Lexington Town Meeting Members Association

TMMA Annual Meeting

March 14, 2018

The TMMA annual meeting was held in Battin Hall in the Cary Memorial Building.

Prior to the start of the annual meeting, each of the 9 precincts meet separately to elect their 3 precinct officers (chair, vice-chair, and clerk) for this year.

Jeanne Canale (TMMA chair) called the annual meeting to order at 7:15 PM.

- 1) Chair's Report—Jeanne Canale
 - a) Jeanne presented the Town Meeting planning process template, which is included in the Addendum, to show Town Meeting members what the TMMA is working on, the list of responsibilities, and a general timeline to the TMMA activities.
 - b) Jeanne presented the Power Point Slide Presentation Guidelines, also included in the addendum, that had been developed with the help of the Moderator and town staff to make the slides easier to read.
 - c) Dues of \$15 were announced for this year, raised from the \$10 of last year. It was mentioned that these dues are voluntary.
- 2) Treasurer's Report—Gang Chen
 - a) Gang presented the TMMA financial report, included in the Addendum. It showed a starting balance of \$1246.12 (3/9/2017), with an income (dues) of \$2,205.00 and expenses of \$2,569.48. The current balance as of 1/16/2018 was \$881.64.
 - b) Gang also presented the TMMA funding trends over the past few years, which showed a surplus that has gradually been used up, which is why it is now time to raise the dues to \$15.
 - c) It was moved and seconded to accept the report and then unanimously approved.
- 3) Clerk's Report—Scott Bokun
 It was moved and seconded to accept the Minutes from last year's annual TMMA Meeting, having been distributed for approval via email. Unanimously approved.
- 4) TMMA Proposed Bylaw Change—Jeanne Canale Section 4- TMMA Officers
 - A. Officers. The TMMA shall elect annually from among the members of the TMMA, in accordance with Article II, Section 5C, the following TMMA officers: a Chair, a Vice-Chair, a Treasurer, a Clerk, a Communications Officer, and an Email List Moderator. These officers shall perform the duties normally associated with such offices, or as further specified by vote of the Executive Committee.
 - It was proposed to replace "Communications Officer" with "Web Master" in Section 4A. It was moved, seconded, and approved unanimously.

5) Nominating Committee TMMA Elections - Mary Burnell Mary Burnell announced the slate of candidates for TMMA officers. Having asked the members, no alternate names were proposed from the floor. A motion to elect the slate of candidates was moved and seconded and the motion passed unanimously. The TMMA Officers elected for 2017-2018 are:

	New Officers	Past Officers	
Chair:	Jeanne Canale	Jeanne Canale	
Vice-Chair:	Ben Moroze	Ben Moroze	
Treasurer:	Susan McLeish	Gang Chen	
Clerk:	Scott Bokun	Elaine Ashton	
Webmaster:	Bob Avallone	Bob Avallone	
List Moderator:	Vicki Blier	Vicki Blier	

6) Precinct Officers—Jeanne Canale announced the list of Precinct Officers:

Precinct #	Chair	Vice-Chair	Clerk
1	Mary Ann	Sudhir Ranjan	Brian Heffernan
	Stewart		
2	Jean Birnberg	Jonathan Suber	Kathy Fields
3	David Kaufman	Vineeta Kumar	Margaret Storch
4	Susan McLeish	Norman Cohen	Katie Cutler
5	Andy Friedlich	Nancy Corcoran-	Aneesha Karody
		Ronchetti	
6	Frank Sandy	Fred Johnson	Vinita Verma
7	Ben Moroze	Stacey Hamilton	Christine Southworth
8	Jim Osten	Brielle Meade	Lin Jensen
9	Scott Bokun	Hema Bhatt	Tom Shiple

7) Posting on the TMMA list—Vicki Blier

Vicki reminded TMMA about the general rules regarding posting on the list, e.g. keep discussions to specific town meeting business, use the article number and title in the subject line, and be respectful.

