

Sweetser Lecture Series
2021-2022 Meetings of the Advisory Committee

Wednesday, April 20, 2022

7:00 pm

Emmanuel Episcopal Church, 5 Bryant Street, Wakefield

AGENDA for Benefactors and Patrons Work Session

Call to Order of Meeting (Jeanne)

Secretary's Report

- Reading of Minutes of March 30, 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

- Update on Website progress
- Update on Stationery and Tickets (Faith and Sara)
- Update on The Savings Bank Letter of Request
- 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)
- Scheduling dates for future Meetings at EEC (Faith – May 18th for PUBLICITY Work Session)
- Scheduling of Advisory Committee member to conduct next meeting (Helen – PUBLICITY)

New Business – Work Session addressing and stamping up to 100 postcards to past Benefactors and Patrons

Next Meeting: May 18? (Faith, for EEC, in May) - Work Session on Publicity (Helen)

Adjournment