

**Sweetser Lecture Series**  
**2023 Meeting of the Advisory Committee**  
**Wednesday, September 13, 2023 – 7:00 pm**  
**Emmanuel Episcopal Church, 5 Bryant Street**  
**Final Preparation Meeting for Fall 2023 Lectures**  
**AGENDA**

**Call to Order of Meeting (Julie)**  
**Secretary's Report**

- Reading of Minutes of June 7, 2023 Benefactors/Patrons Work Session, vote approved and sent to Town Hall

**Treasurer's Report - as of first week of September 2023 (David)**  
**Old Business**

- Listing of materials and SLS banner and posters for lectures (Susan and Julie)

**New Business**

- Update on Tickets (Faith and Jeanne and David) and Tickets' table, volunteers needed to stand at table all 3 nights
- Update on Benefactors (Susan)
- Discussion of three Programs (Committee), printing
- Update on Publicity (Joe, Helen and Sara), after each lecture publicity will be needed before the next lecture
- Update on Speakers' AV requests and set-up in the hallway before the entrance to TSB, Sara will share needs, Theatre
- Speaker introductions and discussion of protocol for the evening of each lecture (bring Helen's list and additional suggestions) Sara
- Volunteer (Joe and back-up) will pick up flowers at Gregory's before each lecture
- Sara will email all speakers 3 weeks before each lecture in regard to reminders, directions to SB Theatre, etc.
- Sara has a list of speakers various special requests that she will share with all

**Any matters not anticipated prior to meeting**

Next Meeting (TBD, in early November 2023) - Wrap-up meeting, with allocation of net proceeds to three charities (timing of allocations), and suggestions

**Adjournment**