw
 - Bridger indicated that the draft warrant (linked above) has already changed since last night, and updates will continue until the Warrant is finalized and published on January 22.
 - The Moderator’s Note on the last page indicates that ATM will be held in the hybrid meeting format.
 - Bridger asked the group to consider which items may need more briefing for our members to fully understand the materials. This will help prioritize articles that should be included in an information session and/or guide the Town in the need for more posted materials.
 - After some input from this committee, Bridger will send out a Google Form to TM members to gather feedback about which articles it would be most helpful to assemble more information on.

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- Sarah Higginbotham will send reminders and notes out to the TMMA list about attending Planning Board meetings and other public meetings on the articles as they come up. TMMA may want to consider having someone in charge of sending reminders like these out on a regular basis.
- Scheduling an Information Session on Warrant Articles – Bridger McGaw
 - Bridger will reach out to Town staff about scheduling the information session. Feedback from this committee and the Google Form to TM members will be used to propose articles for inclusion in the session and/or to guide proponents on providing more material on the website.
- Service Recognitions – Bridger McGaw
 - Bridger will check in with Robert Rotberg to see how many members will hit the 30- or 50-year milestone this year. Andy Friedlich will organize pins for these members.
- DEI Training/Awareness – Noah Michelson, Laura Swain, and Valerie Overton
 - The DEI committee has not been able to schedule a meeting with the Chief Equity Officer (CEO) yet.
 - Tanya Gisolfi-McCready shared some insights that the CEO may not have a concrete plan or direction from the Town at this point regarding DEI initiatives. Bridger or the DEI committee may reach out again and confirm that TMMA would like to partner with the CEO on DEI issues.
 - Laura Swain discussed the possibility of actions the Moderator could undertake to accommodate people with disabilities or language barriers (e.g., extending speaking times as needed) at Town Meeting.
- TMMA Connect! 2023 Planning – Vicki Blier, Noah Michelson, and Steve Kaufman
 - Vicki Blier spoke with Kelly Axtell about when the Warrant will be finalized so we can schedule the event around that date and she confirmed we could meet and have ice cream in the foyer of Cary Hall.
 - Sarah Higginbotham suggested looking into the week or two after the election, which would allow new folks to attend.
 - More details and a confirmed date will follow.
- Nominating Committee for New TMMA Leadership in 2024 – Andy Friedlich
 - The nominating committee will have their slate prepared next month.
- Shared Drive and Documenting Critical Work Processes into Playbook – Sarah Higginbotham

TMMA Executive Committee Meeting

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- Sarah Higginbotham shared the Google Drive on screen and she and the officers continue to add materials, Standard Operating Procedures, and work processes to the Drive.
- Other members of this committee have read access to the Drive.

IV. **New Topics and Topics for Next Meeting**

No new topics were suggested at the meeting - folks can reach out to Bridger McGaw with ideas at any time if they have any. Topics for the upcoming February meeting will include:

- Black Cat Café Logistics
- Bus Tours
- Follow up on TMMA Recognitions at Annual Town Meeting

The meeting was adjourned at 9:08pm. The next Meeting will be on February 14, 2024, at 7:30 PM conducted online via Zoom.