

TOWN CLERK
2022-05-12
2:58 PM

Sweetser Lecture Series
2021-2022 Meetings of the Advisory Committee

Wednesday, MAY 18, 2022

7:00 pm

Emmanuel Episcopal Church, 5 Bryant Street, Wakefield

AGENDA for PUBLICITY Work Session

Call to Order of Meeting (HELEN)

Secretary's Report

- Reading of Minutes of APRIL 20, 2022 meeting (FAITH)

Treasurer's Report (status as of April 2022 – LORRAINE)

- Review of Fiscal Year 2021 – 2022, anticipated expenses
- Review of Fiscal Year 2022 – 2023, anticipated expenses

Old Business

- Scheduling ITEM PRESS 12,000 flyer printing for WMGLD billing cycle (July to early August for mailing; to ITEM in late May to early June) (SARA)

New Business

- Viewing of Website (JULIE)
- Plan for and progress on Facebook (JULIE)
- PUBLICITY Work Session – signing, addressing and stamping 150-200 letters to all Publicity groups; enclosing Fall 2022 program (on green paper) with letter and closing stuffed letters with official SLS seal (HELEN and Committee)
- Scheduling date for June Meeting (FAITH) - Work Session to sign, address and stamp up to 150 letters and Response Cards to past Benefactors / Patrons and potential Bs / Ps (SUSAN)

Adjournment