

**Sweetser Lecture Series**  
**2022-2023 Meeting of the Advisory Committee**

**Wednesday, September 7, 2022 – 7:00 pm**  
**Emmanuel Episcopal Church, 5 Bryant Street**  
**(Preparation Meeting for Fall 2022 Lectures)**

**AGENDA**

**Call to Order of Meeting** (Sara)

**Secretary's Report** (Faith)

- Reading of Minutes of June 8, 2022 Benefactors/Patrons Work Session

**Treasurer's Report - as** of first week of September 2022 (Lorraine)

**Old Business**

- Listing of materials that should be kept in archives (ongoing with Committee)
- SLS banner and posters for lectures (Susan)

**New Business**

- Update on Tickets (Faith and Jeanne) and Tickets' table (Lorraine)
- Update on Benefactors/Patrons (Susan)
- Discussion of three Programs (Committee)
- Update on Publicity (Joe, Helen and Sara)
- Update on Speakers' AV requests and set-up at the hallway before the entrance to TSB Theatre (Bob and TSB Theatre's Trudy Conley)
- Speaker introductions and discussion of protocol for the evening of each lecture (bring Helen's list and additional suggestions)
- Volunteer (Joe and back-up) will pick up flowers at Gregory's before each lecture
- Additional requests for first lecture (books, prices, etc.)
- Next Meeting (TBD, in early November 2022) - Wrap-up meeting, with allocation of net proceeds to three charities (timing?); and suggestions of potential speakers for 2023-2024 Series

**Adjournment**