

Sweetser Lecture Series
2019-2020 Meeting of the Advisory Committee
Wednesday, October 16, 2019
7:00 pm
Emmanuel Episcopal Church, 5 Bryant Street

AGENDA

Call to Order of Meeting (Julie)

Secretary's Report (Faith)

- Reading of Minutes of Meeting on October 2, 2019 (Susan)
- Approval of above Minutes
- Taking Minutes from today's meeting (Susan)

Treasurer's Report (Lorraine)

Old Business

- Discussion of web site and Social Media to promote SLSeries
- Taking inventory of stationery and stamps/envelopes to have on hand for Publicity prep mailings in winter
- Review of what Susan and Julie will need for Wakefield 101 Thursday evening, November 21, 2019
- Discussion on where to save SLS materials (ongoing)

New Business

- Update on Prospective Speakers (Committee)
 - Discussion on Lecture dates at TSBank Theatre with Tom Bankert
 - Discussion of SLSeries flyer in WMGLD bills (February bill cycle)
 - Discussion of complete lecture packets for three speakers (SLSAC Confirmation letter, Talent Release form, Speaker Biography sheet, and Directions to WMHS) (Sara)
 - Contacting Town Council and Sherri Dalton of speakers' info/fees
 - Discussion of necessary materials for Publicity preparation (date of meeting, stamps, stationery, envelopes/stickers, groups, number of flyers needed for each group, date to mail all letters) (Helen)
- Next meeting **October 30, 2019 (followed by 11/13, 11/20 and 12/04)**

Adjournment