The annual meeting was adjourned at 7:28 PM.

Minutes of TMMA annual meeting submitted by Scott Bokun on 3/13/19

Respectfully submitted,

Scott A. Bokun Precinct 9 TMMA Clerk

I, Scott A. Bokun, current Clerk of the Lexington Town Meeting Members Association, do hereby declare that this document is true to the best of my knowledge and belief.

Scott A. Bokun

ADDENDUM:

1a.

1a.					
Annual Town Meeting 2018 Planning					
ATM Action Item	Status	Due Date	Current Coordinator/Lead	Team Members	
Information Session	In-Progress	March 14,15,21	Jeanne Canale	Executive Committee	
*meeting w/Town Staff	In-Progress	2/5/2018	Jeanne Canale	Executive Committee	
Information Session Table Monitors	In-Progress	March 14,15,21	Taylor Singh	Precinct Chairs/Designee	
*NEW/OLD Materials organization/table setup	Not Started		Taylor Singh	Precinct Chairs/Designee	
Information Book	In-Progress		Andy Friedlich	Precinct Chairs/Designee	
*Edit Session	Not Started	28-Feb	Andy Friedlich	Precinct Chairs/Designee	
* Information Book publishing: Hardcopy/Web	Not Started	7-Mar	Andy Friedlich	Precinct Chairs/Designee	
		March 18-			
		Snow Date			
Bus Tour	In-Progress	March 25	Ben Moroze	Executive Committee	
Officer Election/Nominating Committee	Complete		Jeanne Canale	Executive Committee	
* Nominating Committee Members:	In-Progress		Mary Burnell, Chair	Norman Cohen, Stanley Yap	
30-year pinning ceremony	In-Progress		Rita Pandey	Robert Rotberg	
*order pins	Not Started	20 11.0.	- maracy	neser metserg	
*order Certificates	Not Started				
Dues Collection	Not Started		Gang Chen	Precinct Clerks/Designee	
* Order Envelopes	Not Started			, and the same of	
* List of TM members per precinct from Town Clerk	Not Started		Gang Chen	Town Clerk	
Town Meeting Table Monitors	In-Progress		Vineeta Kumar/Rita Pande		
* NEW/OLD Materials organization/table setup	Not Started		Vineeta Kumar/Rita Pande		
* Precinct Chair #'s Re-order per Evening	Not Started		Vineeta Kumar/Rita Pande		
Town Meeting Sponsor/Presenters Guidelines for handout			, , , , , , , , , , , , , , , , , , , ,		
and presentation materials:	In-Progress	28-Feb-18	Margaret Storch	Executive Committee	
* all materials should be 3 hole punched					
* type face on projected images should be easily visible	In-				
from the back of the room no smaller than 36/28point	Progress		Margaret Storch	Executive Committee	
* all physical copies of materials provided for TM shall be	In-		0		
readable with a type face no smaller than 12 point	Progress		Margaret Storch	Executive Committee	
* each handout must be identified from whom it came	In-		0		
(sponsor/presenter name/affiliation) and DATE!	Progress		Margaret Storch	Executive Committee	
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Version Last Updated:3/7/18					

1b. PowerPoint Slide Presentation Guidelines

These guidelines have been developed by the Town Meeting Members Association, Town staff, and the Moderator to help improve the quality and effectiveness of presentations at Town Meeting. Slides that complement oral presentations need to be designed for viewing for three audiences: 1.

Town Meeting members and residents sitting in Battin Hall (slides need to be able to be read from any location in the auditorium including the back rows and balcony). 2. LexMedia viewers either live or on replay (LexMedia will likely fit the Battin Hall projection screen to the TV screen). 3. Those with vision problems and others. Paper copies should be made available at the Information Table (one week in advance of expected presentation). Additional details can be included in written handouts that may be too dense for the slide presentation.

